INSTITUTE OF CHEMICAL TECHNOLOGY

Ordinances, Regulations and Rules

Institute of Chemical Technology,
N.M. Parekh Marg, Matunga, Mumbai – 400 019

January 2008
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PREFACE

This is the second part of the completion of Ordinances, Regulations and Rules (ORR) of the Institute made till May 2009. The first part published in February 2008 included the Ordinances, Regulations and Rules made till December 2007. With these ORR in place the Institute has acquired its major structure as an independent body. The Board had constituted a committee under the chairmanship of Professor S.P. Sukhatme for framing the statues and Ordinances. I thanks profoundly professor Sukhatme and the committee members for their excellent job in framing the Ordinances with great details. Rules and Regulations of any Institution are not permanent and as time changes, these require amendments and some times even repeat; based on the experience collected. It is expected that the Institute will implement the ORR and take their review from time to time.

28th May 2009

Professor J.B.

Joshi

Director
Ordinances
O.1 Powers and Duties of the Building and Works Committee

As per the Government of Maharashtra G.R., No. WBP –2004/(341/04)/ (1)/TE-6, dated 31st March 2004, granting autonomy to the Institutions selected under the Technical Quality Improvement Programme (TEQIP) of the Government of India, there is a provision of constitution of the Building and Works Committee for such an Institute. The constitution of this committee has been given in the G.R. In the clause 14 of the proposed Statutes of the Institute the same constitution is reproduced with Functioning and Powers and Duties of the committee. The present Ordinance gives the power and duties of the committee. It has been made under the powers vested in the Board as per sub-clauses 14.2(c) and 14.3(c) & (i) of the proposed Statutes and is approved by the Board in its meeting held on 18th August 2005. Suitable changes shall be incorporated after the approval of the Statutes.

(1) Constitution of the Building and Works committee:
(a) The Building & Works Committee shall consist of the following persons:

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<td>Director</td>
<td>Chairperson</td>
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<tr>
<td>Superintending Engineer, Public Works Department, Maharashtra State (Government Representative)</td>
<td>Member</td>
</tr>
<tr>
<td>Director, Engineering Services and Projects/Chief Engineer, Local Self-Governing Institutions</td>
<td>Member</td>
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<tr>
<td>2 Reputed Architects, nominated by the Board</td>
<td>Members</td>
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<tr>
<td>A nominee of the Board</td>
<td>Member</td>
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<td>Head of the General Engineering Department of the Institute</td>
<td>Member Secretary</td>
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(b) If any vacancy occurs in the committee, it shall be filled in by nomination by the Chairperson of the Board.

(c) Other suitable members may be co-opted with the permission of the Board.

(2) Meetings of the Building and Works Committee

(a) The Committee shall meet as often as necessary, but at least twice a year.

(b) The Secretary shall convene the meeting.

(c) The notice convening a meeting shall be sent to the members by the Secretary at least ten days in advance of the meeting together with the agenda for the meeting, provided that a special meeting of the committee may be called at a shorter notice, if deemed necessary, by the Chairman.

(d) The Director and/or Secretary along with 50% of the other members shall form a quorum for a meeting of the Committee.
(e) After the meeting, the minutes shall be drawn by the Secretary who shall get them approved from the Chairperson.

(f) A copy of the minutes of every meeting of the Committee, along with its recommendations, shall be placed before the Board for its information.

(3) **Powers and Duties of the Building and Works Committee:**

The Building and Works Committee shall perform the following functions and have the following powers-

(a) It shall be responsible under the direction of the Board for construction of all major capital works after securing from the Board the necessary administrative approval and expenditure sanction.

(b) It shall have the power to give the necessary administrative approval and expenditure sanction for all minor construction work and work pertaining to maintenance and repairs, as prescribed below, subject to availability of funds provided in the budget and within the grant placed at the disposal of the Institute for the purpose; subjected to (c) below.

(c) Regarding the maintenance, repairs and construction work in the Institute, the Director shall have power to approve the expenditure below Rs. 2.00 lakh, the Building & Works committee from Rs. 2.00 lakh to Rs. 50.00 lakh and the Board above Rs. 50.00 lakh.

(d) It shall empanel architects, structural engineers, project management consultants, liaison agencies, etc. and select appropriate agency for individual work from the panel approved by the Board.

(e) It shall cause to prepare estimates of cost of building and other capital works, minor works, repair, maintenance and the like.

(f) It shall be responsible for making technical scrutiny as may be considered necessary by it.

(g) It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give direction for Institutional works where necessary.

(h) It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.

(i) The works of the Institute shall be classified as below:

   (i) **Maintenance Works:** These works shall include routine maintenance works and repairs regardless of the total cost to be incurred for their execution.
(ii) **Minor Works:** These shall include all original works, special repair works involving additions and alterations to the existing structure, with an estimated, cost Rs. twenty-five lakhs or less.

(iii) **Major Works:** These shall include original works and special repair works involving structural additions and alterations with an estimated cost exceeding Rs. twenty-five lakhs.

(j) **Maintenance Works:** The Department of General Engineering/Workshop of the Institute shall be responsible for preparation of plans and estimates for these works and also for their execution and supervision, under the guidance of the Buildings and Works Committee.

(k) **Minor Works:**

(i) These works shall be executed by the Institute.

(ii) The Institute's Engineer, under the directions of the Buildings and Works Committee, shall get prepared the plans and estimates for such works either through his own staff or where necessary with the help of a Consulting Architect/Structural Engineer chosen from the panel of Architects/Structural Engineers approved by the Board.

(iii) The Institute's Engineer, shall be responsible for execution and supervision of these works under the guidance of the Buildings and Works Committee.

(iv) The approval to the detailed plans and estimates by the Buildings and Works Committee, submission of the detailed plans to the concerned Municipal Corporation for its approval and obtaining of the commencement certificate, occupation certificate and completion certificate, shall be carried out by the Architects as per the procedures of the Institute and concerned Municipal Corporation under the overall supervision of the Institute's Engineer.

(l) **Major Works:**

(i) Preparations of the Block estimates: The block estimates of all major works shall be prepared by the Institute's engineer, or whenever necessary with the help of consulting Architect/Structural Engineer chosen from the panel prepared by the Committee and approved by the Board, to assess the rough cost of the work with a view to determining whether the work shall be executed by the Institute or by the External Agency, provided that, the final selection of the Consulting Architect/Structural Engineer shall be made by the Buildings and Works Committee.

(ii) The Buildings and Works Committee shall recommend the estimated cost of a work to the Board.

(iii) The Institute may also execute major works of estimated cost exceeding Rs. twenty-five lakhs or the maximum amount decided by the Board, from time to time, if the nature of such work is not complicated and the concerned structure is up to ground plus three floors and/or the work involves multiple repetitive units such as staff quarters, etc. For this purpose however, prior approval of the Board shall be obtained.

(iv) The Institute should have an appropriate technical organization to execute the works to be undertaken by the Institute. The composition of such technical organization shall be determined by the Board in consultation with the Buildings and Works Committee.
(v) The Institute may avail of the services of the Quality Control Organizations of the Public Works Department/approved quality control laboratories to inspect the quality of the material used on payment of stipulated charges and to check the quality and structural safety of the works under construction.

(vi) In case of major works of special nature requiring particular expertise, the committee may appoint suitable outside contractors to get the work executed, after receiving the estimates and work plan from the Institute's engineer. Pre-qualification of such contractors and other conditions shall be made by the Committee.

(m) The Buildings and Works Committee shall recommend to the Finance and Accounts Committee, a Programme of Works to be executed in the ensuing year. This programme will separately specify (a) Maintenance Works, (b) Works to be executed by the Institute, and (c) Works other than those to be executed by the Institute. On the basis of Committee's recommendations and subject to the final approval of the Board, respective provisions shall be made in the annual budget for the works.

(n) After getting the approval of the BOG, wherever required, the Institute's Engineer shall prepare the detail plan, drawings, estimates of the work and place before the Buildings and Works Committee for its approval.

(o) The Committee shall prepare a panel of at least five Architects and five R.C.C. Consultants of proven experience and merit for the Institute's Works. Such panel will be subject to approval of the BOG and shall be valid for a period of five years.

(p) The Building and Works committee shall -

(i) maintain a separate list of contractors on the basis of their technical experience and financial capability for execution of works concerned;

(ii) be responsible for getting technical scrutiny carried out as it considers necessary;

(iii) be responsible; after careful scrutiny, for the acceptance of tenders received for works concerned and in case where it proposes to assign a work to a contractor whose tender is not the lowest, the committee shall record its reasons in writing and recommend the same to the Board;

(iv) exercise general supervision over the work of engineering staff of the Institute and in particular ensure that essential records and data like the register of the Institute's properties and the works' register etc., are maintained up to date;

(v) ensure that the rejected tenders are retained for a period of three years unless they are to be required for a longer period for any specific purpose, such as court case, departmental inquiry, etc;

(vi) ensure that the Institute's Engineer /Architect certifies the completion of works in accordance with the final design, in respect of concerned works;
(vii) if necessary, associate the consulting Architects, where appointed with its deliberation for the works concerned;
(viii) settle rates not covered by tender and settle claims and disputers with the contractors in respect of maintenance works and works to be undertaken by the Institute, if such claims involves an excess beyond amount 10% over and above the approved estimated cost of the project excluding 10% amount applicable for escalation in rates, approval of Board to such excess amount shall be obtained.

(q) In respect of the maintenance and works to be undertaken by the Institute, the Chairman of the Buildings and Works Committee shall have the powers to sanction the payment of monthly running account of a work, subject to such a bill having been examined by the Architects, where appointed and certified as 'fit for Payment' by the Institute's Engineer.

(r) In respect of maintenance works and other works to be undertaken by the Institute, the Chairman of the Buildings and Works Committee shall have the power to sanction payment of final bills if the overall deviation in the bills is within the sanctioned estimates or if it does not exceed or recede by 10% of the sanction. In case the amount of the final bills exceeds or recedes by 10% of the sanction, the Chairman of the Committee shall have the powers to release 90% part payment of the balance payment due against the tender items. The remaining 10% of the payment so deducted against the tender items alongwith the excesses and extras shall be released only after the approval of the Buildings and Works Committee.

(s) The Buildings and Works Committee shall have the powers to extend the contract period on the recommendation of the Institute's Engineer in case of maintenance works and of the Architects in case of the works to be undertaken by the Institute. Pending the sanction of extension of contract period by the Buildings and Works Committee, the Director shall have the powers to release 90% part payment of the remaining due against the tender items and the remaining 10% so deducted against the tender items shall be released after the approval of the Buildings and Works Committee.

(t) In case of the works executed by the Institute under its supervision, the committee shall have the powers to settle and recommend to the Board the escalation of rates over and above the tender rates as per norms generally adopted by the Public Works Department, thereupon modify the estimates earlier approved by them.

(u) The Buildings and Works Committee shall constitute a sub-committee to open the Tenders.

(1) The sub-committee shall consists of :
   i) Dean (Campus Development) - Chairperson
   ii) One members of the Buildings and Works Committee to be nominated by the Director
   iii) Registrar
   iv) Assistant Registrar (F & A)
   v) Institute's Engineer - Member Secretary
(2) The Sub-committee, in presence of all Contractors, shall open the sealed
tenders. Each member of the Sub-committee shall sign the tender papers.
(3) Institute's engineer shall prepare the comparative chart showing name of
the contractor, amount quoted by each contractor, conditions if any,
quoted by the contractor(s).
(4) The comparative chart so prepared and signed by the members, shall,
then be placed before the Buildings and Works Committee for its
approval.

(v) The Buildings and Works Committee shall constitute the Technical
Committee.
(1) The Technical committee shall consists of three members nominated
by the Director from among the members of the B&W committee and
the Institute's Engineer. If necessary, the Director may appoint expert/s
with prior approval of the Building and Works Committee.
(2) The technical committee shall -
   (i) scrutinise the proposal(s) prepared by the Institute's Engineer;
   (ii) make the scrutiny of the R.A. Bills, final Bills, etc. prepared by the
        Institute's Engineer;
   (iii) periodically inspect the progress of the building and report to the
         Buildings and Works Committee;
   (iv) advise the Buildings and Works Committee on any technical
        matter;
   (v) advise the Buildings and Works Committee as regards to the
       extension in time limit of the project; sanction of extra items which
       are not included in the original estimates, escalation in the cost of
       building;
   (vi) check the quality of the various materials used for the project;
   (vii) perform such other duties as may be assigned to it by the Buildings
         and Works Committee, from time to time.

(w) It shall perform such other functions in the matter of construction of
buildings and development of land for the Institute as the Board may
entrust to it from time to time.

(x) In emergent cases the Chairperson of the Committee may exercise the
powers of the Committee. Such cases shall be reported by him to the
Committee and the Board at the next meeting of the Committee and of the
Board.

Approved in BOG Meeting held on August 18, 2005 Item No.2
O.2 Powers and Duties of the Finance Committee

The Finance Committee shall have the following Powers and Duties:

(b) to generally supervise the funds of the Institute and advise the Director about the finances.

(c) to examine and scrutinize the annual budget as well as the revised budget of the Institute and recommend them to the Board.

(d) to give its views and make recommendations to the Board either on the initiatives of the Board or of the Director, or on its own initiative on any financial issue affecting the Institute.

(e) to recommend to the Board the internal auditor for the Institute for every accounting year.

(f) to recommend to the Board the statutory auditors for the Institute for every accounting year.

(g) to recommend the fee structure for various courses and for the Hostels to the Board.

(h) to check the annual accounts and statements of expenditures.

(i) to review the annual Audit Report and give appropriate suggestions to the staff concerned.

(j) to advise the Director regarding the investment of funds.

(k) to create, maintain, and monitor the utilization of various corpuses, funds and endowments.

(l) to give norms about the utilization of development funds.

(m) to scrutinize and approve financial proposals of Rs. 10,00,000 and above of the development fund.

(n) to make all finance related rules of the Institute.

(o) to give norms for the utilization of accrued interest on various funds.

(p) to note any financial irregularities and unauthorized expenditures and report to the proper authority or functionary for taking suitable actions.

(q) to scrutinize any financial proposal prior to placing it before the Board.

(r) to execute such other duties in relation to the finances of the Institute as may be assigned to it by any of the authorities and Director of the Institute.
(s) O.3 Constitution and functioning of the Under-graduate Programmes Committee

As per the provisions of the G.R. No. WBP-2004/(341/04)/(1)/TE-6, dated 31st March 2004, the Senate has been constituted for the Institute. The Senate is the principal academic body of the Institute. The function of the Senate is similar to that of the existing Academic Council within a University, and shall be of academic nature. To assist in this work, the Senate is expected to have different Standing committees, vide page 12, annexure-2, pt. D of the G.R. The Under-Graduate Programme Committee is a Standing Committee of the Senate, which will look into the undergraduate teaching in the Institute. The Ordinance has been approved by the Board of Governors in its meeting held on 18th August 2005.

(1) The committee shall have the following composition:
   (a) Dean - Academic Programmes - Chairperson
   (b) All the Head of Department or their nominees - Members
   (c) Chairperson BOS (Chemical Engineering) (University of Mumbai) - Member
   (d) Chairperson BOS (Chemistry) (University of Mumbai) - Member
   (e) One Chairperson BOS (Biochemistry/Biotechnology/Life Science/Microbiology) (University of Mumbai) - Member
   (f) One Chairperson BOS (Pharmacy) (University of Mumbai) – Member
   (g) Two students’ representatives - Members
   (h) Registrar - Member Secretary

Provided that one student under category (g) belong to the Reserved categories. The nominee of any Head of Department shall be as per the rules.

(2) The Committee shall meet at least two times a year; preferably one in each semester before the meeting of the Senate.

(3) A meeting of the committee shall be convened by the Secretary with written notice to all the members at least one week in advance.

(4) Registrar shall function as the secretary of the committee and record the proceedings.

(5) The minutes of a meeting shall be circulated to the members for their comments and shall be approved by the chairperson. The approved minutes shall be forwarded to the Director for necessary action/forwarding to the Senate.

(6) The committee shall in general be responsible for the undergraduate teaching in various subjects and shall ensure high standards of the same.

(7) The duties of the Committee shall be as follows:
   (a) to make recommendations to the Senate regarding the conduct of the undergraduate courses in all subjects in the Institute;
   (b) to recommend to the Senate appropriate Ordinances and Regulations regarding the Undergraduate courses;
   (c) to make appropriate rules regarding the undergraduate courses;
   (d) to review periodically the undergraduate programmes and to advice the Senate regarding innovation and improvement in the existing programmes;
(e) to receive and consider the proposals from the Departments regarding the under-graduate courses and submit the recommendations to the Senate;

(f) to review periodically the progress in the undergraduate education and suggest programmes, curricular changes, remedies to remove deficiencies in the existing courses;

(g) to recommend the eligibility criteria and course equivalence for the undergraduate courses;

(h) to appoint paper setters, examiners and moderators for the undergraduate examinations;

(i) to appoint referees for the undergraduate dissertations and for conducting the viva-voce examinations, when prescribed;

(j) to prepare and recommend the requirements of various undergraduate programmes, such as laboratory requirements, books, supplementary materials, etc.;

(k) to constitute committees to execute specific work;

(l) to constitute committees to frame and revise undergraduate syllabi;

(m) to overview students’ attendance during lectures, tutorials, lab sessions; regularity of academic sessions by the teachers; different programmes; tests and examinations; assignments; implementation of curricula, etc. and recommend suitable actions in these regards;

(n) to execute such other duties in relation to the undergraduate courses as may be assigned to it by the Senate or any of the authorities of the Institute.

Approved in BOG Meeting held on August 18, 2005 Item No.4
O.4 Ordinance relating to the constitution and functioning of the Post-Graduate Programmes Committee

As per the provisions of the G.R. No. WBP-2004/(341/04)/(1)/TE-6, dated 31st March 2004, the Senate has been constituted for the Institute. The Senate is the principal academic body of the Institute. The function of the Senate is similar to that of the existing Academic Council within a University, and shall be of academic nature. To assist in this work, the Senate is expected to have different Standing committees, vide page 12, annexure-2, pt. D of the G.R. The Post-Graduate Programme Committee is one of the Standing Committees of the Senate, which will look into the Postgraduate teaching in the Institute. The Ordinance has been approved by the Board of Governors in its meeting held on 18th August 2005.

(1) The Committee shall have the following composition:
   (a) Dean - Academic Programmes - Chairperson
   (b) All the Heads of Department - Members
   (c) Dean, Faculty of Technology (University of Mumbai) - Member
   (d) Dean, Faculty of Science (University of Mumbai) - Member
   (e) Chairperson BOS (Pharmacy) (University of Mumbai) - Member
   (f) Registrar - Member Secretary

(2) The Committee shall meet at least two times a year; preferably once in each semester before the meeting of the Senate;

(3) A meeting of the Committee shall be convened by the Secretary with written notice to all the members at least one week in advance.

(4) The Registrar shall function as the secretary of the Committee and record the proceedings.

(5) The minutes of a meeting shall be circulated to the members for their comments and shall be approved by the Chairperson. The approved minutes shall be forwarded to the Director for necessary action/forwarding to the Senate.

(6) The committee shall in general be responsible for the post-graduate teaching and research in various subjects and shall ensure high standards of the same.

(7) The duties of the Committee shall be as follows:
   (o) to make recommendations to the Senate regarding the conduct of the post-graduate courses including the course work for Ph.D., if any;
   (p) to recommend to the Senate appropriate Ordinances and Regulations regarding the post-graduate courses in the Institute;
   (q) to make appropriate rules regarding the post-graduate courses;
   (r) to control, regulate and coordinate research activities to maintain high standards of the same;
   (s) to review periodically the post-graduate and research programmes and to suggest innovation and improvement in the existing programmes;
   (t) to receive and consider the proposals from the Departments regarding the post-graduate courses and submit the recommendations to the Senate;
   (u) to recommend suitable norms of the recognition of the faculty members for guiding research at Master's level and Doctoral level;
(v) to grant recognition to the faculty members for guiding research at the Master’s level and Doctoral level, as per the norms prescribed by the Senate;

(w) to appoint paper setters, examiners and moderators for all the post-graduate examinations;

(x) to approve the topics of thesis or dissertations in various subjects;

(y) to appoint referees for Master’s and Doctoral theses;

(z) to constitute committees to frame and revise syllabi for Master’s courses;

(aa) to overview students’ attendance during lectures, tutorials, lab sessions; regularity of academic sessions by the teachers; different programmes; tests and examinations; assignments; research projects; implementation of curricula, etc. and recommend suitable measures with respect to these;

(bb) to execute such other duties in relation to all post-graduate courses at the Institute, as may be assigned to it by any of the authorities of the Institute.

Approved in BOG Meeting held on August 18, 2005 Item No.5

O.5 Constitution and function of the Council of Heads of Department

As per the provision in the G.R. No. WBP-2004/(341/04)/(1)/TE-6, dated 31st March 2004, annexure -2, pt C(8), there should be a committee of Heads of Department to advise the Director on various matters. The Director should consult it on various issues. The committee has been constituted, as per the above-referred provision in the G.R. and also under the provision of the sub-section 18(i) of the proposed Statutes. It has been approved by the Board of Governors in its meeting held on 18th August 2005.

(1) The Council of Heads of Departments shall have the following composition:
   (a) Director - Chairperson
   (b) All Heads of Department of the Institute - Members
   (c) All Deans
   (d) Head of the Library - Member

   One of the members, nominated by the Director, shall be the Secretary of the council.

(2) The Council shall meet regularly, preferably once in a month and shall be responsible to the Director.

(3) The Council shall assist and advise the Director in all the academic and administrative matters.

(4) A meeting of the Council shall be convened by the Secretary with written notice to all the members at least one week in advance.

(5) The secretary shall record the proceedings, which will be approved by the Director and circulated to the members.

(6) The Director shall take the decisions through the committee on the matters on which action is expected to be taken before the next Senate meeting.
The Council shall deliberate on issues concerning the Institute in general and of common interests in particular. Any recommendation of any committee affecting one or more Departments should be put before the council for discussion and recommendations by the Director, before being implemented.

The Council may invite any expert for opinion.

The Council may form subcommittees to make recommendations on specific issues.

The duties of the Council shall be as follows:
(a) to discuss intra- and inter-departmental academic and administrative issues and make recommendations;
(b) to advice the Director on the issues put before the committee;
(c) to discuss matters related to restructuring of Departments/Centres and make recommendations to the Senate;
(d) to frame and amend the rules regarding the institutional grants;
(e) to monitor the receipt, distribution and utilization of institutional grants;
(f) to attend the matters of security of the Institute and its properties and make suitable rules and recommend suitable measures;
(g) to execute such other duties as may be assigned to it by the Director or any other authority of the Institute.

Approved in BOG Meeting held on August 18, 2005 Item No.3

O.6 Constitution and functioning of the Admissions Committee

As per the provisions in the G.R. No. WBP-2004/(341/04)/(1)/TE-6, dated 31st March 2004, the Senate has been constituted for the Institute. The Senate is the principal academic body of the Institute. The function of the Senate is similar to that of the existing Academic Council within a University, and shall be of academic nature. To assist in this work, the Senate is expected to have different Standing committees, vide page 12, annexure-2, pt. D of the G.R. There should be an Admissions Committee to look into the admissions to the various courses in the Institute. It is a standing committee of the Senate. The Ordinance has been made under the powers vested in the Board of Governors, as per the provision of the sub-section 11.3 (j)(xii) of the proposed Statutes. It has been approved by the Board of Governors in its meeting held on 18th August 2005.

(1) The committee shall have the following composition:
   (a) Dean (Academic) - Chairperson
   (b) Three Professors - Members
   (c) One Reader - Member
   (d) One Lecturer (with minimum 5 years service in the Institute) – Member
   (e) Registrar - Member Secretary (Ex-officio)

   Provided one of the members from (b), (c) and (d) above shall be from the Reserved Categories. Provided further that no two persons from the categories (b), (c) and (d) shall be from the same Department.

(2) The tenure of the members of the committee shall be three years from the date of their appointment, except those at (a) and (e).
(3) The committee shall meet at least three times a year; at least once in each semester, before the meeting of the Senate.

(3) A meeting of the committee shall be convened by the Secretary with written notice to all the members at least one week in advance. During the admission period, the meetings may be convened on short notices.

(4) The Registrar shall function as the member secretary of the committee and record the proceedings.

(5) The minutes of a meeting shall be circulated to the members for their comments and shall be approved by the Chairperson. The approved minutes shall be forwarded to the Director for necessary action/presentation to the Senate.

(6) The Chairperson shall invite the Head of the Department in case any matter is related to the Department.

(7) The duties of the committee shall be as follows:

(a) to make recommendations to the Senate regarding the norms of the admission to different courses;
(b) to finalize the advertisements of admissions to various courses;
(c) to decide in the individual cases of admissions forwarded to them by the Director as per the norms;
(d) to overview the process of admissions to the Institute;
(e) to take a review and collect the statistics of the admissions;
(f) to make rules regarding the readmission of the students in subsequent years;
(g) to recommend suitable actions in the case of defaulters;
(h) to recommend refusal of admission to and/or punitive action against the students, having regard to the maintenance of discipline;
(i) to observe competitive merit alone as the criterion for admissions, in accordance with the Statutes, Ordinances, Regulations and Rules;
(j) to execute such other duties in relation to the admission of the students as may be assigned to it by any of the authorities of the Institute or by the Director.

Approved in BOG Meeting held on August 18, 2005 Item No.7

O.7 Constitution and functioning of the Examinations Committee

As per the provisions of the G.R. No. WBP-2004/(341/04)/(1)/TE-6, dated 31\textsuperscript{st} March 2004, the Senate has been constituted for the Institute. The Senate is the principal academic body of the Institute. The function of the Senate is similar to that of the existing Academic Council within a University, and shall be of academic nature. To assist in this work, the Senate is expected to have different Standing committees, vide page 12, annexure-2, pt. D of the G.R. The Institute shall have an Examinations Committee, which will be a standing committee of the Senate. It shall look after all the examinations conducted in the Institute. The Ordinance has been made under the powers vested in the Board of Governors, as per the provisions of the Sub-section 11.3(j)(xxv) of the proposed Statutes, and has been approved by the Board in its meeting held on 18\textsuperscript{th} August 2005.
(1) The committee shall have the following constitution:
(a) Dean (Academic) – Chairperson
(b) Two Professors – Members
(c) One Reader – Member
(d) One Lecturer with minimum of 5 years service in the Institute – Member
(e) One representative of the University of Mumbai: Controller of Examination or Deputy Registrar (Results) – Member
(f) Registrar – Member Secretary (Ex-officio)

Provided that no two persons from categories (b) to (d) shall be from the same Department and one person from categories (b) to (d) shall be from the reserved categories. Any additional member may be co-opted.

(2) The tenure of the members of the committee shall be three years from the date of their appointment, except those at (a), (e) and (f).

(3) The committee shall meet at least four times a year; preferably two times in each semester.

(3) A meeting of the committee shall be convened by the Secretary with a written notice to all the members at least one week in advance. During the examination period the meetings may be called with short notices.

(4) Registrar shall function as the member secretary of the committee and record the proceedings.

(5) The minutes of a meeting shall be circulated to the members for their comments and shall be approved by the chairperson. The approved minutes shall be forwarded to the Director for necessary action/presentation to the Senate.

(6) The duties of the committee shall be as follows:
(a) to ensure proper organization of examinations and tests of the Institute;
(b) to make suitable rules for the conduct of all the examinations;
(c) to prepare the time tables for various examinations in the Institute;
(d) to appoint as well as remove paper setters, examiners, and moderators, at various examinations; and to suggest disciplinary action against the defaulting paper setters, and examiners;
(e) to recommend suitable measures for the smooth and fair conduct of examinations;
(f) to ensure proper moderation and declaration of the results;
(g) to receive reports from the coordinators of examinations, such as senior examiners, CAP coordinators and suggest suitable measures;
(h) to take decisions regarding various issues related to the examinations;
(i) to review the examinations;
(j) to recommend and supervise the procurement of materials for the examinations and allotment of grants for the same;
(k) to undertake, exercise and experiments in examination reforms;
(l) to execute such other duties in relation to the examinations as may be assigned to it by any of the authorities of the Institute or by the Director.

Approved in BOG Meeting held on August 18, 2005 Item No.8
O.8 Constitution, Functioning, Powers and Duties of the Purchase Committee

As per the provisions of subsection 15.3(i) (xxix) of the Statutes of the Institute, the Board has power to make purchases of all materials, machinery, equipment, spare parts, etc. as per the requirements. As per the provision of the subsection 15.3(l)(xlii), the Board can appoint such committees, as it considers necessary for the exercise of its powers and the performance of its duties. The Institute needs a separate purchase committee to regulate costly purchases. The present Ordinance has been prepared under the powers vested in the Board as per subsections 31.2(a)(b) (c) and 15.3(h) of the proposed Statutes.

1. The Institute shall have a Purchase Committee to scrutinize purchases of individual items costing more than Rs. 3,00,000 (Including all taxes).

2. The committee shall have the following constitution:
   (a) Dean: Infrastructure and Campus Development - Chairperson
   (b) Two Professors - Nominated by the Director
   (c) One Reader - Nominated by the Director
   (d) Assistant Registrar (Administration) – Member
   (e) Assistant Registrar (F & A) - Member
   (f) Registrar – Member Secretary

3. The Secretary of the Committee can call meetings as and when necessary, with appropriate notice to the members.

4. The Chairperson, Member secretary and three other members shall form the quorum for a meeting.

5. The minutes of each meeting shall be circulated to the members for their comments and shall be approved by the Chairperson. The approved minutes shall be forwarded to the Director for final approval and necessary action.

6. The Committee may invite the Heads of the Department, for which the purchases are to be made, as invitees. In addition, the Chairperson may also invite the actual purchaser for discussion as well as experts for specific technical opinions, wherever desired.

7. The duties of the Committee shall be as follows:
   (a) to scrutinize the purchases of single items costing more than Rs. 3,00,000.00;
   (b) to verify whether all the norms are being followed for the purchases;
   (c) to invite tenders for items costing more than Rs. 3,00,000.00;
   (d) to invite tenders for major items for the Institute;
   (e) to constitute a committee to open tenders;
   (f) to execute such other duties in relation to the purchases as may be assigned to it by any of the authorities of the Institute.

Approved in BOG Meeting held on February 6, 2006 Item No.6
O.9 Constitution, Functioning, Powers and Duties of the Nominations Committee

(a) The Institute shall have a Nominations Committee.
(b) The Committee shall have the following composition:
   (i) Director - Chairperson
   (ii) All Deans - Members
   (iii) Registrar - Member Secretary

(c) The Committee will meet as and when necessary, with appropriate notice to the members.
(d) A meeting of the Committee shall be convened by the Secretary with written notice to all the members at least one week in advance. However, if deemed necessary, a meeting can be convened at a shorter notice.
(e) The Registrar shall record the proceedings.
(f) The minutes of the meeting shall be approved by the Director.
(g) A member shall remain absent for the concerned meeting, if his/her name is to be considered for any nomination. The Chairman may co-opt a faculty member, if required.
(h) The duties of the Committee shall be as follows:
   (i) to frame as well as amend the norms for various nominations;
   (ii) to nominate/recommend persons for various authorities, bodies and committees of the Institute;
   (iii) to recommend persons for various awards/honors/positions outside the Institute;
   (iv) to execute such other duties in relation to nominations as may be assigned to it by any of the authorities of the Institute.

Approved in BOG Meeting held on February 6, 2006 Item No.14

O.10 Constitution, Functioning, Powers and Duties of Departmental Committee

As per the provisions of subsection 26.3(h) of the proposed Statutes, each Department in the Institute shall have a Departmental Committee, with the Head of Department as the Chairperson. The functioning of the committee shall be as per the Ordinance. The present Ordinance has been framed regarding the constitution, functioning, powers, and duties of the Departmental Committee. The Ordinance has been made under the powers vested in the Board as per the provisions of subsections 15.3 (h) and 31 (a)(c) of the proposed Statutes.

(a) Each Department in the Institute shall have a Departmental Committee.
(b) All the permanent academic staff members shall be the members of the Departmental Committee.
(c) The Head of Department shall be the ex-officio Chairperson of the Committee. The term "Head of Department" includes acting Head of Department as well as in-charge Head of Department, as the case may be.
(d) In case the regular Head of Department is absent for a meeting the next senior person shall be the Chairperson and will conduct the proceedings.
(e) The Head of Department shall nominate one of the members of the Committee as Member Secretary.

(f) The Head of Department shall inform the members about the important decisions taken by the authorities, functionaries and committees of the Institute and take advice of the members from time to time.

(g) The Committee in general shall assist the Head in policy making and functioning of the Department.

(h) There shall be at least four meetings of the Committee in an academic year.

(i) The Committee shall have the following powers and duties –

1. To look into general administration of the Department and ensure smooth working of the Department;
2. To recommend the admission policies pertaining to the Department;
3. To prepare the Departmental Budget and send recommendations, if any, to the Finance Committee;
4. To decide about the distribution of Departmental Grants;
5. To decide and observe suitable policy for the maintenance of all the facilities in the Department;
6. Overview the implementation of syllabi and report any difficulties noted to appropriate authorities and functionaries;
7. To initiate modification/revision in the existing courses as well as initiate new courses, from time to time;
8. To recommend the names of subject experts to appropriate bodies, as and when requested;
9. To address the grievances/complaints/suggestions of the staff and students belonging to the Department and if needed forward them to the appropriate committee/authority.
10. To prepare the academic calendar of the Department, which shall include the terminal examination and other tests, if any, to be conducted during the academic year;
11. To prepare theory and/or practical time tables;
12. To look after the students' welfare, including cultural and sports activities;
13. To appoint subcommittees for any specific work, if needed;
14. To consider such other Item as may be forwarded by any authority or functionary of the Institute.

Approved in BOG Meeting held on February 6, 2006 Item No.15

O.11 Functioning of Standing Committees of the Institute

The Board, the Senate, and the Director have powers to constitute different standing committees, as per the provisions of the respective subsections, 15.3(l)(xiii), 16.2(e), and 20.2 (s)(i). There are thus many standing committees in the Institute. Some uniform rules are needed for the functioning of these committees. The present Ordinance has been prepared under the power vested in the Board as per subsections 15.3(h) and 31.2(a)(c) of the proposed Statutes. The conditions in this Ordinance shall be applicable to all the standing committees of the Institute, excluding those constituted by the Board of Governors.
(1) The committees shall be constituted by the respective authorities or the Director.
(2) The Director shall have the right to attend any meeting of a committee, take part in the proceedings, and also to vote.
(3) The tenure of a committee shall be three years from its constitution.
(4) The ex-officio members shall continue to be the members of the respective committee.
(5) In order to maintain continuity in the functioning of the committees, care should be taken to nominate a few members from the old committee on the new committee.
(6) The proceedings of the meetings should be suitably maintained by the respective secretaries in such a way that they will be available for future reference. All the proceedings shall be maintained by the A.R. (Administration) of the Institute.
(7) If any member, except an ex-officio member, fails to attend three consecutive meetings of the respective committee, without giving proper intimation, his/her membership shall stand automatically cancelled, and the Director shall appoint a new member on the seat thus vacated.
(8) In the case of any dispute on a particular issue, the decision of the Director shall be final.

Approved in BOG Meeting held on May 15, 2006 Item No.16

O.12 Appointment of the Registrar

As per the Government of Maharashtra G.R.No. WBP–2004/(341/04)/(1)/TE-6, dated 31st March 2004, there is a provision of the post of 'Registrar' for the Institute. The post shall be at the Professor's level. As per the provision of subsections 23 (b)(c), a person on this post shall be appointed by the Director through a selection procedure as per an Ordinance. The present Ordinance has been prepared under the powers vested in the Board as per subsections 31.2(a)(b) (c) and 15.3(h)

(a) Qualification and Experience: (i) First Class(60% and above marks in aggregate) at Bachelor’s and Master's degree in Science, Engineering, Technology, or Management and (ii) Ph.D. in Science, Engineering, Technology, or Management and (iii) Teaching experience of at least 10 years, after obtaining Ph.D. degree, out of which at least 5 years experience shall be at the Reader's level in a degree college.
(b) The post of Registrar shall be duly and widely advertised by the Director in the print media as well as on the Institute's website. The advertisement should contain all the details, such as essential and desirable qualifications, experience required, the Scale of Pay, etc.
(c) Not less than 30 days, from the date of the advertisement, shall be given for the candidates to apply.
(d) The applications received shall be scrutinized by a scrutiny committee to scrutinize the applications with respect to eligibility. The scrutiny committee shall be constituted by the Director with the following constitution: (i) Dean (SAHRD) - Chairperson (ii) Dean (Campus) (iii) One nominee of the Board
(iv) One expert nominated by the Director.
(e) The eligible candidates shall be called for the Interview.
(f) Selection Committee: (1) The Selection Committee with the following
composition shall be constituted by the Board.

   (i) Director - Chairperson
   (ii) 1 Member - Nominee of the Board
   (iii) 3 Members - Experts nominated by the Board
   (iv) 1 Member - Nominee of the Director Technical Education
   (v) Dean (Students Affairs and HRD) - Member Secretary

(2) The quorum of the meeting shall be the Director, two experts (at iii) and
two other members.
(3) The Selection Committee shall interview the candidates mainly for the
administrative and managerial skills and recommend the suitable
candidate.
(g) The Director shall place the recommendations of the Selection Committee
before the Chairman of the Board and after obtaining the approval shall send
the appointment letter with the service contract.

Approved in BOG Meeting held on February 6, 2006 Item No.4

O.13 Terms and Conditions of the Post of Registrar

    As per the Government of Maharashtra G.R., No. WBP -2004/(341/04)/
(1)/TE-6, dated 31st March 2004, there is a provision of the post of ‘Registrar’. As
per the provision of subsection 23(d), the Registrar shall be appointed on such
terms and conditions as may be laid down by an Ordinance. The present
Ordinance has been prepared under the powers vested in the Board as per
subsections 31.2(a)(b) (c) and 15.3(h), to define the terms and conditions of the
post of Registrar.

(a) The agreement of service shall be deemed to have been entered into subject
at all times to the provisions of the relevant Statutes, Ordinances, Regulations
and Rules of the Institute as in force from time to time and as applicable to
permanent confirmed employees of the Institute.

(b) The appointee shall be on service under the agreement for five years from the
date of his/her joining the post or till he/she attains 60 years of age, whichever
is earlier.

(c) The appointee shall be the Chief Administrative Officer of the Institute and
shall work directly under the superintendence, direction and control of the
Director.

(d) The appointee shall serve the Institute as the whole time Registrar of the
Institute with powers and duties provided in the Statutes and Ordinances.
(e) The appointee shall devote his/her whole time to the service of the Institute and will be subject to the Conduct Rules and other provisions of the Statutes and Ordinances, as applicable to the employees of the Institute, from time to time.

(f) The appointee shall receive the pay and other allowances as admissible in the Professor's scale applicable to a regular Professor in the Institute; provided this condition does not apply to acting/in-charge Registrar. The pay shall be fixed at the time of appointment by the Selection Committee and approved by the Board.

(g) Notwithstanding anything hereinbefore contained, the appointee shall, unless otherwise decided by the Board of Governors, be entitled to receive the whole or in part, as may be determined by the Board, the benefits of any revision in the scale of pay that may be effected by the Institute, subject to the date of such a revision and the terms and conditions of the service of faculty members of the Institute.

(h) Information obtained by the appointee during or in connection with his service and the work upon which he is engaged shall be treated as secret and confidential and appointee shall be deemed in all respects, to be subject to the Indian Official Secrets Act, 1923, as amended from time to time.

(i) The services of appointee may be terminated by the Director at any time by giving one calendar months’ notice in writing at any time during service under this contract without any cause assigned. Provided that always the Institute shall give the appointee a sum equivalent to the amount of his basic pay for one month in lieu of the notice herein provided.

(j) Disqualification of the Registrar:
   (1) The Registrar shall be disqualified to be the Registrar if he/she -
      (i) is inefficient in discharging his/her duties or in implementing the decisions taken by the authorities of the Institute or acting against the objectives of the Institute or violating the code of conduct and other norms;
      (ii) has become insane and stands so declared by a competent court;
      (iii) has been convicted by a court for any offence involving moral turpitude;
      (iv) has become an undischarged insolvent and stands so declared by a competent court;
      (v) has been physically unfit and incapable of discharging duties due to protracted illness or physical disability; or
      (vi) is a member of, or be otherwise associated with, any political or any organization which takes part in politics, or is taking part subscribing in aid of, any political movement or activity;

   (Explanation - For purpose of this sub-section (vi), whether any political party, or whether any organization takes part in politics, or any movement or activity, falls within the scope of this sub-section, the decision of the Director shall be final. Provided further that the Registrar shall be given a reasonable opportunity to show cause by the Director before taking recourse for his removal).

   (2) If the Director is convinced that the Registrar falls under any of the above conditions, he/she may terminate the term of the Registrar and report the
same to the Board in the next meeting.

(k) The appointee may terminate his service by giving to the Institute one calendar month's notice in writing.

(l) In terms of the agreement, the Registrar is eligible for the following benefits:

(a) The Registrar shall be entitled to rent-free furnished accommodation on the Campus of the Institute as may be sanctioned by the Board of Governors of the Institute. The electricity, telephone and water charges shall be paid by the Institute up to a limit decided by the Board.

(b) Since the Registrar is required to travel in the interests of the Institute work, he shall be entitled to travelling allowance on the scale provided for in the T.A. Rules of the Institute in force from time to time.

(c) The Registrar is entitled to leave as also travel concession as admissible to the permanent non-vacational academic staff of the Institute.

(d) The Registrar shall be eligible to medical attendance and treatment as applicable to the teaching employees of the Institute.

Approved in BOG Meeting held on February 6, 2006 Item No.12

**O.14 Powers and Duties of the Deans of the Institute**

The Dean structure, parallel to that existing in the IITs, and proposed in Statute 21 of the proposed Statutes, has been approved by the Board in its meeting held on 18th August 2005. As per the subsection 21.1 (g), the Deans shall have powers and perform duties as given in the Ordinance. The present Ordinance has been made under the powers vested in the Board as per subsections 15.3(f) and 31.2(a)(b)(c) of the proposed Statutes. When the Statutes are approved by the Government, the respective provisions in the Statutes shall prevail.

[A] GENERAL

(1) There shall be Deans to monitor various activities and programmes, to plan the development of the Institute, and to assist the Director in performing his duties.

(2) The following Deans shall be appointed -
   (i) Dean - Academic Programmes (AP)
   (ii) Dean - Student Affairs and Human Resource Development (SAHRD)
   (iii) Dean - Research, Consultancy and Resource Mobilization (RCRM)
   (iv) Dean - Infrastructure and Campus Development (ICD)

(3) A person appointed as Dean shall be a member of the vacational academic staff of the Institute in the Professor's scale.

(4) The Deans shall be appointed by the Director, on the basis of recommendations received from the Nomination Committee, which will base its recommendations on the nominations received from the Senate members;
provided that the Director may directly receive nominations from the Senate, if he/she desires so.

(a) The term of each Dean shall be three years, from the date of his/her appointment, and is eligible for reappointment; provided that the Director may terminate the tenure of a Dean, if the Director is not satisfied with his/her functioning.

(5) The Deans shall formulate the policies and development programmes of the Institute with respect to the subjects under their purview and in accordance with the Institutional pattern approved by the Board, and forward them to the appropriate authorities for their consideration.

(6) In addition to the functions given in the Ordinance, the Director may assign additional responsibilities to the Deans and also may delegate some of his/her powers to the Deans.

(7) All the Deans with the Director as the Chairperson shall form a Council of Deans. The Council shall meet as frequently as necessary to discuss various issues and ensure proper co-ordination.

(8) Deans may appoint ad-hoc committees in consultation with the Director for specific issues from time to time.

[B] Dean - Academic Programmes (AP)

Dean - Academic Programmes - shall co-ordinate, monitor and regulate all the academic activities in the Institute such as, admissions, examinations, UG and PG teaching, research, working of the library, etc.

In particular, the functions shall be to -

(a) monitor and review the teaching and curricula from time to time;
(b) initiate revision of curricula from time to time;
(c) overview the admissions and examinations;
(d) approve the time tables of the examinations;
(e) submit the academic calendar and time tables to the Senate;
(f) authenticate the results of the examinations;
(g) manage the academic fellowships;
(h) maintain and manage the academic endowments;
(i) publish syllabi, prospectus, annual reports, Bombay Technologist and other academic publications;

[C] Dean - Student Affairs and Human Resource Development (SAHRD)

Dean - Student Affairs and Human Resource Development - shall co-ordinate, monitor and look after the general welfare of the students and the employees of the Institute, and their intra- and inter-relationship, in order to have a healthy atmosphere on the campus.

In particular the functions shall be to -
(a) recommend and execute training and welfare programmes for the employees and students of the Institute;
(b) take suitable actions to maintain discipline among the students;
(c) manage the institutional scholarships and fellowships of the students;
(d) maintain and manage the welfare endowments for the students and employees;
(e) address the grievances of the employees and the students;
(f) co-ordinate the extracurricular and co-curricular activities of the students;
(g) look after the placement of the students and maintain their record;
(h) look after all legal aspects of the Institute;
(i) publish UICT patrika, and any other cultural magazine/journal;
(j) look after the special requirements of the physically challenged students and the students belonging to underprivileged and weaker sections of the society;
(k) manage the relevant grants and endowments.

[D] Dean - Research, Consultancy, and Resource Mobilization (RCRM)

Dean - Research, Consultancy, and Resource Mobilization - shall co-ordinate, monitor, regulate and expand the activities of research, industrial consultancy, sponsored projects, and resource generation in the Institute. He/she shall also develop relationship between the Institute and alumni, other institutions, industry, etc.
In particular, the functions shall be to -
(a) oversee the research and consultancy activities in the Institute;
(b) prepare major institutional proposals for research and funding;
(c) prepare plans for the generation of resources;
(d) monitor the utilization of the resources at the disposal of the Institute;
(e) publish Institute’s Brochure and other image building material of the Institute;
(f) develop relationship with Industry, society, and institutes;
(g) maintain alumni relations;
(h) develop all computerized administrative systems;
(i) manage the intranet and internet facilities;
(j) look into IPR of the Institute;
(k) provide for the organization of conferences, seminars, symposia, workshops, etc.
(l) manage the relevant grants and endowments.

[E] Dean - Infrastructure and Campus Development

Dean - Infrastructure and Campus Development - shall co-ordinate, monitor and regulate all the activities related to the maintenance, development and beautification of the campus, including buildings, laboratories, hostels, auditoria, cafeteria, gardens, etc.
In particular the functions shall be to -
(a) prepare annual and long term plans for the development of the campus;
(b) look after the maintenance of major plants and machinery in the Institute;
(c) prepare plans for the maintenance of the buildings;
(d) maintain and preserve all the records of the Institute;
(e) maintain and develop the central facilities and utilities of the Institute;
(f) monitor and regulate the functioning of the Canteen;
(g) monitor and regulate the Stores of the Institute and regulate the purchases;
(h) devise and implement the safety norms of the Institute;
(i) oversee the security functions of the Institute;
(j) to manage the relevant endowments.

### Deans and Associated Activities

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**Note:** The TEQIP will be looked after by Prof. M.D.Teli and Prof. A.K.Kalkar

Approved in BOG Meeting held on February 6, 2006 Item No.2
O.15 Appointment of the Head of Department

Each Department of the Institute shall be headed by the Head of Department. As per the provision of subsection 22 (c) of the proposed Statutes, the Head shall be appointed by the Director in a manner as prescribed in an Ordinance. The present Ordinance relating to the appointment of the Head of Department is made under the power vested in the Board as per the provisions of subsections 15.3 (h) and 31 (a)(c) of the proposed Statutes.

(1) Each Department will have Head of Department, who is appointed by the Director of the Institute.

(2) The Director shall appoint one of the permanent faculty members from among the permanent faculty members of a Department as the Head of the Department.

(3) Seniority-cum-Merit shall be the criteria for the appointment of the Head; provided seniority shall be as per the Ordinance.

(4) While appointing a person as the Head, the Director may take the views of the faculty members from the concerned Department into consideration.

(5) The seniority of a person, within a Department and within the Institute, shall not be affected due to his/her appointment as a Head.

(6) The term of the Head of the Department will be of five years from the date of appointment. However, the same person will be eligible for reappointment, subject to (1) to (3) above, provided further that the Director may terminate the tenure of a Head any time, if the Director is not satisfied with his/her functioning.

(7) The Head of Department shall have powers and duties as prescribed in the Ordinance.

(8) When, in the opinion of the Director, the situation demands, the Director shall consult the Council of Heads of Department and either himself take temporary charge of a Department or place the Department under the charge of his/her nominee, not below the rank of Professor, for a period not exceeding six months. If the situation continues for more than six months, the Director shall consult the Chairperson of the Board and take suitable actions.

Approved in BOG Meeting held on February 6, 2006 Item No.1
O.16 Powers and duties of the Head of the Department

Each Department in the Institute is headed by the Head of Department. The Ordinance has been framed according to the provision of the sub-section 18(b) of the proposed Statutes and has been approved by the Board of Governors, in its meeting held on 18th August 2005.

(a) The Head of the Department shall be the principal academic and executive Head of the Department.

(b) The Head shall be appointed by the Director in the manner as prescribed in the Ordinances and shall be working directly under the control of the Director.

(c) In addition to his/her duties and responsibilities as a teacher, the Head shall perform following duties and responsibilities:

1. The Head shall be responsible for the academic, co-curricular, extracurricular, administrative, and financial activities in the Department.
2. The Head shall promote and regulate the research activities within the Department.
3. The Head or a person nominated by him/her shall represent the Department on appropriate fora.
4. The Head shall be the custodian of the property of the Department vested in him/her, and as such shall take any action to safeguard and maintain the property. He/she is entitled to take any action to discharge this obligation at any time and against any employee working in the Department as he/she deem necessary, and report the same to the Director at the earliest.
5. The Head shall be responsible for any changes done in the rooms, laboratories, halls, etc, within the Department and as such no such change shall be permitted without the permission of the Head. In this regard he/she shall be answerable in turn to the Director.
6. The Head shall maintain all the records of the Department and pass them on to the next Head when he/she vacates the office of the Head.
7. In the absence of the Head, the next seniormost teacher shall be the acting head. Such a teacher shall report to the Head on his/her return from the absence and brief him about the developments during his absence. When the Head wants to avail a long leave of more than 15 days, such an appointment should be reported to the Director by the Head before actually going on leave and take the Director's permission for the same.
8. The acting Head shall not take any major decisions regarding the Department which shall have long term effect on the Department, unless concurrence is obtained from the Head. The Head can revert such a decision if taken without his/her information and concurrence and found to be detrimental, when he/she joins the duty.
9. If the Head prefers to hand over the charge to any person other than the next senior person in the Department, during his/her absence, he/she may do it by reporting the same to the Director with specific reasons thereof and taking the permission of the latter.
10. During the vacation if the Head is on vacation, the seniormost person from those on duty shall be the acting head. Such a person should keep
the Head abreast of the developments during the vacation. Under such a condition, the Head shall discharge his obligatory duties, if the situation demands.

(11) The Head shall distribute the work as well as the available facilities to the teachers and other employees working in the Department, considering their duties, specializations, and requirements of the Department. In doing so, as far as possible, the pleasant and unpleasant duties should be distributed evenly.

(12) The Head shall be ex-officio Chairman of the Departmental Committee.

(13) The Head shall supervise and control the working of the teachers and the employees working in the Department.

(14) The Head shall maintain the Self-Assessment Reports and the Confidential Reports of the teachers and non-teaching employees, respectively, working in the Department.

(15) The Head shall be the authority to take the charge from any employee of the Department retiring from the service of the Institute or otherwise leaving the Institute or going on a long leave, and pass on the same to a suitable employee. No dues shall be settled of such a person unless he/she obtains such a clearance certificate in the prescribed format from the Head.

(16) The Head shall, in consultation with the Departmental Committee, prepare the annual financial estimates of the Department, time table of theory and practical classes, time table of theory and practical examinations and/or test to be conducted within the Department, during the academic year. As such the Departmental committee shall be collectively responsible for these activities.

(17) The Head shall monitor the admission procedure of the students to be admitted for various programmes of the Department as per procedure laid down by the concerned authority, from time to time.

(18) The Head shall monitor the studies, and progress of the students from his/her Department and may take suitable actions for possible improvements required.

(19) The Head shall, in consultation with the Director, take the disciplinary action against the students in the Department.

(20) No official correspondence, intradepartmental or with any authority of the Institute or made with any outside agency, made by any employee, shall be considered official unless it is forwarded with remarks from the respective Head of the Department.

(21) The Head shall monitor the purchase of equipment, furniture, chemicals, books, etc. which are required to be purchased for his Department as per the procedure laid down by the Institute.

(22) The Head shall certify the payment of bills of any purchases done for his Department after verifying the receipt and conditions of the goods received.

(23) The Head shall certify the payments made for the petty cash purchases for the Department.
(24) The Head or a person nominated by him/her in writing shall be the authority to physically verify the stock in the Department and maintain the inventory records including the Dead Stock Register.

(25) The Head shall be responsible for the smooth conduct of the examinations/tests conducted by the Department.

(26) The Head shall assist the Institute in the smooth conduct of the Institute Examinations.

(27) The Head shall perform such other duties and responsibilities as may be assigned to him/her by the Director and any Authority of the Institute, from time to time.

Approved in BOG Meeting held on August 18, 2005

O.17 Appointment of Eminent persons as Professor Emeritus in the Institute

The scheme is aimed at attracting talented scientists and teachers who have superannuated from the respective organizations but still are active and contribute significantly towards research and teaching. The Institute is expected to be benefitted from their expertise and experience. Such a symbiotic relationship will be mutually rewarding. The Ordinance has been made under the power vested in the Board of Governors, as per the provisions of the sub-sections 11.3 (j)(xvi),(xvii),(xviii) of the proposed Statutes and has been approved by the Board in its meeting held on 18th August 2005.

(1) **Eligibility:** The person to be considered under this scheme should -

(1) be a superannuated teacher or a scientist;
(2) have retired from the active service from any University, National Laboratory, etc.;
(3) be a fellow of Indian National Science Academy or Indian Academy of Sciences;
(4) has worked in areas of relevance to ongoing/proposed research programmes of the Institute

(2) **Applications and Selection:**

(a) The Director shall receive proposals/applications for the appointment of eligible persons.
(b) The Director shall himself/herself collect such proposals/applications or receive the same from suitable candidates or those forwarded to him by the faculty/alumni/experts/Board members.
(c) No formal advertisement shall be given for this position.
(d) The Director shall verify the credentials, interests and suitability of the eligible person, with the help of the Deans.
(e) The Director shall place the applications/proposals before the Board for consideration, with his/her remarks. The Board shall examine the proposals/applications and select suitable candidates as well as the terms and conditions for such an appointment.
The Director shall make the appointment of the selected persons on terms and conditions accepted by the Board.

The selected person shall be called as "Professor Emeritus".

Honorarium and other benefits: The selected person shall be -
(a) offered consolidated honorarium permissible under the Government rules with retirement benefits or Rs. 25,000 p.m., whichever higher.
(b) given all the facilities which are available to the regular faculty members of the Institute;
(c) given residential accommodation, if available, as per the rules.

Nature of expected work: The selected person -
(1) will be associated with a Department of the Institute;
(2) shall participate in the under-graduate and post-graduate teaching in the Institute;
(3) is expected to introduce new dimensions in the teaching programmes and enthuse the undergraduate students for higher goals;
(4) should contribute profoundly to the research activities in the Institute by way of research publications, patents, research guidance at doctoral level, writing monographs, reviews, books, initiating new research areas, encouraging young faculty, etc.

Tenure: The appointment shall be done for an initial period of two years and further on contractual basis.

Approved in BOG Meeting held on August 18, 2005 Item No.13

O.18 Appointment of Adjunct Professors

The scheme of Adjunct Professor is introduced to strengthen the teaching and research in the Institute by taking help of experts from outside organizations and retired scientists and teachers. The scheme is also expected to induce cross-fertilization of ideas in teaching and research, which ultimately will benefit the students immensely. The Ordinance has been made under the power vested in the Board of Governors as per the sub-sections 11.3 (j) (xvi),(xvii),(xviii) of the proposed Statutes and has been approved by the Board in its meeting held on 18th August 2005.

(a) An Adjunct Professor shall be appointed for a subject or specialization relevant to the ongoing programmes of the Institute.

(b) Two types of Adjunct Professors shall be appointed in the Institute: (a) Adjunct Professor (Honorary): Adjunct Professor (Honorary) is a person employed on a permanent basis in any organization on a regular salary. (b) Adjunct Professor (Superannuated): Adjunct Professor (Superannuated) is a person who has superannuated from an organization and is not employed.
(c) **Qualification:** (1) **Adjunct Professor (Honorary):** The Adjunct Professor shall be an outstanding scholar with Doctorate degree in Chemical Engineering/Chemical Technology/Pharmacy/ Chemical Sciences/Biological Sciences/Physical Sciences/Mathematics or any other subject of relevance to the Institute and with good academic record. He/she should be - (i) a Regular Professor or a Scientist/Expert at the Professor's grade in a University or reputed Institute/National Laboratory/ Government Organization/Industry. (2) **Adjunct Professor (Superannuated):** A person who has retired as a Regular Professor/Scientist from a University or reputed Institute/National Laboratory OR a person with 25 years of experience in Industry out of which atleast 10 years and worked in the R&D Department at the managerial level.

(d) **Adjunct Professor (Superannuated):** shall be appointed by the following procedure:

1) **Advertisement:** The advertisement of the positions shall be given in a reputed English daily and also put on the Institute's web-site. The details of the positions shall be provided to the interested candidates in the Director's office, on request. Alternatively, nominations may also be received by the Director.

2) The Registrar shall receive the applications of the candidate and prepare a summary of the same. If required a suitable Scrutiny Committee shall be constituted by the Director consisting of Himself as the Chairperson, one of the Heads of Department and the Registrar. The eligible candidates shall be called for interviews.

3) **Selection Committee:** There shall be separate Selection Committees for different subjects.
   Each selection committee shall consist of the following members:
   - (i) Director, UICT - Chairperson
   - (ii) Head of the Division concerned
   - (iii) Two subject experts to be nominated by the Director
   - (iv) One representative of the sponsoring agency, if any
   - (v) Registrar - Member Secretary
   If deemed fit, the selection committee may ask each short-listed candidate to present a short Research seminar before the selection committee and the other candidates.

4) **Interview:** The Selection Committee shall interview the candidates to adjudge the merit of the candidate.

5) **Appointment:** After the interviews are over, the Registrar shall prepare the consolidated statement of the assessment of the candidates. The Selection Committee, then, shall consider the cases and shall prepare the merit list.

6) The Director shall appoint the selected persons on the appropriate posts after obtaining the approval of the sponsoring agency, if any.
(e) The Director shall make the appointment of Adjunct Professor (Honorary), on his own or after receiving nominations, and adjudging the merit of the case and the Institute’s requirement.

(f) **Nature of work:** (1) **Adjunct Professor (Superannuated):** Adjunct Professor (superannuated) shall be working in the Institute on a full-time basis. He/she shall be associated with a Department of the Institute. He/she shall participate in the under-graduate and post-graduate teaching and research in the Institute. He/she shall assist the Institute in specific programme or activity as per the requirement of the Institute and the specialization of the faculty member. (2) **Adjunct Professor (Honorary):** Adjunct Professor (Honorary) shall function as an extended faculty of the Institute and participate in the under-graduate and post-graduate teaching at the Institute as per the mutually convenient time schedule. He/she shall also involve in the research programmes in the institute by helping the research guides and students and providing facilities. He/she may also serve as a co-guide.

(g) **Honorarium and facilities:** (1) **Adjunct Professor (Honorary):** Adjunct Professor (Honorary) shall not be paid any salary or honorarium. (2) **Adjunct Professor (Superannuated):** Adjunct Professor (Superannuated) shall be paid a consolidated honorarium of Rs. 10,000 p.m. He shall be given other facilities like a faculty member in the Institute.

(h) **Tenure:** Each appointment of adjunct faculty shall be made on a contractual basis for one year.

Approved in BOG Meeting held on August 18, 2005 Item No.14

**O.19 Admissions to the different courses in the Institute**

[A] **General**

(a) Admissions to the different courses in the Institute are made on merit alone, which is decided on the basis of class and marks secured by the candidates at the qualifying examinations. *Canvassing of any sort will be a disqualification*

(b) No age limit is prescribed for admission to the Institute.

(c) The Institute shall display the details of all the courses, admission procedure, merit list and the admission details on its web-site (www.udct.org) at an appropriate time, for the benefit of the candidates all over the country.

(d) The last date for receiving applications for admission shall be announced each year through an advertisement.

(e) The Information provided in the official advertisement, on the web-site, and at the time of official counseling shall only be considered valid and any claim based on hearsay or otherwise shall not be entertained.

(f) A candidate, who fails to accept the offer of admission made by the Institute to any of the courses, forfeits his/her claim for the admission for that academic
year. The acceptance of the offer implies payment of the prescribed fees and deposits by the specified date.

(g) The Institute shall not enter into any correspondence with the candidates in the matter of admission, i.e. for obtaining copies of mark-sheet, incomplete forms, etc., except when deemed appropriate.

(h) The admission procedures for different courses shall be as per the respective Rules.

(i) The decision of the Director shall be final in the case of any dispute.

(j) Accepting the admission implies paying of the prescribed fees, including deposits, as per the Rules, and attending the classes/laboratory work regularly. If a candidate fails to pay the fees before the due date or after paying the fees and taking the admission, fails to attend the classes/laboratory work for more than one month after taking the admission, his/her admission shall be liable to be cancelled, and the fees paid shall not be refunded on any ground.

(k) The students admitted to any course have to take readmission for the second and subsequent years by paying the readmission fee, every year and submitting the readmission form.

(l) Any deposit paid by a student shall be refunded at the time of leaving the Institute, as per the Rules. The deposit shall be forfeited if not claimed within one year from the date of leaving the Institute.

(m) The refund of fees shall be as per the Rules.

(n) A seat once allotted shall not be considered vacant unless the candidate to whom it is allotted declines to accept it or leaves the course for which he/she is admitted in writing, or his/her admission is formally cancelled by the Institute.

(o) A candidate should purchase the appropriate application form for the course to which he/she is seeking admission.

(p) The certificate of marks, issued by the University/Board for the qualifying examination, is the only basis for the purpose of admission.

(q) Candidates shall submit attested copies of the statements of marks, along with the application forms.

(r) A student of the University of Mumbai shall submit within a month from the commencement of the term a “Transfer Certificate” from the Principal of the College last attended by him/her. The required application may be made through this Institute.

(s) No student from any other University shall be admitted to any of the courses without the production of a “Provisional Statement of Eligibility” from the University of Mumbai and the offer of admission shall be conditional upon its production.

(t) Candidates desirous of seeking admission to the Institute, on the basis of qualifications obtained in overseas Universities/Boards may be considered for the admission on the merits of each individual case, as per the Rules prescribed.

(u) The reservations to various categories of candidates shall be as per the Government norms.

[B] Admission to the First Year Undergraduate Courses
(a) Out of all the total seats available, 70% seats, shall be **State Seats**, and shall be allotted to the candidates from the state of Maharashtra, on the basis of the norms prescribed by the Government of Maharashtra.

(b) 30% of the seats shall be reserved as **All-India Seats** and shall be available to candidates from any state of India. These seats shall be allotted by the Institute, on the basis of performance of the candidates in appropriate all-India eligibility test, decided by the Senate from time to time.

(c) The admission procedure shall be as per the Regulations made from time to time.

(d) The allotment of the Branches shall be made at the time of admission to the First year of the B.Tech. Course. The change in specialization, if requested, shall be as per the Rules. No changes shall be done once the admission process for the academic year is over.

(e) Admissions of candidates under the categories of Foreign Nationality/Foreigners of Indian Origin/Nonresident Indians (NRI) to First Year of the B.Chem.Engg., B.Tech. and B.Pharm.Sc. courses shall be as per the norms of the Government of Maharashtra.

(f) For the admission on the All India Seats, the interested candidate, or his/her proxy, must be present in person at the time of counseling, form of proxy is attached to the application letter. If a candidate, or his/her proxy, fails to attend the counseling in person, the admission of the respective candidate shall be forfeited.

(g) The candidates passing the Secondary School Certificate Examination and the Higher Secondary School Certificate Examination conducted by the Divisions of the Maharashtra State Board of Secondary and Higher Secondary Education and eligible for admission to the different courses of studies shall apply for Enrollment as per the rules at the time of admission.

(h) Appropriate reservation for the candidates from the weaker sectors of the society, such as Scheduled Castes and Nav Buddhas, Scheduled Tribes, Denotified Tribes and Nomadic Tribes, Special Backward classes and other Backward Classes, shall be provided in the State Seats as per the State Government norms, provided that such admissions do not exceed 52% with sub-allocations of different categories. The candidates applying against this provision must produce, along with their applications for admission, fresh certificates to that effect from the competent authority and validity certificate, creamy layer certificate for OBC category, from the Social Welfare Officer. Applications not accompanied by such certificates will not be considered for admission under this category, provided further that if the necessary documents are not provided within the prescribed time, the admission shall stand automatically cancelled and no refund of fees shall be admissible.

(i) Reservation for female candidates and candidates with disabilities shall be as per the Government norm.

(j) 

[C] Admission to the Post-Graduate Courses

(1) Master's Courses

(a) Admissions to the Master's courses shall be done as per the Rules and through a suitable selection procedure.
Candidates seeking admissions to the Master’s courses viz., M.Chem.Engg./M.Tech./M.Pharm.Sc./M.E. (Plastics Engg.), must mention the valid Graduate Aptitude Test in Engineering (GATE) score in their application forms. However, a valid GATE score does not automatically entitle a candidate for admission.

(c) If the result of the qualifying examination is not declared before the last date notified for the receipt of the admission forms, the candidates may be allowed, through special notification, to communicate the results by telegram followed by sending all the relevant documents by Registered Post. However, the applications of such candidates shall be considered only for seats, which will fall vacant, in due course. The last date by which the results shall be submitted shall be notified every year separately.

(d) The selection of the candidates for admission shall be on the basis of the performance of the candidates at the selection procedure, GATE score, and the marks obtained at the qualifying examination.

(e) The distribution of the available UGC scholarships for the Master’s courses shall be done by the Senate from time to time. The selection for the UGC scholarships shall be based on the GATE score and the performance in the selection procedure.

(2) Ph.D. Courses

(a) Admissions to different Ph.D. programmes shall be done as per the Rules and depending on the availability of seats with the recognized guides.

(b) Normally the selection procedure for admission will be conducted two times a year, preferably in June and January in an academic year.

(c) The selection of candidates for the UGC scholarships shall be based on marks scored in the qualifying examination and the performance at the selection procedure.

(d) A candidate, who has submitted his/her thesis and is awaiting the result of the qualifying examination, is also eligible to apply. If such a candidate is selected for admission, he/she will be provisionally admitted as an Occasional Research Student to the course and shall be formally admitted only when the result of the qualifying examination is submitted.

[D] Eligibility Criteria

(1) Bachelor of Chemical Engineering (B.Chem.Engg.): Higher Secondary School Certificate (Std. XII) Examination conducted by the Divisions of the Maharashtra State Board of Secondary and Higher Secondary Education, or its equivalent examination with English, Physics, Chemistry, and Mathematics subjects, with not less than 50% of the aggregate marks in the subjects of Physics, Chemistry and Mathematics taken together, and cleared the examination at one sitting; provided this percentage for the backward class candidates, only from Maharashtra state, shall be 45%.

OR

Indian School Certificate (Std. XII) Examination or any other equivalent Higher Secondary (Std. XII) Examination of a Council or Board within or outside Maharashtra State with English, Physics, Chemistry, and Mathematics subjects, with not less than 50% of the aggregate marks (150 out of 300) in the subjects of
Physics, Chemistry and Mathematics taken together, and cleared the examination at one sitting; provided this percentage for backward class candidates, only from Maharashtra state, shall be 45%.

(2) Bachelor of Pharmaceutical Sciences (B.Pharm.Sc.): Higher Secondary School Certificate (HSSC) (Std. XII) examination of the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with the subjects of English, Physics, Chemistry, and Biology/Mathematics, with not less than 50% of the aggregate marks in the subjects of Physics, Chemistry, Biology or Mathematics taken together, and cleared the examination at one sitting.

(3) Bachelor of Technology (B.Tech.): Higher Secondary School Certificate (Std. XII) Examination conducted by the Divisions of the Maharashtra State Board of Secondary and Higher Secondary Education, or its equivalent examination with English, Physics, Chemistry, and Mathematics subjects, with not less than 50% of the aggregate marks in the subjects of Physics, Chemistry and Mathematics taken together, and cleared the examination at one sitting; provided this percentage for the backward class candidates, only from Maharashtra state, shall be 45%.

OR

Indian School Certificate (Std. XII) Examination or any other equivalent Higher Secondary (Std. XII) Examination of a Council or Board within or outside Maharashtra State with English, Physics, Chemistry, and Mathematics subjects, with not less than 50% of the aggregate marks (150 out of 300) in the subjects of Physics, Chemistry and Mathematics taken together, and cleared the examination at one sitting; provided this percentage for backward class candidates, only from Maharashtra state, shall be 45%.

(4) Master of Chemical Engineering (M.Chem.Engg.) (Partly by Paper and Partly by Thesis): B.Chem. Engineering degree of University of Mumbai or any equivalent degree of a post-HSC four-year degree course, of any University recognized by the University of Mumbai, with first class (i.e. 60% of the marks in aggregate or equivalent grade average).

(5) Master of Pharmaceutical Sciences (M.Pharm.Sc.) (Partly by Paper and Partly by Thesis): Bachelor’s degree in Pharmaceutical Sciences (B.Pharm.Sc.) of University of Mumbai or any equivalent degree of any University recognized by the University of Mumbai, with at least Higher Second Class (55% of the marks in aggregate).

(6) Master of Technology (M.Tech.) (Partly by papers and Partly by thesis): B.Tech. degree of the University of Mumbai or any other equivalent degree of a four-year degree course after HSSC, of a University recognized by the University of Mumbai, with first class (60% of marks in aggregate) or an equivalent grade average.
Specialization-wise qualifying examinations shall be as under, provided all the qualifying examinations shall belong to the faculty of Engineering/Technology and of degree courses which are post-H.S.C and of four year duration:

(a) **Bioprocess Technology**: Bachelor’s degree in Chemical Engineering/Pharmaceutical Sciences/Chemical Technology (any branch).

(b) **Fermentation Technology**: (i) B.Tech./B.Chem.Tech./B.E. in Food Engineering/ Food Technology / Food Science / Food Process Technology/ Food Process Engineering / Dairy Technology. (ii) B.Sc.(Tech.) (Food Technology) of Mumbai University (iii) B.Tech./B.Chem.Tech./B.E./B.Sc.(Tech.) or equivalent Engineering/ Technology degree in Biotechnology/Biochemical Engineering.

(c) **Fibres and Textile Processing Technology**: The following degrees with significant emphasis on Chemical processing of Textiles. (i) B.Tech. (Textile Processing/Textile Chemistry/Textile Technology/Fibre Technology) (ii) B.Sc. (Tech.) (Textile Processing/Chemistry) of Mumbai University (iii) B.Text. (Textile Chemistry) (iv) B.E. (Textile Chemistry/Textile Technology).

(d) **Food Technology and Engineering**: (i) B.Tech./B.Chem.Tech./B.E. in Food Engineering/Food Technology/ Food Science/Food Process Technology/Food Process Engineering/Dairy Technology. (ii) B.Sc.(Tech.) (Food Technology).

(e) **Intermediates and Dyestuff Technology**: (i) B.Sc. (Tech.) (Technology of Intermediates and Dyestuff) (ii) B.Tech. (Intermediates and Dyestuff Technology).

(f) **Oils, Oleochemicals and Surfactants Technology**: B.Sc. (Tech.) (Oils Technology) or B.Tech. (Oils, Oleochemicals and Surfactants Technology).

(g) **Surface Coating Technology**: (i) B.Sc.(Tech.) (Paints Technology/Plastics Technology) (ii) B.Tech. (Paints Technology/Polymer Technology and Engineering) (iii) B.Chem.Tech. (Paints Technology/Polymer Engineering/Polymer Technology/ Plastic Technology) (iv) B.E. (Paints Technology/Polymer Engineering /Plastic Technology / Plastic Engineering).

(h) **Perfumery and Flavour Technology**: B.Sc.(Tech.)/B.Tech. in any of the following branches of Technology - (i) Intermediates & Dyestuff Technology (ii) Food Technology & Engineering / Food Engineering (iii) Oils, Oleochemicals & Surfactants Technology (iv) Technology of Pharmaceuticals and Fine Chemicals. Any degree equivalent to B.Tech., with any one of the above-mentioned branches as a major component.

(i) **Pharmaceuticals and Fine Chemicals Technology**: (i) B.Sc.(Tech.) (Technology of Pharmaceuticals and Fine Chemicals) (ii) B.Tech. (Pharmaceuticals and Fine Chemicals Technology).


(7) Master of Engineering (Plastics Engineering) - M.E. (Plastics Engineering) (Partly by Papers and Partly by Thesis): Bachelor’s degree in
Mechanical Engineering/Plastics Engineering/Polymer Engineering/Production Engineering/ Chemical Engineering/Chemical Plant Engineering

(8) Doctor of Philosophy in Technology – Ph.D. (Tech.) – (By Research):
Master's degree in Chemical Engineering/Chemical Technology/Pharmaceutical Sciences/ Plastics Engineering/Biotechnology of this University or an equivalent degree from any other University recognized by the University of Mumbai as equivalent thereto, with minimum of 55% marks in aggregate (50% in the case of Reserved Category)

OR

Master's degree, entirely by Research, OR M.Phil. degree of University of Mumbai or of any other University recognized by the University of Mumbai as equivalent thereto;

OR

Master's degree partly by papers and partly by research of University of Mumbai or of any other University recognized by the University of Mumbai as equivalent thereto, with minimum of 55% marks in aggregate (50% in the case of Reserved Category), in semester I and II taken together and cleared grade in Thesis (wherever awarded);

OR

Teaching experience as a full time teacher in appropriate faculty of at least two years in Degree College or five years in Junior College.

OR

Bachelor's degree of University of Mumbai or of any other University recognized by the University of Mumbai as equivalent thereto, and working in a National Laboratory/Institute /Government/Private Organization, and who is nominated/ sponsored by the respective employer on the condition that he/she shall clear the Aptitude Test conducted by the Institute.

OR

Qualified NET/SET/GATE/JRF examination of the Apex body in higher/technical/ professional education such as CSIR/UGC/ICAR or other equivalent examination.

OR

Bachelor's Degree examination in the faculties of Science and Technology of University of Mumbai or of any other University recognized by the University of Mumbai as equivalent thereto on the condition that he/she shall clear the Aptitude Test conducted by the Institute.

(9) Master of Science (M.Sc.) (By Research): Bachelor of Science degree in appropriate subject of the University of Mumbai or of any University recognized by the University of Mumbai as equivalent thereto, with at least Second Class, with minimum of 50% marks in aggregate (45% in the case of Reserved Category),

(10) Doctor of Philosophy in Science - Ph.D.(Sc) (By Research): M.Sc. degree in the faculty of Science of University of Mumbai or of any other University recognized by the University of Mumbai as equivalent thereto, with at least Second Class, with minimum of 50% marks in aggregate (45% in the case of Reserved Category);

OR
Master's degree, entirely by Research, OR M.Phil. degree of University of Mumbai or of any other University recognized by the University of Mumbai as equivalent thereto;

OR

Master's degree partly by papers and partly by research of University of Mumbai or of any other University recognized by the University of Mumbai as equivalent thereto, with minimum of 55% marks in aggregate (50% in the case of Reserved Category), in semester I and II taken together and cleared grade in Thesis (wherever awarded);

OR

Teaching experience as a full time teacher in appropriate faculty of at least two years in Degree College or five years in Junior College.

OR

Bachelor's degree of University of Mumbai or of any other University recognized by the University of Mumbai as equivalent thereto, and working in a National Laboratory/Institute/Government/Private Organization, and who is nominated/sponsored by the respective employer on the condition that he/she shall clear the Aptitude Test conducted by the Institute.

OR

Qualified NET/SET/GATE/JRF examination of the Apex body in higher/technical/professional education such as CSIR/UGC/ICAR or other equivalent examination.

OR

Bachelor's Degree examination in the faculties of Science and Technology of University of Mumbai or of any other University recognized by the University of Mumbai as equivalent thereto on the condition that he/she shall clear the Aptitude Test conducted by the Institute.
FORM OF PROXY

I, the undersigned, being a candidate called for the counseling with respect to the admission to the ________________________ course, do hereby authorize Mr/Ms _____________________________________ , who is my ______________________________ as my proxy to act for me at the meeting of the counseling to be held at the Institute of Chemical Technology, N.M.Parekh Road, Matunga, Mumbai-400019, at _________ a.m./p.m., on _____________ for ________________________________ to take a decision in my name.

Dated this__________ day of ___________ 2006

Affix Re 1

Revenue Stamp

Name: ____________________________________

Address: ____________________________________

_____________________________________

_____________________________________

Application No.

Approved in BOG Meeting held on February 6, 2006 Item No.11

O.20 Joint Ph.D. Research Proaramme with co-guide

The Institute has strong links with may R & D establishments in and around Mumbai. Many of these establishments have acquired excellent research facilities, including sophisticated instruments. These establishments have technically competent staff. The Institute can avail these facilities and the expertise of the scientists in these organizations. On a reciprocative basis such organizations would like to participate in the academic research programmes of the Institute. Such a symbiosis is expected to help the Institute immensely. The ordinance has been made with this objective and under the power vested in the Board of Governors as per sub-section 11.3(h)(xxvii) of the propose Statutes, and has been approved by the Board in its meeting held on 18th August 2005.

(a) An eligible candidate shall be admitted to a Ph.D. programme in the Institute through the regular procedure of admission of the Institute and shall be a fulltime research student of the institute.
(b) A student registered under this programme shall not receive any remuneration in any kind from the organization to which the co-guide belongs.

(c) The candidate thus admitted shall be registered with a recognized Guide in the Institute and a co-guide according to the ordinances, regulations and rules of the Institute and the University, wherever applicable.

(d) The student shall produce a no objection certificate from an authority of the organization to which the co-guide belongs, permitting the student to work in that organization and the organization shall have no objection to the inclusion of the outcome of the research under this programme in the thesis of the student.

(e) A co-guide for this programme shall be recognized by the Post-Graduate Programme Committee (PGPC) of the Institute as per the relevant norms; a proposal for the recognition shall be sent by the Heads of Department concerned. The co-guide shall be recognized for specific subjects based on his/her qualifications and expertise.

(f) Such a recognized co-guide shall be the Extended Faculty of the Institute and may participate in the teaching programmes of the Institute in honorary capacity, if he/she desires, as per the requirement of the institute.

(g) The organization in which a co-guide is working shall be a one DST or DSIR; or a reputed research Institution of the State or Central Governments, such as laboratories of CSIR, DAE, ICMR, ICAR, DRDO; or an Indian or Overseas University; or reputed Industry.

(h) A recognized co-guide shall be assigned to a candidate by the guide, with permission from the Post Graduate Programme Committee.

(i) The research student under this provision may avail the facilities of the organization of the co-guide.

(j) Any liability arising out of the work done by the candidate in the co-guide's organization shall be the responsibility of the co-guide and the Institute shall not be responsible for the same.

(k) In case of any academic dispute, the guide's decision shall be binding on the candidate and the co-guide.

(l) The annual re-admission report and application form of the candidate must be certified by the guide and the co-guide.

(m) Any patent emerging out of the research work under such a programme shall be with the authorship of candidate, guide, co-guide, and the institute and shall be filed as per the respective ordinances, regulations and rules.
of the institute. The Director of the institute shall be the final authority to settle any dispute arising in this respect and his/her decision shall be final.

(n) In case the co-guide leaves the organization in which he/she was working at the time of initiating the programme, the guide may accept a co-guide from the same organization, provided the new co-guide is recognized by the PGPC. In case such a co-guide is not available, the entire responsibility of successful completion of the programme shall lie with the guide.

(o) The candidate shall submit the thesis for the degree as per the ordinances, regulations and rules of the institute and University, through the guide and the co-guide.

(p) The co-guide can officially attend the viva voce of the candidate; if he/she desires so.

Approved in BOG Meeting held on August 18, 2005 Item No.1

O.21 Seniority of Vocational Academic Staff (Faculty Members)

The present Ordinance has been framed to give the guidelines regarding the seniority of Faculty members in the Institute. It is in line with the corresponding Statute of the University of Mumbai. The present Ordinance has been prepared under the powers vested in the Board as per subsections 31.2(a) (c) and 15.3(h) of the proposed Statutes. Seniority of Vocational Academic Staff or Faculty Members working in the Institute shall be determined in the following manner. For the interpretation of these provisions the meaning of Vocational Academic Staff or Faculty member is as given in the Statutes.

(1) A permanent Faculty Member shall be considered senior to a Temporary faculty member.

(2) A full-time Faculty member shall be considered senior to a part-time teacher.

(3) A confirmed Faculty member teacher shall be considered senior to a Faculty member on probation.

(4) A Faculty member on probation shall be considered senior to a temporary Faculty member, irrespective of the length of service.

(5) A Faculty member appointed on probation in a permanent vacancy shall be considered as senior to a Faculty member appointed on a temporary basis.

(6) A Professor is senior to a Reader and a Reader is senior to a Lecturer. A Lecturer in Selection grade is senior to Lecturer in Senior Scale and a Lecturer in Senior scale is senior to a Lecturer.

(7) A faculty member promoted to a higher cadre under Career Advancement Scheme shall be deemed to be in the higher cadre from the date of respective promotion.
(8) Seniority of a Faculty member the Institute in a cadre and in the Department in which his/her appointment is made shall be determined on the basis of the date of joining and the length of continuous service in the Institute alone. Provided, however, that if a Faculty member in the Institute accepts an appointment in some other University or College keeping his lien on the original post, the period of service put in by him/her in his/her new post shall be counted for the purpose of seniority as the period of his continuous service in the Institute and the Department in which he has retained his lien.

(9) Granting of additional increments to any person at the time of joining the service or at the time of any promotion in the Institute in any capacity shall not qualify the person for claiming any additional seniority beyond that provided by (8) above.

(10) Seniority among temporary Faculty members shall be determined on the basis of their dates of joining duties and lengths of service.

(11) The Head of Department shall be considered senior to all other teachers, only for the period during which he/she holds the said post.

(12) In respect of Faculty members whose continuous length of service is the same, a teacher senior in age shall be treated as senior.

Approved in BOG Meeting held on February 6, 2006 Item No.

O.22 Leaving the Service of the Institute (Academic Staff)

A member of the academic staff of the Institute may leave the service of the Institute either due to retirement, resignation, or due to the institute terminating his/her services on disciplinary grounds (following the prescribed procedure). As per the provision of the subsection 15.3(i) (xxx), the Board shall pay attention to the discipline of the academic staff of the Institute. The present Ordinance has been prepared under the powers vested in the Board as per subsections 31.2(a)(b) (c) and 15.3(h) of the proposed Statutes.

(1) The person, who is absent from duty without permission for a period of more than thirty days, shall be deemed to be deserter and his services shall stand terminated as per the provisions of the Ordinance.

Provided that, whenever the person is not able to attend the duties as prescribed and not able to communicate reasons of his absence for reasons beyond his control, the Director may, by a special order condone his/her absence.

Provided further that, before terminating the services of the deserter, the Director shall first give thirty days notice to the deserter and send the
same to the deserter on his permanent address by registered post and also display the same on the Institute's notice board. After expiry of the notice period, the Director shall terminate the services of the deserter, as per the provisions of the Ordinance.

(2) A person shall not leave or discontinue his/her service in the Institute without giving a prior notice in writing to the Director of his intention to leave or discontinue the service. The period of notice shall be –
   (a) three calendar months in the case of the permanent academic staff
   (b) one calendar month in the case of the temporary and/or probationary academic staff
In case of breach of these provisions, the person shall pay to the Institute an amount equal to his/her basic pay for the notice period required to be given by him/her. In case he/she fails to pay the amount, it shall be recovered from the dues payable to him/her.

(3) If, the Director, after completing the procedure of departmental enquiry, comes to the conclusion that the person should be compulsorily retired or removed from service, he/she shall be given three months' notice in case of the permanent academic staff or pay the basic pay for the period in lieu thereof.

(4) The Director, shall not terminate the service of a permanent academic staff or an academic staff on probation, without giving three months' or one month's prior notice, respectively, in writing to the person concerned, or paying the basic pay in lieu of the shortfall in the respective notice period.

(5) An academic staff working in the Institute wishing to resign his/her post should do so by submitting a resignation letter to the Director.

(6) Before leaving the service, the person shall hand over the charge of his post to the appropriate person authorized by the respective Ordinance.

(7) The person shall return to the Institute, materials, information, library books, advance(s), any loan, etc. and shall pay the License fee and maintenance charges of the accommodation provided to him/her, if any, and produce the clearance certificates to this effect.

(8) The person shall vacate the accommodation allotted to him/her before handing over the charge. If he/she desires to occupy the quarter after handing over the charge, the necessary permission of the Director shall be taken, at least three months in advance. The employee may be allowed to occupy the quarter for three months after handing over the charge on a rent same as the last house rent allowance received by the person. He/she may further be allowed to occupy the quarter up to a maximum of one calendar year, with the permission from the Director, obtained within two months after handing over
of the charge, on payment of new rent decided by the Institute. Under no condition can a person be allowed to keep the quarter occupied beyond one year, after handing over the charge.

(9) Any damage to the accommodation allotted to him/her shall be compensated by the person or a suitable amount towards the refurbishment shall be deducted from the dues.

(10) Strict disciplinary action shall be taken, including vacating the quarter with the help of police, if needed, in the case of the person not paying the rent of the quarter regularly, after handing over the charge or staying beyond one year after handing over the charge.

(11) The Director may allow the family of an employee, who dies while in active service, to occupy the quarters, on a compassionate ground, up to one year, subject to the payment of rent as given in (8) above.

(12) The Institute shall pay all the legitimate dues which are payable to the person before he/she is being relieved, provided he/she has provided the necessary clearances.

(13) The Institute will hand over the discharge certificate to the teacher in the prescribed form appended.

Approved in BOG Meeting held on February 6, 2006 Item No.7

O.23 Handing Over of Charge by an Academic Staff

A member of the academic staff of the Institute may leave the service of the Institute either due to retirement, resignation, or due to the Institute terminating his/her services on disciplinary grounds. In such a case, he/she has to hand over the charge of his/her post to the appropriate person. Similarly when a person proceeds on a long leave, he/she has to hand over the charge. By this Ordinance, an appropriate handing over procedure is laid down. As per the provision of the subsection 15.3(i) (xxx), the Board shall pay attention to the discipline of the academic staff of the Institute. The present Ordinance has been prepared under the powers vested in the Board as per subsections 31.2(a)(b) (c) and 15.3(h) of the proposed Statutes.

(1) A member of the academic staff retiring or leaving the Institute or proceeding on a long leave (more than one month) shall hand over the charge to the appropriate person as shown below, on or before the date of leaving the Institute.

<table>
<thead>
<tr>
<th>Category of person</th>
<th>Person to whom the charge shall be given</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Registrar</td>
</tr>
<tr>
<td>Head of Department</td>
<td>The person appointed as the next Head of Department; if such a person is not appointed the next person in seniority in the Department or the Registrar</td>
</tr>
<tr>
<td>Vacational academic staff other than Head of Department</td>
<td>Head of the Department concerned</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Senior Librarian</td>
<td>Librarian; if there is no Librarian to the Registrar</td>
</tr>
<tr>
<td>Librarian</td>
<td>Senior Librarian; if there is no Senior Librarian to the Registrar</td>
</tr>
<tr>
<td>Research Associate and Scientists</td>
<td>The Head of the Department concerned</td>
</tr>
</tbody>
</table>

(2) The certificate of handing over charge in the prescribed format, signed by the person handing over the charge, and the certificate of taking over of charge, in the prescribed format, signed by the person taking over the charge shall be forwarded to the Registrar on or before the last day of working of the person retiring/leaving/proceeding on leave.

(3) In the case of a person retiring or leaving the service of the Institute, the Registrar shall issue a Discharge Certificate, in the prescribed format, on the day of retiring/leaving the Institute.

(4) No dues of any kind of a person, retiring or leaving the Institute, shall be settled unless the Registrar issues the Discharge Certificate to such a person.

(5) The Director shall be the final authority to settle any dispute in this regard.
INSTITUTE OF CHEMICAL TECHNOLOGY

CERTIFICATE OF HANDING OVER CHARGE

I ____________________________ (Designation) ____________________________, from the Department of ____________________________ have handed over the charge of my post to ____________________________, (Designation) ____________________________ on __________, __________ a.m./p.m., as I have resigned/retired/proceeding on along leave with effect from __________. The list of items belonging to the Institute and which were in my possession and handed over to ____________________________ is enclosed.

I have vacated the Institute's flat on __________ (letter of the Registrar is enclosed)/ I may be allowed to occupying the Institute's flat for a period of ________ months with the permission of the Director (copy of the permission letter enclosed) and permit the office to deduct the prescribed rent from my dues at source

Place :

Date :

Signature of the Teacher

Registrar

* Strike off whatever is not applicable
INSTITUTE OF CHEMICAL TECHNOLOGY

CERTIFICATE OF TAKING OVER OF CHARGE

I, __________________________________________,(Designation)__________________________
________________________________________, from the Department of __________________________
________________________________________ have taken over the charge from
________________________________________, who has resigned/retired/ proceeding on a long leave with effect from ________________, on ________________. The list of items handed over to me by
________________________________________ is enclosed.

Place:

Date: ........................................ Signature of the Teacher

Registrar
INSTITUTE OF CHEMICAL TECHNOLOGY

DISCHARGE CERTIFICATE

This is to certify that Prof./Dr./Shri./Ms. _______________________
________________________, who was in the employment of the Institute as __________
____________________________ has been relieved from the services of the
Institute from ______________________, as he/she has retired/resigned. The
Institute has no objection if he/she is selected for any other post.

Place:

Date:                                                                                          Registrar

Approved in BOG Meeting held on February 6, 2006 Item No.8

O.24 Acceptance and execution of outside technical work by the faculty
members

The Institute has maintained strong and healthy relationship with the
Industry right from the inception. The faculty members have been consultants to
many Industries. Due to the specialized expertise of the faculty member, the
faculty members are often invited by outside agencies for various
academic/technical/research activities; in honorary or paid capacity. Guidelines
for undertaking such activities have been issued from time to time by the
concerned authorities; e.g. University circular ADM/13/540 of 1999; dated 20th
October 1999. The present Ordinance is based on these guidelines and has
been made under the power vested in the Board of Governors as per the sub-
section 11.3(j)(xxxii) of the proposed Statutes and has been approved by the
Board in its meeting held on 18th August 2005.

(a) A faculty members shall be free to accept specific outside technical work, as
indicated below; provided it does not affect the faculty member's assigned
work and the functioning of the Department and the Institute, in any way.

(b) A faculty member shall be free to accept memberships of Government or
semi-Government committees (such as the committees of the Universities,
UGC, DST, CSIR, AICTE, etc) and accept the remuneration in full without obtaining the previous permission of the Director or any person authorized by him.

(c) A faculty member shall be free to accept the refereeship of Masters and Doctoral thesis of other Universities/Institutes and accept the remuneration in full without obtaining the previous permission of the Director or any person authorized by him/her.

(d) A faculty member may accept membership of the Board of Directors of companies in the Public or Private Sectors, with prior permission from the Director. Provided the liabilities associated with or arising out of such a position shall be the responsibility of the faculty member concerned and the Institute in no way shall be held responsible for any action arising out of such liabilities. The sitting fees for attending the meetings of such Boards shall be permitted to be retained by the faculty members in full.

(e) A faculty members shall be free to accept the examination work related to his/her area of specialization of the University of Mumbai or any other University and accept the honorarium/remuneration, if any. The faculty member should take the permission of the respective Head of the Department prior to accepting such a work.

(f) A faculty member shall be free to accept the invitations by other Universities/Institutions/Industry, etc., for invited lectures and accept the honorarium/remuneration, if any.

(g) A faculty member shall be free to contribute articles, reviews, book chapters and abstracts on technical topics to scientific and technical journals, and accept the honorarium/royalty in full without obtaining the previous permission of the Director or any person authorized by him.

(h) A faculty member should obtain permission of the Director or any person authorized by him/her for writing or editing books and monographs of any nature. While applying for such a permission, the person should give the details of the work and his/her contribution in detail. The person can accept the honorarium/royalty in full for such a work.

(i) A faculty members may render expert advice, expert opinion, industrial training during vacation, etc. He/she is permitted to retain the remuneration/fee in full, provided that the total amount of remuneration received for such work does not exceed Rs.15,000.00 per financial year. If this amount exceeds Rs. 15,000 in a year, 33.33% of the amount in excess of Rs. 15,000 shall be deposited with the Institute's account.

(j) For better interaction with the Industry in order to have state of the art knowledge of the Industrial processes, to induce relevance in research, to extend the benefit of one’s knowledge and outcome of research to Industry and keeping the teaching updated the faculty members should be encouraged
to have industrial consultations. The terms and conditions for Industrial consultation shall be as follows:

(1) The 'Industrial consultation' means the interaction of a faculty member with an Industrial unit, firm, Government agency, business house, etc. in an individual capacity by way of giving advice and suggestions, inspecting the facilities and working, monitoring the operations on site, etc., without involving or extending the facilities in the Institute and without affecting one's commitments towards the Institute.

(2) A faculty member shall take up the consultation work with the permission of the Director, or a person authorized by him/her, provided that the problem referred to the faculty member concerned, falls within the preview of his/her specialization or is closely related to his normal work in the Institute.

(3) Every request for a consultation should be addressed to the Director and forwarded through the respective Head of Department, in the prescribed format, along with a request letter from the concerned party indicating the conditions of contract. The faculty member applying for a permission should state clearly the nature of the work, the terms offered and the time involved.

(4) The consultation work shall not interfere with the normal teaching/research work of the department/institute and other duties which may be assigned to the concerned faculty by the authorities/functionaries of the Institute.

(5) The consultation assignment shall be of two types; retainership and ad-hoc. The retainership shall be for a period between one to five years. An ad-hoc consultation shall be for a specific period on a specific project.

(6) Normally at any time only six consultations may be permitted concurrently. Any request for an additional consultation may be examined and granted permission to on the merit of the case by the Director.

(7) For the consultation work, the faculty member shall avail of official leave of one day per week with permission from the Director. The day should be selected in such a way as to affect the normal work to a minimum extent.

(8) In the case of research & development and other technical work to be carried out in the Institute, the work should be done on a purely institutional basis and the teacher shall not be entitled to claim any share in the payment, if any, received by the Institute for such a work.

(9) The Institute shall bear no responsibility for the advice or assistance given by a faculty member to an outside party under consultation.

(10) One-third (33.33%) of the consultation fees/honoraria received for each consultation work by a faculty member shall be directly deposited with the Institute by the consultee, on mutually agreed terms and conditions, preferably at the beginning of the assignment, but not later than the 31st March of the respective financial year. The remaining two-third (66.66%) of the amount shall be share of the faculty member.

(k) The share of honorarium/royalty/fee, etc. received by the Institute shall be credited to the General Fund.
(I) In case of academic work on projects, such as projects from CSIR, ICAR, ICMR, Atomic Energy Commission, etc, which are accepted from outside bodies by the Institute for investigation, all allocations of funds provided as remuneration to the Investigators may be credited to the General Fund.

Approved in BOG Meeting held on August 18, 2005 Item No.9

O.25 Acceptance and management of Trusts, Bequests, Donations and Endowments

The Institute currently has many endowments and the Institute receives a number of requests of donations, endowments, etc. The Ordinance has been made under the power vested in the Board of Governors, as per the provision of the sub-section 11.3(j)(xxiii) of the proposed Statutes and has been approved by the Board in its meeting held on 18th August 2005.

(a) The Institute shall accept trusts, bequests, donations and endowments on conditions, which are mutually acceptable to both the parties.
(b) The Board shall be the Principal Authority to accept all offers of trusts, bequests, donations and endowments. The Board shall have power to accept or refuse any offer. If an offer is approved by the Board, the Director shall have power to sign a deed or a Memorandum of Association on behalf of the Board.
(c) Each such trust, bequest, donation, endowment shall be managed by the Institute according to the respective rules, framed by the Director and approved by the Board.
(d) Once accepted mutually and the amount is accepted by the Institute, the donor party at no time can request to refund the money given and terminate the associated activities. Provided further that under special circumstances, as decided by the Board, the purposes for the utilization of the money may be changed with mutual consent and with the approval of the Board.
(e) All offers of bequests, donations and endowments, the management whereof is to be vested in the Institute, shall be accepted on condition that the annual realization therefrom shall be subject to a deduction as per the rules of the Institution and the amount realized by such annual deduction shall be credited to the General fund of the Institute at the commencement of every financial year.
(f) The Institute shall not accept an endowment, the benefits whereof are sought to be restricted to any caste, creed or community. Provided that, restrictions pertaining to caste, creed and community shall not apply in the case of an award meant for students belonging to the Reserved Categories.
(g) The minimum endowment amount to be deposited with the Institute, shall be decided by the Board, from time to time.
(h) The person or the Institution or the trust, who gives the donations and endowments shall be entitled for tax exemption as per the Government of India rules, from time to time.
O.26 Redressal of the grievances of the faculty members, non-teaching employees, and the students of the Institute

As per the provisions of Section 40 of the proposed Statutes the Institute shall have an appropriate Grievance Redressal System to adjudicate upon and if deemed fit to redress any grievances of the students and the employees of the Institute. As per the resolution of the Board, made in its meeting held on 8th April 2005, Grievance Redress Committee and Appellate Committee have been constituted for the Institute. It is also decided that an aggrieved person should first approach the Grievance Redressal Committee and if not satisfied with the decision of the committee may approach the Appellate Committee. The Ordinance has been made under the power vested in the Board of Governors as per sub-section 11.3(j)(xxix) of the proposed Statutes and has been approved by the Board in its meeting held on 18th August 2005.

A. GENERAL

1. In exercise of the powers conferred by the statutes of the Institute of Chemical Technology, the Board of Governors of the Institute of Chemical technology shall constitute a Grievance Redressal Committee and an Appellate Committee to deal with the grievances of the Teachers, Non-teaching employees and the Students of the Institute.

2. The Grievance Redressal Committee shall consist of the following members:

   (a) One senior professor of the Institute - Chairperson
   (b) One senior faculty member of the Institute - Member
   (c) One senior lady faculty member of the Institute - Member
   (d) Registrar/Assistant Registrar (Administration) of the Institute - Member

3. The Appellate Committee shall consist of the following:

   (a) One of the Board members to be nominated by the Board - Chairperson
   (b) One person to be nominated by the Board - Member
   (c) The Chairperson of the Grievance Redressal Committee - Member
   (d) One senior lady faculty member of the Institute - Member
   (e) A representative of the reserved categories to be nominated by the Director of Technical Education (GOM) - Member
   (f) Registrar of the Institute - Member

4. The Chairperson of each of these committees shall seek opinion of a legal person, as and when required. The fees incurred for such opinion shall be borne by the Institute.
5. A Committee may invite the Honorary Legal Advisor of the Institute to attend the meetings of the Committee as a special invitee for assisting the Committee.

6. If a committee feels it necessary, it may invite any functionary or a member of staff (teaching and nonteaching), or a student of the Institute or any expert in the subject to attend the meetings of the Committee. However, such a person shall not vote in any decision.

7. The Director should announce the formation of these committees and the provisions thereof so as to make them known to the students, teachers and non-teaching employees of the Institute. Further, due publicity regarding the functioning of the Committees shall be given through various modes of publicity for the information of the students and all the employees of the institute.

8. An aggrieved person should first approach the Grievance Redressal Committee and if not, satisfied with the decision of the committee may approach the Appellate Committee.

9. **Powers to give Directions:** The Chairperson of the Board may from time to time, issue directions to the Committees to carry out the purposes of these rules and the Committees shall be bound to carry out such directions.

10. **Term of office of members of the Committees:**
   (a) The term of office of a member of a Committee, other than the ex-officio member, shall be five years from the date of his appointment or till he holds his designated position, by virtue of which he is a member of the committee, whichever is earlier. He shall be eligible for renomination.
   (b) If any member of the committee, other than the ex-officio member, fails without sufficient cause to attend three consecutive meetings of the Committee, he shall cease to be the member of the Committee; Provided that, if he has informed, orally or in writing to the Chairman or Member-Secretary about his inability to attend the meeting, he shall not incur this disqualification.
   (c) The Board shall have the power to curtail the term of any member, other than the ex-officio member, at any times, if it finds that such member is not taking sufficient interest in the activities of the Committee.
   (d) A member other than an ex-officio member may at any time resign his office by submitting his resignation signed and addressed to the Chairman of the Board. No such resignation shall take effect until it is accepted by the Chairman.
   (e) If any member ceases to be the member of the committee for any reason, the vacancy shall be filled in the same manner as the original appointment and the person nominated shall continue to a member for the duration of the term of office of the member in whose place he is nominated.
   (f) On the expiry of the term of office of a member, other than ex-officio member, he shall continue to be the member of the Committee, till a new
member is nominated in his place. Such member shall also be eligible for renomination.

11. **Traveling Allowance:** The members who are not in the service of the Institute shall be paid the traveling allowance for each meeting as admissible under the relevant Ordinance of the Institute.

12. **Meetings of the committee:**
   (a) The meetings shall be convened on the Institute’s campus only.
   (b) Normally the committees should meet on the working days of the Institute.
   (c) The Chairperson of the Grievance Redressal Committee shall preside over the meetings of the Grievance Redressal Committee.
   (d) The Chairperson of the Appellate committee shall preside over the meetings of the Appellate Committee and in his absence a person chosen by the members amongst themselves shall preside over the meetings.
   (e) The quorum of any meeting shall be for (i) Grievance redressal committee: Chairperson, Member secretary and one other member. (ii) Appellate committee: Member Secretary, and three other members.
   (f) The attendance of the members for each meeting shall be recorded in a separate register.
   (g) The Member-Secretary shall be the Principal Officer of the Committee. He shall be the custodian of all accounts and records, if any, placed at the disposal of the Committee.
   (h) The Member-Secretary shall convene the meetings of the Committee, with the previous approval of the Chairman, by issuing the notice of the meeting well in advance, at least 3 days before the meeting. However, any informality or irregularity in dispatch of the Notice to the members or non-receipt of notice by the members shall not invalidate the proceedings of the meeting.
   (i) The Agenda of a meeting shall be sent to the members along with the notice of the meeting. Provided that, in case of a meeting called urgently the agenda may be distributed to the members during the meeting. The procedure of any such meeting shall be such as the Committee any determine.
   (j) The Member Secretary shall attend the meetings and shall be responsible for maintaining a record of the minutes of the proceedings of the meetings.
   (k) The Member-Secretary shall discharge such other duties and functions as the Committee or the Board assign to him, from time to time.
   (l) Any member of the Committee desiring consideration of any matter or subject at any meeting of the Committee may intimate in writing such subject or matter to the Member-Secretary. If such intimation is received before the notice of the meeting is issued, it shall be included in the agenda of the meeting. If, however, such intimation is not received before the issue of the notice of the meeting, then the subject or matter may be considered at the meeting with the permission of the Chairman presiding at the meeting.

13. **Decisions by Majority** : All matters of any meeting of both the Committees shall be decided unanimously, any difference of opinion shall be recorded.
14. Minutes:
(a) The draft Minutes of the meetings shall be drawn up by the Member-Secretary in consultation with the Chairman or any other member who presided at the meeting and after approval they shall be forwarded to all the members as early as possible at least before the next meeting.
(b) The Minutes shall contain a record of the decisions taken by the Committee in the meeting, and the discussions of the meeting shall not ordinarily form part of the Minutes.
(c) The draft Minutes of the meeting shall be read over at the next meeting of the Committee and any suggestions or corrections which may be made by any member of the Committee in the draft minutes shall be considered at such meeting. Then, the minutes along with any approved corrections shall be confirmed under the attestation of the Chairman.
(d) After the confirmation of the minutes of the previous meetings, the Member-Secretary shall report to the Committee the action taken on the previous decisions of the Committee or directions given in the previous meetings of the Committee.

15. Appearance by third party: A legal practitioner or a third person shall not be entitled to appear on behalf of any party in any proceedings before the Committee. Provided that, in exceptional cases, if the Committee feels it expedient, it may allow the aggrieved party to represent his/her case through other person.

16. The proceedings of the meetings shall be recorded in English/Marathi, whichever is applicable. A Register of work done at the meetings of the Committee shall be maintained. The Member-Secretary shall counter-sign the Register at every meeting of the Committee.

B. GRIEVANCE REDRESSAL COMMITTEE

17. Powers and Functions of the Grievance Redressal Committee: Subject to the general control of the Board, the Committee shall exercise the following powers and perform the following functions, namely:-
(a) To receive, entertain and consider the applications of grievances, which are not subjudice, from the Students, Teachers and other employees of the Institute and process them further.
(b) To hear and settle grievances as far as may be practicable within 3 months.
(c) To provide for oral advice whenever the oral advice is sufficient to resolve the grievances.
(d) To provide for giving advice through correspondence.
(e) To verify the grievances personally, if the Committee feels it necessary, by authorizing any member or members of the Committee to visit the concerned site/section and find out the authenticity of the grievances.
(f) To make efforts to settle the disputes amicably and report the same to the Board.
(g) To prepare and submit the recommendations relating to the redressal of grievances of the to the Board for consideration and for taking such action as deemed fit and decisions of the Board on such a report shall be final and binding.

(h) To consider and submit recommendations and suggestions in respect of reforms in the working of the various sections of the Institute relating to the redressal of grievances of the students and the employees.

(i) To perform such other duties and discharge such other functions, as Directed by the Board.

18. Nature of application of the students to be entertained by the Grievance Redressal Committee

The following types of applications only shall be referred to the Committee for consideration:

(a) Applications against the decision/s of the following: (i) Director (ii) Head of the Department (iii) Director of a Centre of the Institute (iv) Any functionary or Officer in charge of Section or Unit or Administrative Branch of the Institute.

(b) Applications involving certain grievances of the students, but the applicant does not know to whom the subject pertains.

(c) Applications relating to common grievances involving large number of students based on public interest.

(d) Any matter which in the opinion of the Director merits consideration by the Committee.

(e) A matter which is pending before another Authority shall not be entertained by the Committee without the concurrence of that Authority.

19. Non-entertainment of Applications

(a) No application for redressal of grievances shall be entertained, if the Committee is satisfied that:

(i) the applicant is not a student, faculty member or other employee of the Institute:

Provided that, such a person may submit such application to the Committee within thirty days from the date from which he ceased to be a student, faculty member or other employee of the Institute;

Provided further that, the restriction contained in clauses (a) shall not apply to the student, faculty member or other employee who had made such application to the Committee earlier while in service and the same is pending with the Committee.
(ii) the applicant has knowingly made false statement or furnished false information as regards place of residence, educational qualifications, service etc. or
(iii) in an application, there is no prima facie case for considering it, or,
(iv) the application is frivolous or fictitious, or
(v) the applicant is not entitled to have redressal of grievance under these rules, or
(vi) the matter is sub-judice, or
(vii) having regard to all the circumstances of the case, it is otherwise not reasonable to consider the application.

(b) Notwithstanding anything contained in clause (a) of sub-rule (1) above, the Committee may entertain an application made to it after the expiry of the said period of thirty days, if it is satisfied that applicant had sufficient cause for not submitting the application within that period.

20. Application to the Grievance Redressal Committee

(a) Any student, faculty member, or other employee of the Establishment desiring redressal of his/her grievances against the Director, Head of the Department, Functionary, Faculty member, Officer, Employee, may make an Application to the Chairman of the in Form-A for the employees and Form-D for the students.

(b) The Member-Secretary shall make the forms available at the price not exceeding Rs.5.00 (Rupees Five only) per form for the employees of the Institute, while without any cost for the students of the Institute.

(c) Such application shall be made by the aggrieved person to the Committee within six months from the date of injustice caused to him. Provided further that the Committee may entertain an application made to it after the expiry of the said period of six months, if it is satisfied that the applicant had sufficient cause for not submitting the application within that period.

(d) Fee: Every application from an employee of the Institute shall be accompanied by a fee of One Hundred rupees which shall not be refundable and shall be credited to the General Fund of the Institute. However no fee shall be charged from the students. Provided that, it shall be lawful for the Board to receive, such fees as it may deem fit from time to time. Provided further that the committee may charge the applicant for any extra expenditure incurred in obtaining the necessary information. The fee of Rs.100/- shall be paid by Demand Draft drawn in favour of the Registrar, University of Mumbai.

(e) Five copies of the Application forms duly filled in and accompanied with appropriate documents and the requisite fee shall be submitted to the Member-Secretary directly for consideration. A copy of the Application shall also be forwarded separately, to the Director, concerned Head of the Department, Section in charge for information; who shall forward the Application to the Member-Secretary with his/her detailed remarks in Form-B, including the provisions of the Act, Rules, Regulations, Statutes, Ordinance, Directions or Circulars involved therein and their views in the
grievances of the person, immediately within a period of eight days from the data of receipt of the Application Form.

(f) A person, if he/she desires, may forward the Application Form to the Member-Secretary through the Director, concerned Head of the Department, Section in charge. The students may send their applications through the concerned Head of the Department. The forwarding authority shall give his/her remarks in Form-B/E.

(g) If it is found that the Application Form has not been forwarded to the Member-Secretary by the Director, concerned Head of the Department, Section in charge, the person shall send a reminder to the Director, concerned Head of the Department, Section in charge. Even after the reminder, if the Application Form is not forwarded within eight days from the date of receipt of reminder, the person may send the duplicate copy of the Application Form directly to the Member-Secretary along with a xerox copy of the Demand Draft for Rupees one hundred.

(h) If a student for any reason feels it not possible to submit his application through the concerned Head of Department, he/she may forward his Application directly to the Registrar. However, he shall specify the reasons for doing so in the application while sending the Form directly to the Registrar.

(i) As soon as the Duplicate Copy of the Application Form along with the xerox copy of the Demand Draft for rupees one hundred is received from the aggrieved party the Member-Secretary shall direct the Director, concerned Head of the Department, Section in charge to forward the original Application Form-A/D along with the Demand Draft for rupees one hundred and Form-B/E duly filled in to the Registrar immediately.

21. Scrutiny of the applications

(a) The member secretary shall check whether the application is complete in all respects.
(b) The Member-Secretary may request the applicant to supply further information as may be necessary and discuss the matter personally with the applicant.
(c) If the Member-Secretary after scrutinizing an application finds that it is fit to be considered by the Committee, give his/her report in the Form-C, and shall take necessary action in the matter immediately.
(d) The Member-Secretary shall first obtain the specific remarks of the Director, concerned Head of Department, or Section in-charge, in Form-B/E, if already not received.
(e) The Members-Secretary shall deal with the case on the basis of the provisions of the Act, Rules, Regulations, Statutes, Ordinances, Circulars or Directions of the University and prepare the noting for the use of the Committee.

22. Disposal of Applications made to the Grievance Redressal Committee

(a) The Member Secretary shall distribute the copies of the application, with relevant papers, and his/her report in Form-C, to the members of the committee, well in advance and maintain a record of the applications.
(b) Each member shall study the applications sent to them in advance.
(c) A list of applications received and the position of those applications shall be submitted by the Member-Secretary to the Committee in every meeting.
(d) The members shall consider the case on the basis of the merit of the case, noting prepared by the Member-Secretary,
(e) The Committee shall scrutinize the application for the purpose of deciding whether it deserves consideration, in accordance with the provisions of the Statutes, Ordinances, Regulations and Rules of the Institute.
(f) Where it is decided not to consider any application, the reasons for not doing so shall be entered in the Register of Applications maintained by the Committee and information in writing to that effect shall be communicated to the concerned individual.
(g) After collecting all the information the Application shall be processed as early as possible and preferably within fifteen days, from the date of receipt of the same.
(h) The complainant may be called during the meeting of the Committee whenever necessary and may be heard in person.
(i) A copy of the reply received from the Director, concerned Head of Department, or Section in-charge shall be supplied to the aggrieved person before hearing the parties.
(j) The Committee shall hear the Director, concerned Head of Department, or Section in-charge, any Office Bearers or any other party, who is concerned with the grievance in the subsequent meeting, if required, in person.
(k) If the Committee feels it necessary, both the complainants and the Director, concerned Head of Department, or Section in-charge, may be heard simultaneously.
(l) The Committee shall deal with the cases on the basis of the provisions of the Statutes, Ordinances, Regulations, Rules of the Institute; MCSR, the Standard Code of the Government of Maharashtra; G.R.s, Directions or Circulars of the Government, and also on the basis of justice, equity and good conscience.
(m) If the Committee feels that the legal problem is a difficult one and that it is necessary to make a reference to a legal expert, it shall prepare a statement of the case and direct the Member-Secretary to place the papers before the Committee after obtaining the remarks of the expert.
(n) Efforts shall be made to settle the disputes amicably after hearing both or all parties.
(o) After considering the cases and after giving personal hearing to the concerned teachers and other concerned parties, decisions shall be taken by the Committee, as early as possible.

23. Final Report

(a) According to the decisions taken in the meeting final report shall contain the grievances in brief and the recommendations on each case shall be prepared by the Committee.
(b) After obtaining the signature of the Chairman, the Member-Secretary shall submit the report to the appropriate authority. Such a report shall contain
the grievances of the applicant in brief and the recommendations of the Committee.

(c) In the case of students the report shall be sent to the Director, for consideration and approval, whose decision shall be final. In the case of the employees of the Institute, the report shall be submitted to the Board for consideration and approval.

(d) The Board after due consideration, shall take final decision in the matter as early as possible. The decisions of the Board in such a case shall be final and binding.

(e) Efforts shall be made to settle the disputes within six months from the date of receipt of the complaint.

24. Action to be taken

(a) In the case of the students the Director’s decision shall be communicated by the Registrar, within a period of eight days.

(b) If any grievances relating to examinations, the Committee may process the same and forward its recommendations to the Board of Examinations for taking final decision.

(c) In the case of the employees of the Institute, after the approval of the Board, the Member-Secretary shall communicate the decision of the Board to the concerned parties within a period of fifteen days after the confirmation of the minutes by the Board.

(d) The Member-Secretary shall take necessary action on the report on top priority basis and send a report to the Chairman indicating the action taken in the matter immediately.

(e) The Member-Secretary shall keep in touch with the concerned section of the Institute and see that the decision is implemented immediately.

(f) After the decision of the Board/Director is communicated to the parties, the concerned authority shall comply with the same immediately, not later than 30 days from the date of receipt of the same, and send the compliance report to the Registrar.

(g) If the decision is not complied with within the stipulated period then the matter shall be referred to the Board/Director for taking such action as it deems fit against the defiant party.

(h) After the decision is implemented the same shall be informed to the members at the next meeting and to the Board.

(i) In respect of cases not settled and other matters, a report containing the recommendations of the Committee shall be submitted to the Board for taking such action as it deems fit.

25. Oral Advice

(a) If any person has not forwarded the written Application or has not brought any such application, but wants only oral advice from the Committee he/she may be entertained by the Committee and the oral advice may be given. However, before he is heard in person, the Member-Secretary shall obtain the Application in the prescribed form from him/her.
(b) After giving careful hearing to the person approaching the Committee for oral advice the Committee shall give across the table advice in minor matters to the students.
(c) If a person approaches the Committee personally for advice, the Committee shall go through the application and find out the nature of the problem, whether it is legal or otherwise and separate the relief to be secured from administrative authority from the relief to be secured through a Court and shall give appropriate advice and close the matter.
(d) If it is a legal problem of simple character, the Committee shall tender necessary advice outlining relief required and indicate the Authority or officer from which relief could be obtained.

26. **Annual Report:** The Member secretary shall at the end of every financial year submit to the Board an Annual Report on the working of the Committee.

C. **APPELLATE COMMITTEE**

27. **Cases to be submitted to the Appellate Committee**

(a) A person who is not satisfied with the decision of the Grievance committee may approach the Appellate committee.
(b) The Grievance committee may forward a case to the Appellate committee, if it finds it appropriate.

28. **Procedure for approaching the Appellate committee**

(a) A person who is not satisfied with the decision of the Grievance committee may apply to the appellate committee within 15 days from the date of receipt of the decision of the Grievance committee.
(b) A letter addressed to the Chairperson, Appellate Committee along with six copies each of the Original application made to the Grievances committee, all the relevant documents submitted, and the decision of the Grievance committee communicated, should be sent to the Registrar.
(c) The complainant must give specific reasons for not agreeing with the decision of the Grievance committee and approaching the Appellate committee.

29. **Disposal of Applications made to the Appellate Committee**

(a) The Member Secretary shall check the application for its completeness; if any document is needed the Registrar shall request the complainant to provide the same.
(b) The Member Secretary shall note his remarks on the application before circulating the same.
(c) The Registrar shall convene a meeting of the appellate committee.
(d) The Member Secretary shall distribute the copies of the application, with relevant papers, to the members of the committee, well in advance and maintain a record of the applications.

(e) Each member shall study the applications sent to them in advance.

(f) The members shall review the case mainly on the basis of the report of the Grievance Redressal Committee. They should also consider the noting prepared by the Member-Secretary, the provisions of the Statutes, Ordinances, Regulations and Rules of the Institute; MCSR, the Standard Code of the Government of Maharashtra; G.R.s, Directions and Circulars of the Government, and also on the basis of justice, equity and good conscience.

(g) The Application shall be processed as early as possible and preferably within fifteen days, from the date of receipt of the same.

(h) If found necessary, particularly in light of any additional evidence provided by the complainant, the complainant may be called during the meeting of the Committee and may be heard in person. In additional to this any other authority, officer, or person may be heard in person, if found necessary.

(i) If found essential, legal opinion may be sought.

(j) After reviewing the case the committee shall prepare its report with its recommendations. The report shall be submitted to the Board for further action.

(k) The Board shall examine the report and the decision of the Board shall be final. The Board shall give suitable directions to the Director/Registrar.

30. Action to be taken

(a) The decision of the Board shall be communicated to the concerned parties by the Registrar, within 8 days after the confirmation of the minutes of the Board.

(b) The Registrar shall take necessary action on the report on top priority basis and send a report to the Chairman indicating the action taken in the matter immediately.

(c) The Member-Secretary shall keep in touch with the concerned section of the Institute and see that the decision is implemented immediately.

(d) After the decision of the Board is communicated to the parties, the concerned authority shall comply with the same immediately, not later than 30 days from the date of receipt of the same, and send the compliance report to the Registrar.

(e) If the decision is not complied with within the stipulated period then the matter shall be referred to the Board for taking such action as it deems fit against the defiant party.

(f) After the decision is finally implemented the same shall be informed to the members at the next meeting and to the Board.
To,
The Chairman,
Grievance Committee,
Institute of Chemical Technology,
Matunga, Mumbai-400 019.

Sir,

I,______________________________________, aged ____________ years,
Son/Daughter/Wife/Widow of Shri. ____________________________________________
Residing at ____________________________________________________________
___________________________, working in the ___________________________
___________________________ Department/section of the Institute beg to apply for
advice/redressal of my grievances mentioned below. My particulars are as
detailed below :-

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<td>2</td>
<td>Educational Qualifications</td>
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<td>Present Address</td>
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<td>Telephone No., email add., if any</td>
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<td>Whether permanent, if so, date of completion of probation and date of confirmation</td>
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<td>Present Salary</td>
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<td>Whether Temporary, if so, since when</td>
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<td>11</td>
<td>Pay scale</td>
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<td>12</td>
<td>Particulars of the Authority/Person/Section against whom complaint is being made</td>
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<td>13</td>
<td>Whether the said Authority/Person/Section was previously approached for redressal or grievances. If so, what was the result</td>
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<td>14</td>
<td>Nature of grievances in which redressal is sought (in brief) (Details should be enclosed separately along with the necessary documents)</td>
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<td>15</td>
<td>I have/have not applied for assistance previously. If so, state the contents or substances thereof or the result thereof</td>
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<td>16</td>
<td>Number, Date and Amount of the Demand Draft enclosed</td>
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I am willing to furnish such further information as may be required for the purpose of enabling the Committee to consider the Application.

The above statements are true to the best of my personal knowledge and belief.

Date: ___________

Place: ___________

(______________________)

Signature of the Applicant
Submitted through the Principal/Director/Head of the Department etc.

Note:

(1) The Application may also be submitted to the Director directly.
(2) If necessary, separate paper may be used.
(3) The copies of certificates, letters, orders, etc. which are relevant for considering the request of the applicant should be enclosed with the application.

THE INSTITUTE OF CHEMICAL TECHNOLOGY
REMARKS OF THE HEAD OF THE DEPARTMENT/SECTION
FORM – B

Name of the Department/Section:
___________________________________________

No. ___________________

Date: ________________

Forwarded with compliments to the Registrar, Institute of Chemical Technology, Mumbai, for necessary action.

The facts of the case are as follows:
________________________________________
________________________________________
________________________________________
____
(Please give the facts in detail)

My view in the matter are as follows:

________________________________________________________________

________________________________________________________________

(Give the views in detail including the provisions of the Act, Rules, Regulations, Statutes, Ordinances, or Directions or Circulars relevant to the case)

Recommended for grant of

________________________________________________________________

Application form along with the prescribed fee are forwarded to the Registrar, Institute of Chemical Technology, Mumbai.

Date: __________________

Place: __________________

_________________________

Signature of the Director/Head
of the Department/Section in Charge/Officer

THE INSTITUTE OF CHEMICAL TECHNOLOGY

REPORT OF THE MEMBER SECRETARY ON THE APPLICATION FOR THE REDRESSAL OF A COMPLAINT MADE BEFORE THE GRIEVANCES REDRESSAL COMMITTEE

FORM ‘C’

Case No. _______________ of 20____.

Date: ____________________
The Chairman  
University of Mumbai Grievances Committee,  
Mumbai-400 032

Sir/Madam,

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<td>1.</td>
<td>Is the application in order?</td>
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<td>2.</td>
<td>Whether the document/s on which the party/parties relies/rely, have been enclosed along with the list thereof</td>
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<td>3.</td>
<td>Is it properly signed and duly verified</td>
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<td>4.</td>
<td>Whether the registered address of the opponent party/parties has/have been properly stated</td>
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<td>5.</td>
<td>Whether the applicant has given his/her address properly</td>
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<td>6.</td>
<td>Whether the grievances are properly tabulated</td>
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<td>7.</td>
<td>Whether the applicant has knowingly made false statement or furnished false information as regards place of residence, educational, qualification, etc.</td>
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<td>8.</td>
<td>Whether there is a prima-facie case for considering the matter</td>
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<td>9.</td>
<td>Whether the Application is frivolous or fictitious</td>
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<td>10.</td>
<td>Whether the Applicant is entitled to have redressal of his grievances under these rules (state the relevant rules)</td>
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<td>11.</td>
<td>Whether the matter is <em>sub-judice</em></td>
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<td>Having regard to all the circumstances of</td>
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<td>13.</td>
<td>Whether the request of Applicant was over considered by the Grievances Committee prior to this Application</td>
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<td>14.</td>
<td>Whether the Applicant has stated correctly his qualifications, date of appointment and other service details</td>
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<td>15.</td>
<td>Any other observations</td>
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Certified that all the particulars are complied with

Submitted for orders

_____________________
Registrar, Member-

Secretary

THE INSTITUTE OF CHEMICAL TECHNOLOGY
THE APPLICATION FOR THE REDRESSAL OF A COMPLAINT MADE BY A STUDENT BEFORE THE GRIEVANCE REDRESSAL COMMITTEE

FORM – D

The Chairperson,
Grievance Redressal Committee
Institute of Chemical Technology
Matunga, Mumbai - 400 019

Sir,

I, ______________________________________ aged _______ years, Son/Daughter/Wife/Widow of Shri
I am willing to furnish such further information as may be required for the purpose of enabling the Committee to consider the Application.
The above statements are true to the best of my personal knowledge and belief.

Date :___________
Place :___________

_______________________
Signature of the Applicant

Submitted through the Head of the Department

Note:

(4) The Application may also be submitted to the Director directly.
(5) If necessary, separate paper may be used.
(6) The copies of certificates, letters, orders, etc. which are relevant for considering the request of the applicant should be enclosed with the application.
The facts of the case are as follows:

(Please give the facts in detail)

My view in the matter are as follows:

(Give the views in detail including the provisions of the Statutes, Ordinances, Regulations, Rules, or Directions or Circulars relevant to the case)

Recommended for grant of

Date: __________________

Place: __________________

( __________________ )

Signature of the Head of the Department

Approved in BOG Meeting held on August 18, 2005 Item No.10
O.27 Redressal of the complaints against sexual harassment

On various occasions the Hon'ble Supreme Court and Hon'ble Bombay High Court have directed Government and Public sector bodies to frame rules of discipline prohibiting sexual harassment and providing appropriate penalties in such rules against the offenders. The AICTE also has also given directives regarding the constitution of a committee to look into all cases of sexual harassment of and violence against women, AICTE circular No. F.1-1/Legal/MLSC/2001, dated 28th November 2001. The University of Mumbai had circulated such rules, vide the circular EAU/VCD/1690 of 2004, dated 31st August 2004. The Ordinance has been made under the power vested in the Board of Governors, as per the provision of sub-section 11.3(j)(xxix) of the proposed Statutes and has been approved by the Board in its meeting held on 18th August 2005.

(a) This ordinance shall apply to all the employees and students of the Institute.
(b) No person to whom this ordinance is applicable shall indulge in any act of sexual harassment of any person to whom these directions are applicable.
(c) Sexual harassment means and includes such unwelcome sexually determined behaviours (whether directly or by implication) which the victim (woman) perceives as an act with a gender/sexual bias or provocation, such as :-
   (i) physical contact and advances;
   (ii) any derogatory action;
   (iii) a verbal or written offensive communication;
   (iv) a physical action suggestively obscene;
   (v) a demand or request for sexual favours;
   (vi) sexually-coloured remarks;
   (vii) showing pornography;
   (viii) threatening or a physical act of violence;
   (ix) any other unwelcome physical, verbal, non-verbal or written conduct of sexual nature.

(d) The Board of Governors shall appoint a Committee with the following composition for holding an enquiry into a complaint of sexual harassment.
   (i) Professor (Lady) - Chairperson
   (ii) One gent faculty member - Member
   (iii) Two nonacademic staff members (one of whom shall be a lady member) - Members
   (iv) One Lady student - Member
   (v) Registrar - Member Secretary

(e) All complaints regarding the sexual harassment of and violence against women shall be made in writing, addressed to the Chairperson of the committee and handed over to the Registrar.
(f) The complaint shall be with the name, signature, address, details of the complainant, and the details of the complaint.
(g) No anonymous complaints shall be entertained.
(h) Complaints may be sent by post, handed over personally to the Registrar or
the Chairperson of the committee or dropped into a box kept in the Ladies
Common Room.

(i) Spurious/Invalid/Frivolous complaints shall be dealt with seriously.

(j) The Committee shall complete the enquiry into a complaint within three
months from the date of the receipt of the complaint.

(k) The Committee may recommend the following penalties on a person found
guilty of sexual harassment and communicate the same to the Director.

(1) An employee found guilty of sexual harassment shall be liable to receive
the following penalties:
   (i) Warning, Reprimand, or Censure
   (ii) Fine
   (iii) Withholding of increments or promotion
   (iv) Reduction to a post in the lower pay-scale or to a lower stage of
        increment in his own pay-scale.
   (v) Termination of service
   (vi) Removal/dismissal from service

   (2) A student found guilty of sexual harassment shall be liable to receive the
following penalties:
   (i) Warning
   (ii) Written apology
   (iii) Bond of good behaviour
   (iv) Debarring entry into a hostel/campus
   (v) Suspension for a specified period of time
   (vi) Withholding results
   (vii) Debarring from examinations
   (viii) Expulsion
   (ix) Denial of admission

(l) The Committee may recommend whether the person against whom a
complaint of sexual harassment is made should be placed under suspension.
An employee placed under suspension shall be entitled to subsistence
allowance at the rates as applicable under the rules of discipline.

(m) The Committee may recommend that the person against whom a complaint of
sexual harassment is made, should be prohibited from entering the premises
of the Institute during the period when the Committee is seized of the matter.

(n) The Director is authorized to impose suitable penalty on the student found
guilty.

(o) In the case of an employee the Director shall place the recommendations
made by the Committee before the Board with his remarks. The Board shall
take a decision for imposition of penalty on the person found guilty of sexual
harassment.

(p) The decision taken by the Board for imposing a penalty on any person shall
be communicated the person making the complaint and the person against
whom the complaint is made and shall be complied with by the Director within
two weeks from the date of communication.

(q) The Director should bring the contents of this ordinance to the notice of the
students, and all employees of the Institute, from time to time.

Approved in BOG Meeting held on August 18, 2005 Item No.11
O.28 Intellectual Property Rights (IPR) of the Faculty Members

In view of globalization and liberalization, there is a need to protect Intellectual Property Rights (IPR) of the original inventors, when the inventions have the potential to be commercially exploited. For this purpose, the faculty members are encouraged to disclose their inventions and file for patents, Indian as well as International, based on the outcome of the research work carried out by them. The University had set up a committee in 1996 to frame the rules for grant of permission to the teachers of the University for making applications to the patent office for filing patents for the inventions made by them in the University; vide letter No. GAD/Patent/892, dated 9th July 1996. The Director, UICT, was then authorized by the Honorable Vice-Chancellor to approve the exploitation of patents according to the rules framed by the committee, vide Letter No. VC/20/248, dated 1st October 2002, Director's circular, No. 111, dated 10th October 2002. This ordinance is framed on the basis of these guidelines and takes into account additional enabling provisions to encourage patenting amongst faculty members and contribute to creating wealth out of Science and Technology. The Ordinance is framed under the powers vested in the Board as per the sub-section 11.3(h)(x) of the proposed Statutes.

(a) The faculty member/s wishing to apply for a patent, shall prepare a **Disclosure Document** in the prescribed form and submit the same to a duly constituted committee of the Institute for scrutiny.

(b) The disclosure shall comprise of -
   (i) brief description of the invention,
   (ii) a statement on its novelty, non-obviousness and utility;
   (iii) prior art search of literature,
   (iv) references to the laboratory record note books, wherein, the invention has been recorded,
   (v) potential commercial opportunities for the invention,
   (vi) the names of the inventors and their consent to filing the patent, and
   (vii) a draft patent application.

(c) The faculty member/s submitting a disclosure with proper literature search, shall certify that the subject matter of the invention has not been published, submitted as a thesis, nor presented in a seminar previously by others. It shall be further certified that until such time the decision has been made, all public disclosure of the said invention shall be withheld.

(d) The disclosure shall be scrutinized by a IPR Committee of the Institute, constituted by the Director and consisting of the following members:
   (a) Dean, RCRM, Chairperson (ex-officio)
   (b) Two Professors, nominated by the Director
   (c) One outside expert, nominated by the Director
   The Dean, RCRM, shall be authorized to carry out all correspondence in this regard.

(e) The Committee shall deliberate on the merits of the application, desirability of patenting, potential benefits in terms of commercial opportunities and countries wherein protection is sought, with justification thereof. The Committee shall also provide any guidance for filing the patent. Those cases
meriting filing of a patent shall be forwarded to the Director for his final approval. Those not meriting patenting shall be returned to the inventors with the Committee's observations. The procedure should not take more than 30 days.

(f) In case it is necessary, the Committee shall co-opt external members as experts. The Committee may also request the inventor/s to make a presentation.

(g) On receiving the Director's permission, the concerned faculty member may proceed with the stipulated procedure of the patent office for filing the patent.

(h) The Institute shall file all patents on behalf of the concerned faculty. A suitable office may be created for this purpose. If necessary, this process can be outsourced to a suitable external agency. Services of agencies such as CSIR/NRDC/TIFAC, etc. may also be availed.

(i) All patents shall be in the name of the faculty members and other inventors.

(j) The Institute should endeavour to create a suitable fund for the purpose of filing patents. The Institute may support filing of Indian Patents. The help of external agencies should be taken for filing International Patents.

(k) All prior obligations on ownership of patent rights, by virtue of sponsorship from external agencies, must be clearly spelt out in the Disclosure Document.

(l) In case a patent is licenced/exploited, a written agreement with the individual/company to whom the patent is licenced/exploited, must be prepared and sent to the Director, through Dean, RCRM, for the approval. The authors shall submit two copies of the patents to the Institute.

(m) The agreement should provide for proper sharing of the one time License Fee (Lump sum) and/or "Royalty" between the Institute, the faculty member/s concerned, and the third party, if any.

(n) In case, a third party is involved, the sharing of the Royalty should be arrived at by mutual discussion, preferably prior to the generation of the intellectual property, i.e. while taking up the research project, or before filing the patent; and a written agreement to that effect should be recommended by the IPR committee and approved by the Director; provided if the IPR is generated through a project sponsored by any State or Central Government funding agency, the conditions of the funding agency shall be applicable in totality.

(o) If any student is one of the authors of the patent, his/her share in the licence fee and the royalty should be clearly specified in the agreement, to be entered before filing the patent; provided that the Institute's share in the Licence Fee/Royalty shall remain the same.

(p) In the case of a patent filed by the faculty member/s, if there is no third party involved, the License Fee should be shared between the Institute and the faculty member/s in the proportion of 30% to the Institute and 70% to the faculty member/s.

(q) In the case of a patent filed by the faculty member/s, if there is no third party involved, the Royalty shall be shared in the ratio of 1:4 i.e. 20% to the Institute and 80% to the faculty member/s and other inventors/stake holders.

(r) The Institute shall not pay any annual Renewal Fee for the patent granted. It shall be the responsibility of the authors.

(s) In the event of any dispute or any difficulty arising out of the utilization or violation of the patent right the decision of the Appellate Committee of the Institute shall be final and shall have the jurisdiction of 'Mumbai High Court' only and expenditure on this shall be borne by the inventor/s.
(t) The Institute shall not be in any way held responsible for the accuracy or otherwise of the claims made in the patent. This responsibility will lie solely with the authors of the patent.

Approved in BOG Meeting held on February 6, 2006 Item No.13

O.29 Disposal of Dead Stock Items

There are some Dead Stock items in the Institute, which require disposal from time to time. As per the provision of subsection 20.2(s)(xvi) of the proposed statutes the Director has a power to dispose off as scrap, equipment, machinery, furniture, and such other materials that have outlived their utility, as per an Ordinance. To dispose off such items, an Ordinance is required. The present Ordinance has been prepared under the powers vested in the Board as per subsections 31.2(a) (c) and 15.3(h) of the proposed Statutes.

(a) A Dead Stock item shall be identified as due for disposal if the item satisfies any one of the following conditions -
   (i) is out of order for at least 2 years and is irreparable or the repairing cost is unaffordable;
   (ii) has outlived its utility and is obsolete;
   (iii) damaged beyond repairing;
   (iv) is not required for any use within the department or by any other Department

(b) The Registrar shall issue a circular to all the Heads of Department to send information regarding the Dead Stock items in the Departments which the heads wants to dispose off, in the prescribed form.

(c) A list of items to be disposed off from a Department shall be prepared by the Head concerned and get the approval of the Departmental Committee for the same. The list shall be forwarded to the Registrar.

(d) The information thus collected should be kept on the website and also kept for inspection in the office for at least 30 days. If any Department in the Institute desires to accept any of these items they can do so within this period, after making the necessary entries in the respective Dead Sock Registers. The Heads concerned shall be responsible for such transfers.

(e) After the stipulated period, all the items shall be inspected, identified, and marked suitably by the Asstt. Reg. (Adm) and Storekeeper, and transferred to a suitable common place.

(f) The Registrar shall form a committee, with Dean - Infrastructure and Campus Development as the Chairperson. The other members shall be – Dean (SA-HRD), One Professor (Nominated by the Director), Registrar/Asstt. Reg. (Adm), Asstt. Reg. (F&A), Storekeeper (Secretary). The committee shall inspect the items, certify them for disposal and give suitable guidelines regarding the disposal.

(g) The Registrar shall prepare the necessary document and send it to the Director for the approval.

(h) The Director shall prepare a suitable item and put it before the Board, with his/her remarks, for approval.
After obtaining the approval, the storekeeper shall invite tenders from appropriate parties, as per the guidelines of the committee and following the normal procedure.

The Committee shall open the tenders and select a suitable party/parties and also decide the relevant conditions.

The items shall be handed over to the selected party/parties under the supervision of the Chairman of the Committee and the Registrar/Asstt. Reg. (Adm.).

For any Dead Stock item disposed off through this procedure, a remark shall be entered as "Disposed Off" with date of disposal and the signature of the Head concerned in the Dead Stock register of the respective Department and the Institute Dead Stock Register.

Department of ____________________________

Details of the Dead Stock items to be disposed off from the Department

Date: __________________

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item</th>
<th>Date of purchase</th>
<th>Cost at the time of purchase</th>
<th>Dead Stock No./ Date</th>
<th>Dept. Dead Stock page</th>
<th>Dept. Ident. No.</th>
<th>Expected value</th>
<th>Reasons for disposal</th>
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</table>

Approved in BOG Meeting held on February 6, 2006 Item No.10
Professor M.M. Sharma Library is one of the best academic and special libraries in our country possessing resources pertaining to Basic Sciences, Applied Sciences, Chemical Engineering, Chemical Technology, and Pharmaceutical Sciences. This library caters to a wide variety of readers, scholars, students, faculty, literature seekers from small industry, multinationals, individuals and consultants. As the pace of developments in Science & Technology is phenomenal, the rate at which the information becomes obsolete is quite high. In the light of efficient collection development and management of the library, value of weeding assumes greater importance than ever before. Weeding enables developing a quality collection by eliminating out-of-date information, avoiding needle in a haystack environment and helps in conserving shelf space. Weeding or de-accessioning of materials is an important component of collection development. Efficient weeding requires support of library staff, students and faculty just as selection of books for acquisition. In other words weeding is the other side of selection. Library materials can be weeded from the collection on a routine basis and can be a continuing process as a part of the standard retention policies identified for particular titles or when shelf space is scarce in certain areas.

As per the provision of the subsection 20.2(s)(xix) of the proposed Statutes, the Director has the power to weed out books as per the Ordinance. The Board has the power to approve the recommendations of the committees regarding the writing off and disposal of books, as per the provision of subsection 15.3(i)(xxxvi). The present Ordinance has been prepared under the power vested in the Board as per subsections 15.3(h) and 31.2(a)(c) of the proposed Statutes

[A] Criteria for selection of material for weeding

One or more of the following criteria may be applied while selecting the books and related material for weeding out:
(a) No-longer-required duplicate volumes or superfluous volumes;
(b) Older editions of standard textbooks (obsolete), the contents of which are no longer of interest;
(c) Older material containing obsolete/inaccurate information;
(d) Books which are out of scope or irrelevant for our collection;
(e) Books no-longer-in-circulation (before predetermined date) according to circulation record;
(f) Areas of collection needing new acquisitions;
(g) Damaged material which is beyond repair, viz. moth-eaten, mutilated, material;
(h) Reference works like directory, yearbook or publications, where only recent editions are to be retained;
(i) Material in languages not relevant to the Library
(j) Provision of shelf space for newer volumes.
[B] **Procedure for weeding out of books and other material**

(a) Staff active in acquisition and circulation, along with trainees hired shall assist the activity of weeding. The automated circulation records shall be scrutinized for materials no longer in use. Every book on the shelf needs perusal, particularly at the time of annual stock inventory, for its contents, condition, value, usage, etc.

(b) The list of items to be weeded out shall bear full available details from accession register such as Author, title, and year of publication, imprint, price, and remarks or reason for weeding out.

(c) The help of the Academic Staff of the Institute should be taken for selecting the books for weeding.

(d) The books thus selected shall be taken out from the active stacks and transferred to the dormitory storage.

(e) A book/library material once withdrawn from the collection for the purpose of weeding out shall not be available to readers under any circumstances.

(f) List of items thus prepared for weeding shall be circulated amongst the Academic Staff /interested individuals for a remarks and feedback and put on the web-site of the Institute for at least one month.

(g) The Head of the Library shall place the list before the Library Committee. The library committee may defer the decision for want of additional information. If necessary, the committee may constitute a Weeding out subcommittee for help.

(h) The library committee shall approve the list of books for weeding out and forward the same to the Director.

(i) The Director shall examine the recommendations. He/she may send it to the library committee with remarks for review, if necessary.

(j) On satisfaction, the Director shall place the recommendations before the Board of Governors for final approval.

(k) The resolution of the Board shall be forwarded to the Head of the Library and the Registrar for implementation.

(l) The Head of the Library shall make suitable entries in the accession record/automated records.

(m) The Head of the Library shall maintain a “Withdrawal register”, which will bear all details of imprint, collation, reason for withdrawal, BOG resolution No. & Date, remarks.

(n) The books thus weeded out shall be sent for pulping. For this purpose tenders shall be invited as per the institute’s norms and the order shall be placed with a suitable party. The books may be shredded before selling.

(o) The Head of the Library along with the Registrar shall monitor the process of transfer.

[C] **Disposal of ephemeral material**

(a) **Ephemeral material**: This includes magazines of temporary & general interest, trade catalogues of books/periodicals, irrelevant news letters of various institutions, Annual reports and activities of institutions, newspapers of ephemeral value, periodicals that promote pleasure,
controversial materials, materials related to criticism, censorship, promotional materials.

(b) The librarian shall be authorized to identify such material and dispose it off as per the Rules.

[C] Writing off of irrecoverable books

(a) If a book/journal is found missing over at least 5 years and could not be reinstated, the librarian shall declare the same as 'irrecoverable'.
(b) The library staff should make all efforts to trace/recover the missing books/journals, before the librarian declares such books/journals 'irrecoverable'.
(c) The librarian shall record the books and journals found missing, including cost-recovered books and those where replacements are not possible.
(d) A detailed report of such books shall be prepared by the librarian, in the prescribed format, including the details of the books, costs, possible source of loss, period over which missing, and the efforts made to trace the same.
(e) The report shall be submitted to the library committee for discussion.
(f) The committee shall forward the report to the Director with its remarks.
(g) The Director shall examine the report and shall write off the loss incurred due to the missing books, under the statutory powers vested in him, and give specific directions to the librarian and the other functionaries/officers concerned.
(h) The librarian shall take further necessary action.
(i) If any book declared as 'irrecoverable' and written off following the above procedure is found afterwards, it shall be treated as a fresh acquisition as gratis.

Approved in BOG Meeting held on February 6, 2006 Item No.3

O.31 Allowances to be Paid to the Chairpersons and Members of Different Bodies and Committees

(1) Board of Governors:

(a) Every member, except the employees of the Institute, shall be entitled to an Honorarium of Rs. 1,000 per meeting attended.
(b) An outstation member shall be provided with free guest room facility with a local hospitality of Rs. 500 for his/her sojourn in the city for the meeting.
(c) An outstation member shall be given Travelling Allowance to attend the meeting, on the actual basis as given below:
   (i) Airfare to which the person is entitled in the parent organization from the Airport nearest to the place of work to Mumbai Airport and back OR Railway fare for First class AC chair car/sleeper or IIAC chair car/sleeper from the station nearest to the place of work to Mumbai and back OR Bus fare of any type from the city of residence to Mumbai and back OR Rs. 10.0 per km for
the onward and outward journey, if traveled by his/her own car or by a hired car. AND
(ii) Taxi fare from residence/work place to the nearest airport/railway station/bus station and back and taxi fare from the Mumbai airport/a railway station in Mumbai/a bus station in Mumbai to the Institute and back.

(2) Senate:

(a) A member of the Senate, except an employee of the Institute and a student of the Institute, is entitled to an honorarium of Rs. 500.00 per meeting attended.
(b) An outstation member, except an employee of the Institute and a student of the Institute, is entitled to a traveling allowance to attend a meeting, as per the UGC norms.

(3) Building & Works Committee and Finance Committee:

(a) A member of the Building & Works Committee/Finance Committee, except an employee of the Institute is entitled to an honorarium of Rs. 500.00 per meeting attended.
(b) An outstation member, except an employee of the Institute, is entitled to a traveling allowance to attend a meeting, as per the UGC norms.

(4) Selection Committee for Faculty Appointment:

(a) A member of a selection committee constituted for the Faculty appointment, except the members who are employees of the Institute are entitled to an honorarium of Rs. 500.00 per day.
(b) An outstation member, who is not an employee of the Institute, is entitled to a traveling allowance and Dearness allowance as per the UGC Rules.
(c) An outstation member, who is not an employee of the Institute, will be provided free accommodation in the Guest House.

(5) Any other body or Committee:

(a) A member, other than the employees and students of the Institute, of any body or committee, other than the Board of Governors, Senate, Building and Works Committee and Finance Committee, shall be paid an honorarium of Rs. 200.00 per meeting on attending the same.
(b) Traveling allowance shall be paid to an outstation member, only if prior permission of the Director is taken, on case to case basis.

Approved in BOG Meeting held on May 15, 2006 Item No.1
O.32 Purchases

The main concerns in any purchases are – quality, timely delivery, competitive price, and after-sales service. Quality and timely supply of chemicals, materials and equipment to the faculty, scientists and students of the Institute are of immense importance for proper implementation of research projects and for the training of the students too. At the same time, ours being a public institution, any procurement must be done in a fair and transparent manner and should fall in line with the cannons of financial propriety. The present Ordinance has been framed by keeping these aspects in mind. As per the provisions of subsection 15.3(i) (xxix), the Board has the power to make purchases of all materials, machinery, equipment, spare parts, etc. as per the requirements. The present Ordinance has been prepared under the powers vested in the Board as per subsections 31.2(a)(b) (c) and 15.3(h) of the proposed Statutes.

1. General

(a) There will be the following types of purchases:

   (1) Petty cash purchases
   (2) Purchases under rate contracts
   (3) Purchases against single party quotation
   (4) Emergency purchases
   (5) Purchases against tenders

(b) No purchase order shall be placed unless there is a specific budget provision for such a purchase. However, quotations may be invited in anticipation of funds in near future.

(c) It is a primary responsibility of the Indenter to ensure that the necessary financial sanction of the competent authority exists before placing any order. The Stores Superintendent should also satisfy himself about such a financial sanction before actually placing any order.

(d) In case of purchases financed by the Government (Central as well as State) or the foreign loans/agencies, and when a specific purchase procedure is stipulated in the contract, the procedure prescribed in the corresponding contract/agreement will be followed. In the absence of any such procedure, the normal institutional procedure should be adopted. In the former case also, wherever specific provisions are not mentioned, the relevant provisions from the institutional procedure should be used.

(e) For the purchase of any single item costing Rs. 3.00 lakhs or more, the purchase procedure shall be routed through the Purchase Committee.

(f) Splitting of an indent in order to bring it outside the ambit of any of the tendering mode is strictly prohibited.
(g) For any item costing more than Rs. 3.00 lakhs, the party must give a Comprehensive Guarantee for 2 years.

(h) Purchase of equipment from abroad shall be made directly from the manufacturer or their authorized agent in India, and not from any sub-agent.

(i) In case of any doubt regarding the interpretation of any clause of this purchase procedure, the matter may be referred to the Director and his/her decision shall be final.

2. Petty Cash Purchases

2.1 Purpose and limit of petty cash

(a) Petty cash will be made available to the Functionaries of the Institute, Assistant Registrars, and the Principal Investigators of sponsored projects for purchasing low cost, miscellaneous items, which are required from time to time for smooth functioning of Institute/Department/Section/Project, as shown below.

(b) An advance may be taken on petty cash for specific expenditure or the expenditure already made on petty cash items may be reimbursed through the appropriate grant.

(c) Rs. 15,000 is the limit of petty cash to be withdrawn or reimbursed at a time through any account head.

(d) The total amount spent as petty cash under any account head in any financial year shall not exceed 30% of the amount available under the head for that year.

2.2 Petty Cash Advance

(a) Advance of petty cash will normally be sanctioned to the person as indicated in the table below.

<table>
<thead>
<tr>
<th>Grant</th>
<th>Petty cash required for</th>
<th>Advance of petty cash sanctioned to</th>
<th>Expenditure approval by</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund/Institutional Grants</td>
<td>Institutional work</td>
<td>Director/Deans/Head of Department/Registrar</td>
<td>Director</td>
</tr>
<tr>
<td>General Fund/Institutional Grants</td>
<td>Institutional work</td>
<td>Asstt. Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>Departmental Grants (consumable and others)</td>
<td>Departmental work</td>
<td>Head of Department</td>
<td>Director</td>
</tr>
</tbody>
</table>
Grant

Petty cash required for | Advance of petty cash sanctioned to | Expenditure approval by
--- | --- | ---
Earmarked Library Grants | Library work | Head of Library & Information Services | Registrar
Sponsored Project Grant | Project related work | Principal Investigator | Registrar
Grants of a Centre | Work related to a Centre | Co-ordinator of a Centre | Registrar

(b) Advance up to an amount of Rs. 15,000.00 at a time may be sanctioned.

(c) An application for the advance can be made by a person, who is eligible to receive the same. All advances will be sanctioned by the Registrar.

(d) The responsibility of proper utilization of the petty cash advance and settling the respective accounts shall lie with the person receiving the advance.

2.3 Utilization of petty cash

(a) Items which are available through main stores of the Institute, like chemicals, labware, computer spare parts, electrical goods, stationery materials, etc., should not be purchased directly; provided that under urgency and/or non-availability of certain items from or through the stores, such items can be purchased with permission from the Registrar.

(b) The items available under the rate contracts with the Institute should not be purchased under petty cash.

(c) Minor repairs, maintenance, labour charges, up to Rs. 5,000 are allowed under petty cash. However, all such work done should be certified as satisfactory by the Head concerned.

(d) Any single item, which is generally not available in the Institute, costing less that Rs. 5,000.00 can be purchased from the market, without any prior permission, through petty cash of a suitable head of account.

(e) To buy any single item costing more than Rs. 5,000.00, but less than Rs. 10,000.00, through petty cash, prior permission of the Registrar is essential.

(f) More than one receipt/cash memo from the same party together amounting to Rs. 5,000.00 shall not be permissible under the same lot of petty cash.

(g) For every cash payment, a cash memo should be obtained. If the payment is against a bill, party’s stamped receipt should be attached.

(h) For the purchases under petty cash, the items shall be purchased from registered shops only, and the cash memos, invoices, etc. must carry the C.S.T./VAT Reg. No.
(i) For any item if a receipt/cash memo with a party having C.S.T./VAT Reg. No. is not available the sanctioning person should approve the receipt of payment mentioning the reason.

(j) The expenditure on petty cash shall be approved by the persons indicated in the table above.

(k) No deposit money can be paid from petty cash/petty cash advance.

2.4 Settling the account of Petty cash

The following procedure should be followed to settle the account of petty cash or reimbursement of expenditure on petty cash account:

(a) The petty cash voucher such as cash-memo, receipts, bills etc. should be properly pasted on an A4 size rough paper and serially numbered as per the summary sheet for ease of filing.

(b) Following entries should be endorsed on each bill or vouchers –
   
i) 'Certified for payment', by the Head, and the respective Principal Investigator, in the case of a sponsored project.
   
ii) Stores entry

(c) All the vouchers/cash memos/receipts should be serially numbered and pinned/tagged together along with a summary sheet at the top. Head of account of the expenditure should invariably be noted.

(d) The summary sheet should be signed by the person actually making the purchases and to whom the amount is due and countersigned by the respective Head. It should also be signed by a responsible person equivalent to the rank of the Assistant Registrar.

(e) The entries of the items should be made in a register specially maintained for this purpose in the respective Department/Section, and the folio number should be mentioned on the summary sheet.

(f) If the vouchers are in respect of petty cash advance taken, its details such as (i) Amount of advance taken (ii) Date of advance taken etc. should be noted on the statement.

(g) The account of the advance must be settled preferably within two months from the date of receipt of the advance. No further advance from any head of account will be given unless the accounts of the previous advance taken from the same account are submitted.
3. **Purchases under Rate Contract or Running Contract**

A Rate Contract is a contract for supply of stores at specified rates during the period covered by the contractor. Rate Contract is made for items which are common and regularly required by various Departments/Sections in the Institute. The prices of such goods are not subject to appreciable market fluctuations. Even if the quantity of an item required by a Department during a year may be meager, but the total quantity purchased by the entire Institute may be sizable. In such a case it becomes uneconomical if every indenter observes the specified procedure and purchase the item more than once.

(a) Items decided by the Stores Committee and for which rate contracts have been signed with specific parties, may be ordered directly from the parties.

(b) The Stores Committee shall recommend suitable parties for making rate contracts for different items which are required by the Institute on a recurring basis throughout the year.

(c) The Stores Committee may fix the Rate Contract with more than one party, so that the Departments/Sections can draw upon any of the parties for their supplies, in case one party fails to supply the material.

(d) The Rate Contract fixed shall be on a regional basis, wherever possible.

(e) While proceeding for Rate Contract, the approximate drawl during the period of contract has to be considered and judged.

(f) The items for which rate contracts are needed may be recommended by the Heads of Departments and other functionaries of the Institute.

(g) An item or a group of items to be considered for rate contract should be such that a total requirement for one year should be more than Rs. 10,000; e.g. chemicals, solvents, glassware, items of labware, computer hardware, stationary, etc.

(h) A rate contract should contain all details regarding the supply of the materials, such as price, supply mode, taxes, and other.

(i) No commitment should be made in such a contract as to the quantity of stores to be drawn against the contract during the validity period of the said contract and the contractor is bound to accept any order which may be placed upon him during the currency of the contract at the rates specified therein.

(j) The period of rate contract should normally be one year from the date of award of such a contract and the contract shall remain active for supply of stores during the currency of the contract.

(k) Rate contracts will be made through open tendering method.

(l) Rate contract shall be placed on reputed manufacturer or their authorized distributors.
(m) The Director shall approve the rate contracts and the Registrar shall enter into the contract with the selected parties on behalf of the Institute.

(n) Unless otherwise indicated by the competent authority, the stores can be purchased under the terms of the rate contract which has expired during the intermediate period of no contract, with permission of the Registrar, provided the party concerned agrees for the same and a fresh Rate Contract is in the process of finalization.

4. **Purchases against Single Party Quotation**

(a) An item may be purchased against a single party quotation under the following conditions;

(1) If the item is of a proprietary, special or unusual nature or requires fabrication by a specialist.

(2) It has to be purchased from a single party, i.e. the item is a monopoly item, provided further that the supplier is of repute.

(3) It costs less than Rs. 1,00,000.

(4) If the item to be purchased is a component/accessory of an equipment/machinery already present in the Institute and the item is supplied by a party, which has supplied the main equipment.

(b) Under the above conditions, the indenter should seek the Director's permission giving proper justification and producing the quotation concerned. If required, the Director may put the proposal before the Purchase Committee for remarks.

(c) Once the Director's permission is obtained, the order may be placed with the identified party.

(d) If the item costs Rs. 1,00,000 or more, the proposal shall be placed before the Purchase committee for consideration. An order may be placed for the item if the Purchase Committee recommends the purchase and the Director approves the same.

5. **Emergency Purchases**

In exceptional cases, when due to exigencies of service, any article is required to be purchased at a short notice; such a purchase may be effected in the open market at a reasonable rate, from the manufacturer or an authorized distributor/dealer of the manufacturer, by taking the Registrar's prior permission. In an exceptional case, *post facto* permission may be taken, giving due reasons for not taking the permission in advance. In the interest of the Institute the indenter should resort to such indents only when the requirements are of really emergent, unexpected, and of unavoidable nature.
6. Purchases through Tenders

6.1 The steps to be followed in purchases through tenders will be:

(1) Identifying suitable Budget head for the purchase
(2) Placing the indent by the Investigator/Head of Department or Section with the stores or purchase committee
(3) Calling tenders/quotations
(4) Processing of tenders/quotations by the Stores/Purchase committee
(5) Director's/Registrar's approval for placing order
(6) Placing the order
(7) Arrival of the material and inspection
(8) Processing of the bill and releasing the payment

6.2. Indenting

(1) Prior to sending an indent for a particular item, it should be ascertained by the indenter whether the item is of imported origin or indigenously available and the correct position should be clearly stated in the indent.

(2) Indents in the following cases should not be placed:
   (i) Items for which Rate Contracts have been entered into.
   (ii) Spare parts of particular machinery manufactured by a particular manufacturer for which there is no rate Contract and can be purchased directly to the extent of 10% of the cost of the machinery in a financial year.

(3) The indenter should first enquire with the stores whether the item of stores required is on Rate Contract and the Rate Contract is valid.

(4) The indent for a purchase should give detailed description of the item/s, specifications of the item/s, approximate quantity, approximate cost, budget head, and list of possible vendors with their addresses.

(5) The specifications of the items indented should be complete in all respects and in full details.

(6) In the specifications, as far as possible, no brand name of a particular manufacturer should be indicated. In exceptional cases when the indenter is unable to indicate clearly the specifications of stores required, he may refer to a particular brand. However, in all cases, he should specify that the stores should be of a particular brand or “its equivalent”.

(7) All dimensions given in an indent must be in SI units.

(8) If specification requires a diagram/sketch, the indenter should supply minimum of 10 copies of the same along with the indent.
(9) The indenter should give weightage to purchase of articles manufactured to Indian standards or equivalent standards. If he desires to purchase goods bearing BIS/ISI mark, he should mention in the indent the corresponding BIS/ISI number with variety number.

(10) Estimated cost of the indented item should be invariably mentioned in the indent. The cost should correspond to the prevalent market price and on the basis of this cost the price of the “tender form” is fixed.

6.3 Tenders

Normally, for items of recurring or nonrecurring nature, each costing more than Rs. 500.00 or each costing less, but the items required in large number, tenders may be invited by the stores. Tenders shall also be invited for restructuring/repairing/alteration/developmental work.

6.3.1. The following shall be the modes of procurement through tenders.
(a) Single Tender
(b) Limited tenders
(c) Open Tender
(d) Global Tender

6.3.1.1 Single tender: Single tender method shall be adopted in rare cases, where the item required is of a proprietary, special or unusual nature or requires fabrication by a specialist and it is in the sure knowledge of the indenter that the item to be procured is manufactured only by a particular manufacturer or supplied by a single party. However, intentionally adding restrictive clauses to make the purchase fall under this mode should be avoided.

6.3.1.2 Limited tender: This method is to be followed when an item costs less than Rs. 3,00,000. The enquiries should be sent to not less than five reputed, registered, suppliers by the Stores. It may also be followed in purchases of items costing more than Rs. 3,00,000 but less than Rs. 10,00,000 if –
(i) the demand is urgent;
(ii) open tender method is expected to be not more beneficial and the additional expenditure incurred in inviting open/global tender would not be fruitful; and
(iii) the sources of supply are definitely known and the possibility of new sources of supply being available is remote; or
(iv) in the public interest it is not wise to adopt the open/global tender method.
Under such a condition, approval of the Director shall be necessary.

6.3.1.3 Open tender: This method shall be applied when an item costs more than Rs. 3,00,000. If the cost is less than Rs. 10,00,000, the tender notice shall be given in two local dailies and also kept on the Institute’s website. If the cost is Rs. 10,00,000 or more but less than Rs. 50,00,000, the tender notice shall be given in two national dailies and also kept on the Institute’s
website. The tender notice shall be approved by the Purchase Committee and shall be given by the Registrar.

6.3.1.4 Global tender: If the cost of the equipment is Rs. 50,00,000 or more the tender notice shall be given to two national dailies and also kept on the Institute's website. In addition to this, the requirement may be intimated to foreign manufacturers and their authorized agents. The tender notice shall be approved by the Purchase Committee and shall be given by the Registrar.

6.3.2. Tender notice and Tender document:

(a) In case of Limited tender method for an item costing less than Rs 1,00,000, the details of the item required will be provided with the tender enquiry.

(b) In the cases of Limited tender method for an item costing more than Rs 1,00,000 and Open and Global Tender methods, the tender notice should be crisp. The details of the equipment and the specifications will be given in the Tender document.

(c) A Tender document for any item costing more than Rs. 1,00,000 should comprise of details of the equipment, detailed specifications, conditions of contract, proforma of the tender. It should be sold at price, exclusive of postage/courier charges, taxes, if any, as indicated below. It should also contain clauses of unconditional performance guarantee, EMD, and providing of list of organizations to which the same item has been sold in last 5 years.

<table>
<thead>
<tr>
<th>No</th>
<th>Cost of Item (Rs)</th>
<th>Type of Tender</th>
<th>Mode of invitation</th>
<th>Tender notice period (weeks)</th>
<th>Tender document fee (Rs)</th>
<th>EMD (% of the estimated cost of item)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>&lt; 1,00,000</td>
<td>Limited tender</td>
<td>Local known reputed suppliers</td>
<td>2</td>
<td>nil</td>
<td>Nil</td>
</tr>
<tr>
<td>2</td>
<td>1,00,000, or more, but &lt; 3,00,000</td>
<td>Limited tender</td>
<td>Local known reputed suppliers/website</td>
<td>2</td>
<td>100</td>
<td>Nil</td>
</tr>
<tr>
<td>3</td>
<td>3,00,000 or more, but less than 10,00,000</td>
<td>Open tender</td>
<td>Through purchase committee, Two local dailies/website</td>
<td>4</td>
<td>200</td>
<td>2.5</td>
</tr>
<tr>
<td>4</td>
<td>10,00,000 or more, but less than 50,00,000</td>
<td>Open tender</td>
<td>Through purchase committee, Two national</td>
<td>4</td>
<td>500</td>
<td>2.5</td>
</tr>
</tbody>
</table>
6.3.3. Invitation of tenders

For inviting the tenders, the following procedure shall be adopted:

(a) The Tender Document should give all specifications of the goods to be purchased, terms and conditions of the contract, delivery period, indenter’s name, and site of delivery. The tenders should be invited on Free Delivery (F.D.) at the destination basis.

(b) The Tender under single tender method should be procured by the end user concerned. The indents for other tendering methods should be sent by the respective PI or Head of Department/Section, Functionary to the store, giving the specifications of the items, and the addresses of the possible parties, which can supply the same. The stores may add the addresses of other well known parties.

(c) The indenter should verify the tender enquiry with respect to all details. If he finds any discrepancy in the tender enquiry after it is floated, as regards specifications, conditions, etc., he should immediately point out the same to the Stores well before the last date of the tender so as to enable the stores to issue suitable amendment and extend the date of receipt of the tender accordingly.

(d) The Stores should forward the indents for items costing more than Rs. 3,00,000 to the Registrar for placing before the Purchase Committee.

(e) The Stores/ Purchase Committee should not normally accept indents, which are faulty or incomplete and return the same to the indenter within two days. However, minor defects should be set right by discussion with the indenter.

(f) The stores shall process the requisitions under Limited Tender method and send the tender enquiries directly to at least five probable suppliers, mainly those registered with the Institute, and including those suggested by the indenter.

(g) The Registrar shall give the Tender notices under Open and Global tender methods.

(h) For Open and Global tenders, the tender forms with details will be
provided to the bidders, on payment of the tender price.

(i) A tender notice to be given in a daily or displayed on the website should be short and clear. The details of the order and the specifications should be available with the tender document.

(j) The stores should take care not to send the enquiries to the parties which have either been “blacklisted”, “banned”, “suspended” or who have defaulted earlier. If such a case is pointed out any time, the respective tender shall be treated invalid.

(k) If an enquiry is of the order of more than Rs. 50,000.00, or the Indenter and/or stores feel that the items listed in the notice are not easily available, the stores may also put it on the website.

(l) The store shall give priority to the parties kept on the list prepared by the stores committee for this purpose.

(m) The tender enquiries/notices can be floated anytime in the year.

(n) The last date of receiving a tender against Limited Tender method shall be either 15th or 30th (28th in the case of February) of the current or next month, provided a minimum of 15 days shall be available to the parties responding the enquiry.

(o) The minimum time limit allowed for the bidders can be reduced by the Director in case of emergency.

(p) The Tenders should give the details and specifications of the goods offered, taxes, and other terms and conditions applicable. In addition to this it is then duty of the supplier to mention in the tender any preliminary work, such as foundation, electrical connections, piping, etc. necessary for the items to be provided.

(q) The stores should prepare and maintain a database of all the reputed manufacturers, stockists, dealers, of variety of items and the specifications of common items.

(r) The Stores should maintain a list of parties which are registered with the Institute. For the registration the parties should apply in the prescribed form.

6.3.4. Buy-Back clause

Wherever possible and required, a clause of buy-back of certain items of at least five-year vintage or more should be added in the tender, subject to the following conditions:

(i) the Registrar’s approval for any item costing less than Rs. 3,00,000 and Director’s approval for any item costing more than Rs. 3,00,000

(ii) the offers from various bidders should mention that the offer is under the buy-back scheme.

(iii) once the purchase is completed, the original value of the item should be written off from the book of the respective Department/Laboratory/Section.
6.3.5 Receiving and opening of the tenders

(a) The contesting tenderers should purchase, if prescribed, the tender forms and submit sealed tenders.

(b) Tenders should be received through post, courier or dropped in the “Tender Box” kept in the office. The tender box should be locked and the keys will be with the A.R. (Administration).

(c) The quotations/tenders received shall be opened within three days from the due date, by a Tender Opening Committee constituted by the Director, as per the Rules.

(d) The Tender received after the due date and time shall be marked LATE. The tenders thus received late shall not be opened at all. In the case of Limited Tender method such tenders will not be used and retained by the Stores. In the case of Open/Global Tender method, such tenders shall be returned to the respective parties in the original envelopes.

(e) The Tenders must be sealed ones, i.e. sealed with lac. The Tender Opening Committee shall not open unsealed tenders and mark them as UNSEALED. In the case of Limited Tender method and in the case of emergency or urgency, the indenter/head concerned may request the Registrar, giving reasons, to permit to open the unsealed tenders and consider it too, provided the cost of the item is less than Rs. 1 lakh.

(f) The stores shall prepare summaries of the tenders received and forward the same to the respective Department/Section.

(g) If a response to a limited tender, in respect of material costing more than Rs. 1,00,000 is poor, the Open Tender method may be used by the Stores in consultation with the Indenter. In such a case the bidder who responded to the earlier limited tender enquiry shall also be considered along with tenders received through the Open tender. If the specifications are changed in going for open tender method, such a bidder be asked to bid again.

(h) The Director, on recommendation of the indenter, may extend the date of tender opening in case there is no response or less than 3 tenders are received; by min of 15 days; the extension so granted must be intimated to all the parties concerned so that adequate response is received. Maximum of two such extensions may be granted.

(i) If less than three tenders are received against any tender enquiry under Limited Tender mode, the tenders will not be opened by the Committee and forward the tenders received to the indenter. In such a case, normally the tenders will be re-invited. The re-invitation of tenders may be done not more than two times. The tenders received in all will be considered and opened together.

(j) Irrespective of the number, the tenders received under open and global methods, will be opened by the committee and forward the
same to the indenter. Alternatively, The Purchase Committee may also decide to re-invite tenders, if sufficient number of tenders are not received against any enquiry.

7. Purchase Committee

(a) Indent for any single item costing Rs. 3,00,000 or more shall be forwarded by the respective Head of Department to the Purchase Committee.

(b) The constitution and Powers and Duties of the Purchase Committee shall be as per the Ordinance.

(c) The committee should go through the specifications carefully and see to it that they are as broad-based as possible; restrictive clauses and tailor-made clauses that suit a particular or a group of suppliers should be avoided.

(d) The committee may constitute a technical committee with experts from outside to finalize specifications of special items.

(e) The committee will check that the items sought to be imported do not fall within the restrictive list contained in the Exim Policy.

(f) The following cases need not be referred to the Purchase Committee:
   (i) Repeat orders
   (ii) Orders against rate contracts
   (iii) Procurements from University of Mumbai/ State as well as Government manufacturing units, undertakings, depots
   (iv) Amendments to all orders not involving financial implications

8. Prebid Meeting

(a) For any item costing more than Rs. 3,00,000, a pre-bid meeting of the interested bidders may be arranged by the purchase committee.

(b) A notice of such a meeting may be given at the time of floating the tenders, and such a meeting may be arranged with a notice of at least 7 days.

(c) The meeting will be conducted by the Indenter, Head of the Department Concerned, A.R. (F&A).

(d) Exact specifications and other conditions associated with the purchase will be explained to the prospective bidders.

(e) A note of the proceedings of the meeting will be prepared by the Indenter and will be attached to the tenders.
9. Ordering

(a) Each Tender shall be valid for ordering against it for three months from the date of opening of the quotation.

(b) If an order is to be placed on a tender, which is more than three months, but less than six months old, a letter of confirmation of the price should be taken from the party, and the order can be placed with approval from the Registrar. No order can be placed with a quotation, which is more than six months old.

(c) To place an order under Limited Tender method, a minimum of three valid tenders will be required. However, an order may be placed with less number of tenders under the following conditions –

(i) there is urgency;
(ii) there is poor response even after reinviting the tenders

Under such conditions, the indenter may request the Registrar, giving justification, to permit to open the tenders and place the order with appropriate party.

(d) Generally the order should be placed with bidder quoting the lowest price or offering advantageous terms. However, if the Head or the actual user is not satisfied with the lowest bid, on the basis of specifications given, or the conditions of the bid, he/she shall make a representation, giving the justification, for placing order with any other party, and forward the same through the Head with remarks of the latter, to the Registrar for the permission. For an item costing less than Rs. 25,000, or a combined order costs less than Rs. 25,000, the Registrar may consider the case and give the permission. The Director shall given the permission if the amount involved is more than Rs. 25,000, but less than Rs. 3,00,000. Alternatively, for any such request the Registrar/Director may seek the opinion of the purchase committee.

(e) The party submitting the lowest tender may be called for further negotiation by the indenter/purchase committee. When the purchase committee arranges such a meeting, the indenter or a representative of the Department concerned, as the case may be, should be invited. The change in price on lower side, arrived at in such a negotiation, should be confirmed by the supplier in writing on the party's letter head.

(f) In the case of Limited Tender method, if the indenter or the storekeeper is of the opinion that a given item is available with any bonafide manufacturer or authorized agent at a price lower than the lowest quoted in the set of tenders, he/she may place the order with such a manufacturer, with a permission from the Registrar.

(g) For any single purchase totally costing more than Rs. 25,000, the Director's prior permission shall be needed before placing the order.

(h) Ernest Money Deposit (EMD) must be collected at the given rate of the estimated value, to be collected by DD or banker's Cheque or Bank Guarantee. The DD/Cheque should not be deposited till the final order
is placed. The EMD of the party to which the order is warded shall be adjusted in the final bill. The EMD of all the other parties will be returned within 15 days from the award of the Order.

(i) Unconditional Performance Bank Guarantee valid till 60 days after the warranty period from scheduled Bank for 10% or higher of the order value within 15 days of placing the order, failing which the contract shall be deemed as terminated.

(j) Orders for consumable items of a recurring nature on any Departmental Grant or on any General Fund account of the Institute shall be placed by the Head of Department concerned. The bills/vouchers/proformas in respect of the expenditure thereof shall be certified by the same Head.

(k) Orders for consumable items of a recurring nature pertaining to an individual scheme or project may be placed by the Principal Investigator concerned. The bills/vouchers/proformas in respect of the expenditure thereof may be certified by the Principal Investigator.

(l) The order for any item to be ordered on capital account should be processed through the Head of the Department, as this has to be entered in the Dead Stock Register.

(m) While placing the orders, the following procedure shall be followed:
   (i) Order shall be placed only after receiving specific sanction/allotment letter from the Director or sponsoring agency.
   (ii) It should be ensured that there is a sufficient balance under the Head of account under which order is placed. No order should be placed unless sufficient balance is available under the head of a/c.
   (iii) A cushion should be kept to take care of escalation of prices due to variation of foreign exchange rates, etc.
   (iv) Expenditure beyond the sanctioned amount will be allowed only after specific approval by the sponsoring agency.

(n) Whenever any order is placed, the Storekeeper should see that one copy of the same is forwarded to the Accounts Section and another to the concerned laboratory/section.

(o) Each section is expected to maintain a file of their orders which will facilitate them to check proper receipt of goods and find out total orders placed under a particular head of account.

(p) In case of purchases of items for repairs, spare parts, etc. in connection with machinery and plant, bills, cash memos should be entered in History sheet or Register.

(q) For the Purchase of Engineering Stores, Furniture items or Purchases on the Institute’s basis the above procedure shall be applicable, and the appropriate officer shall make the purchases.
10. **Repeat Orders**

(a) Repeat order may be placed against a previous order recently placed, but in any case not later than six months after the original order has been placed, provided –

(i) that no repeat order is placed if the original order was placed to cover an urgent or emergent demand;

(ii) that the indenter concerned or the stores officer are satisfied that there has been no downward trend in the prices or that the rates are either steady or are standardized;

(iii) That the total quantity or value of stores does not exceed 200% of the original quantity of the order and that the total value of repeat order should not in any case exceed the sum of Rs. 3 lakh

(b) Proposals for repeat orders in case of any deviation from the above principles should be submitted to the purchase committee, with specific justification for resorting to such purchase, for final decision.

11. **Receipt of Goods and Inspection**

(a) **Delivery of the Goods:**

(1) All the goods received against orders shall be delivered and received at the stores of the Institute or at the indenter’s specified site within the delivery period.

(2) The Stores may be dispatched and delivered under the supplier’s risk and no extra payment shall be made for any damage of the stores noticed on inspection on site. Under the conditions of contract or in order to safeguard the interest of the contractor, the costly items should be insured against damage or loss in transit,

(3) The Director has a power to cancel the contract if the party fails to deliver the Stores or any instalment thereof within the period fixed for such a delivery or at any time repudiates the contract before the expiry of such period.

(4) If a party is unable to deliver the Stores within the delivery period mentioned in the tender, on valid reasons, they should apply to the Registrar for the extension giving the factual difficulties encountered and reasons for the extension. An extension of the delivery period may be granted by the Director, on recommendation from the indenter. The Director may forward such a request to the Purchase Committee for remarks. The following points should be taken into account while granting the extension: (i) whether the stores can be arranged earlier at cheaper rate from an alternate source, (ii) whether there is any downward trend in prices, (iii) genuineness of the reasons given by the party.
(b) Inspection of the Goods:

(1) It is the responsibility of the Storekeeper and of the Department/Section concerned to check the quality and quantity of the goods received.

(2) The detailed and final inspection of goods should be done by the indenter on receipt of the goods.

(3) Any equipment should be inspected in the presence of the agent of the supplier at the site specified in the purchase order.

(4) The inspection should be done within the delivery period.

(5) The inspection will be done with respect to the following points:
   (i) Articles detailed in the delivery challan have been actually received.
   (ii) The quantities are correct and the quality of the goods is according to the specifications.

(6) The date of signing the Delivery Challan by the indenter has to be considered as “Date of Delivery” of the goods.

(7) An Inspection Note in the prescribed format should be prepared and sent to the stores for attaching to the bill.

(8) If the goods are not delivered within the stipulated delivery period, it should be immediately pointed out to the Stores.

(9) Any sealed packs of items should be opened by the authorized person from the supplier in the presence of the indenter only.

(10) In case the stores received in damaged condition the details of the damage and shortage should be recorded and immediately brought to the notice of the Stores.

(11) Inspection note should be prepared and sent to the stores for attaching to the bill.

(12) In the case of rejected stores, a rejection note will be prepared clearly pointing out the defects, shortfalls noticed.

(13) In the case of plant, major equipment, machinery satisfactory working trial should be taken immediately after the delivery and within the delivery period and in case it is found unsatisfactory should be rejected forth.

(14) Any preliminary work essential for the installation of any plant, machinery instrument, and as indicated in the tender by the tenderer should be kept ready prior to the receipt of such an item.

(15) If an item is found to be substandard or not meeting the specifications given in the tender notice, it is not obligatory on the part
of the concerned Department/section to accept it. In such a case the Head shall prepare a note to that effect and return the item to the stores within 48 hrs of the receipt. The party concerned shall be asked to take back the items at its own cost and no payment whatsoever shall be made to the party.

(16) A list of vendors supplying sub-standard materials, or who are habitual defaulters will be prepared by the Stores Committee and prompt action will be taken as given in

(17) The necessary entries shall be made in the Stores register before transferring then to the respective Departments/Sections.

(18) Each consumable item should be suitably marked, indicating at least the Institute’s name, Department’s name, and date of receipt, before transferring to the Department. Any equipment/machinery item of dead stock nature should be marked with Institute’s name, Department’s name, Grant under which purchased, Department Identification Number, and the Date of Purchase – UICT/DEPT/Grant/D.I.No./Date.

12. Mode of payment

(a) Normally the payment to party supplying materials should be made only after delivery of the materials and obtaining a certificate from the indenter about of its proper functioning.

(b) In bonafide cases, as adjudged by the indenter, payment against delivery may be made. In such a case payment may be kept ready against the advanced proforma invoice submitted by the party before the delivery.

(c) In case of annual maintenance contract or repairs, advance payment for one year may be made with permission from the Director.

13. Registration of parties

(a) The purpose of registration of parties with the Institute as approved suppliers is to ensure supplies of stores from reliable parties.

(b) The firms in India entitled to registration are - (a) Manufacturers (b) Manufacturer’s authorized agents (c) Stockists of imported goods.

(c) For the Registration the suppliers should apply in the prescribed format, available with the stores or on the website.

(d) All applications received for registration should be dealt with by the Stores Committee.

(e) The Stores should be responsible for notifying all additions and alternations to the list of Registered suppliers.
(f) The registration will be for a specific period. Registration is renewable after the expiry of the period stipulated after receiving new application well in time before expiry.

(g) The application for registration should be accompanied by –
   (i) The current Income Tax clearance certificate.
   (ii) Last annual report giving Profit & Loss account and Balance Sheet for last 3 years.
   (iii) Ownership document.
   (iv) Agency agreement in the case of authorized agents.
   (v) VAT certificate

(h) Removal of firms from the list of Registered firms: The name of a firm from the list of registered firms may be removed by the Stores Committee/Director, without any notice, for any of the following reasons –
   (i) Fails to execute a contract or fail to execute it satisfactorily;
   (ii) Ceases to have the technical staff or equipment necessary for the manufacture of the items for which the registration has been given;
   (iii) Fails to furnish Income Tax clearance certificate;
   (iv) Have been running into loss for two consecutive years any time after the registration

14. Closing of the case

(a) After successful execution of the contract, the relevant case has to be closed, when the following things have been done –
   (1) The Stores were supplied in full quantity as per specifications terms within the delivery period.
   (2) All taxes and dues are paid as mutually agreed.
   (3) Any penalty is recovered.
   (4) Final inspection note is received.
   (5) Final payment is made.
   (6) Shortages, losses, breakages, defects, as noted in the inspection note are made good.
   (7) Security deposit, if any, is paid back, after obtaining NOC from the indenter.

(b) If there is any audit objection or legal dispute, such a case should not be closed under any circumstances

15. “Black-listing”, “Banning” and “Suspension” of parties

(a) The punishment in the form of “Black-listing”, “Banning” and “Suspension” means that the firm concerned will not be eligible to do any business with the Institute.

(b) The action will be taken by the Stores Committee on receiving a complaint from any of the functionary or Head of Department or Head of Section.
The action should be intimated to all the Departments and Sections in the Institute.

(c) The orders regarding these punishments shall be issued by the Director on recommendation from the Stores Committee.

(d) The orders regarding these punishments are confidential. However, they do not affect current contracts pending execution by such parties. However the Stores Committee/Director has the discretionary power to cancel the contracts with such firms.

(e) “Black-listing”: Black-listing of a firm will be done if (i) a firm is found guilty of malpractices like bribing, corruption, etc, (ii) the proprietors, employees, partners, or representatives of a firm are convicted of offences involving moral turpitude in relation to business, dealing, or security consideration, including loyalty to the State, (ii) a firm contumaciously refuses to return Government/Institute’s dues without showing adequate cause and the Institute is satisfied that this is not due to reasonable dispute which would attract proceedings in arbitration or court of law. The Black-listing may be for a limited period or for an indefinite period and involve an immediate cessation of business of the party with the Institute.

(f) Banning: When Black-listing is not justified, Banning is to be imposed. It is for a specified period and involves a cessation of business of the party with the Institute.

(g) Suspension: When a prima facie case of corruption is made out against a party, the business with the party is Suspended. This is an ad interim order pending full enquiry and final decision. The facts of and the reasons for the suspension of business shall not be communicated to the party concerned.

16. **Audit of purchases**

All purchases done during one financial year shall be reviewed by a sub-committee of the purchase committee, called Purchase Audit Committee

**Notes:**

(a) Specific rules will be framed for effective implementation of different steps in the purchase procedure.

(b) For definitions of terms and in case of any clarifications required the "Manual of Office Procedure for Purchase of Stores by the Government Department", published by the Government of Maharashtra may be referred.

(c) The files pertaining to any contract must be preserved for a minimum period of six years.
Rules Regarding the Opening of Tenders

(2) The Director will constitute a committee to open the Tenders received. The committee will consist of the following members:
   (a) Chairman of the Stores Committee – Chairperson
   (b) Assistant Registrar (Administration)
   (c) Assistant Registrar (F & A)
   (d) Stores Superintendent
   (In the absence of the Chairperson of the Stores Committee, the Director shall nominate a Senior Professor as his nominee to function as the Chairman of the committee)

(3) The tenders will be opened by the Committee within three days from the due date of the tenders.

(4) Before opening the tenders, the envelopes of the tenders will be signed by all the members.

(5) The tender envelopes will be opened by one of the members of the committee and will read out the details. All the pages of each tender will be stamped with date and initialed by all the members of the committee. Any alternations/corrections made in the tender will also be similarly initialed.

(6) If there is any discrepancy between the price in figures ands in words, the higher of them shall be taken as valid.

(7) The tenders received after the due date and time will not be opened and marked as LATE by the registrar and returned to the bidders in the original envelopes.

Approved in BOG Meeting held on February 6, 2006 Item No.5

O.15 Appointment of Head of Department in the Institute (Amended)

Each Department of the Institute shall be headed by the Head of Department. As per the provision of subsection 22 (c) of the proposed Statutes, the Head shall be appointed by the Director in a manner as prescribed in an Ordinance. The present Ordinance relating to the appointment of the Head of Department is made under the power vested in the Board as per the provisions of subsections 15.3 (h) and 31 (a) (c) of the Statutes.

(9) Each Department will have Head of Department, who is appointed by the Director of the Institute.

(10) The Director shall appoint one of the teachers appointed on a permanent basis in a Department as the Head of Department.

(11) Seniority-cum-Merit shall be the criteria for the appointment of the Head; provided seniority shall be as per the Ordinance, O.21.

(12) While appointing a person as the Head, the Director may take the views of the faculty members from the concerned Department into consideration.
(13) The seniority of a person, within a Department and within the Institute, shall not be affected due to his/her appointment as a Head.

(14) The term of the Head of the Department will be of five years from the date of appointment. However, the same person will be eligible for reappointment, subject to (1) to (3) above, provided further that the Director may terminate the tenure of a Head any time, if the Director is not satisfied with his/her functioning.

(15) The Head of Department shall have powers and duties as prescribed in the Ordinance.

(16) When, in the opinion of the Director, the situation demands, the Director shall consult the Council of Heads of Department and either himself take temporary charge of a Department or place the Department under the charge of his/her nominee, not below the rank of Professor, for a period not exceeding six months. If the situation continues for more than six months, the Director shall consult the Chairperson of the Board and take suitable actions.

* ‘Permanent basis’ means appointment made on a permanent post pursuant to regular selection procedure.

Approved by the BOG in its Meeting held on February 6, 2006 Item No.1 and as amended commensurate with amendment in O.21 regarding the seniority of the Vacational Academic Staff (faculty Member), which was approved by the BOG in its meeting held on March 23, 2009, Item No.7

O.17 Appointment of Eminent persons as Professor Emeritus in the Institute (Amended)

The scheme is aimed at attracting talented scientists and teachers who have superannuated from the respective organizations but still are active and contribute significantly towards research and teaching. The Institute is expected to be benefitted from their expertise and experience. Such a symbiotic relationship will be mutually rewarding. The Ordinance has been made under the power vested in the Board of Governors, as per the provisions of the sub-sections 11.3 (j)(xvi),(xvii),(xviii) of the Statutes.

(7) **Eligibility:** The person to be considered under this scheme should -

(5) be a superannuated teacher or a scientist;

(6) have retired from the active service from any University, National Laboratory, etc.;

(7) has excellent track record in terms of teaching, research and consultancy projects, substantial contributions in the institutional development

(8) has worked in areas of relevance to ongoing/proposed research programmes of the Institute

(8) **Applications and Selection:**
(g) The Director shall receive proposals/applications for the appointment of eligible persons.

(h) The Director shall himself/herself collect such proposals/applications or receive the same from suitable candidates or those forwarded to him by the faculty/alumni/experts/Board members.

(i) No formal advertisement shall be given for this position.

(j) The Director shall verify the credentials, interests and suitability of the eligible person, with the help of the Deans.

(k) The Director shall place the applications/proposals before the Board for consideration, with his/her remarks. The Board shall examine the proposals/applications and select suitable candidates as well as the terms and conditions for such an appointment.

(l) The Director shall make the appointment of the selected persons on terms and conditions accepted by the Board.

(9) The selected person shall be called as "Professor Emeritus".

(10) **Honorarium and other benefits**: The selected person shall be -

(d) offered consolidated honorarium permissible under the Government rules with retirement benefits or Rs. 25,000 p.m., whichever higher.

(e) given all the facilities which are available to the regular faculty members of the Institute;

(f) given residential accommodation, if available, as per the rules.

(11) **Nature of expected work**: The selected person -

(5) will be associated with a Department of the Institute;

(6) shall participate in the under-graduate and post-graduate teaching in the Institute;

(7) is expected to introduce new dimensions in the teaching programmes and enthuse the undergraduate students for higher goals;

(8) should contribute profoundly to the research activities in the Institute by way of research publications, patents, research guidance at doctoral level, writing monographs, reviews, books, initiatring new research areas, encouraging young faculty, etc.

(12) **Tenure**: The appointment shall be done for an initial period of two years and further on contractual basis.
O.33  Appointment of a Person as a Faculty Member in the Institute on Joint Appointment Basis

The Ordinance has been made in line with the Institute’s policy to attract talented persons for the faculty positions. It has been observed that there are candidates who have already committed to some Institutes for specific tenure; however, they are also interested to join the UICT as faculty members. The Institute does not have a system of appointments as and when possible, such persons do not get chance to join the Institute, when the Institute has vacancies.

(1) A person to be appointed under these provisions should be selected through the normal procedure of the Institute.
(2) The candidate should be selected on a Government approved posts or any other post.
(3) The person may be permitted to work for a specific time in an academic year in the Institute and the remaining time in other Institution in Indian or Abroad, these periods will be decided through mutual agreement.
(4) Suitable No Objection Certificates (NOC) regarding the arrangement in place shall be taken from the organization/s in which the candidate will continue to work besides the UICT.
(5) During the period of working in the Institute the candidate shall enjoy all the benefits attached to the post he is occupying and will be abide by the rules and regulations of the Institute.
(6) The candidate shall draw regular salary from only one of the organizations at one time.
(7) The candidate shall draw salary as decided by selection committee during the period spent in the Institute, however, he/she shall not be entitled for any increments, LTA, post retirement benefit contributions, like gratuity, provident fund, etc. and other perks/incentives during this period.
(8) The seniority, increments and other benefits due to regular vocational academic staff of the Institute, shall be due to the candidate, only when he/she takes up the post formally on the regular full-time basis.
(9) As the appointment shall be made through the institutional procedure applicable to a regular vocational academic staff, no separate selection procedure will be conducted when the candidate takes up the post formally on the regular full-time basis.
(10) Such a joint appointment shall be given for a specific period only, to be mentioned in the appointment letter, generally not exceeding three years, after which the candidate shall have to accept the respective position in the Institute or resign the position.
O.34 Ordinance Relating to the Appointment of an Eminent Person as Distinguished Professor

The scheme is aimed at attracting exceptionally eminent scientists and teachers, who are active and can contribute significantly towards high level research. The Institute is expected to be benefited from their high stature, expertise and experience. The UGC has proposed a similar post of Professor of Eminence in the recent pay revision. The post of Distinguished Professor will be at par with this position. The Ordinance has been made under the power vested in the Board of Governors, as per the provisions of the sub-sections 11.3(j)(xvi), (xvi), (xvii) of the Statutes. These distinguished Professors are to be supported only with endowments.

(a) Eligibility: The person to be appointed under this scheme should:

1. have contributed significantly to the creation of knowledge and/or wealth, as evident by very high quality publications, developed and implemented major technologies, and would have been actively involved in the development of Industry;

2. have been acknowledged by reputed national scientific bodies like Indian National Science Academy or Indian Academy of Sciences;

3. have worked in areas of relevance to ongoing/ proposed research programmes of the Institute.

(b) The number of Distinguished Professorships

At no point in time, no more than four Distinguished Professorships will be appointed.

(c) Selection Procedure:

1. No formal advertisement shall be given for this position.
2. The Members of the Board, Deans, Heads of Department and President, UAA may recommend the names of suitable persons to the Director.
3. The Director may collect such proposals on his/her own.
4. The Director shall verify the credentials, interests and suitability of the eligible person, with the help of the Deans.
5. The Board shall constitute a selection committee with the following composition, for the selection of suitable candidates.

(a) Chairman of the Board of Governors as Chairman
(b) Two eminent experts of high standing, such as Director of IIT-B, BARC, TIFR, NCL, or levels equivalent thereof to be appointed by the Board as Members.
6. The Director shall submit the proposals with his/her remarks to the Chairman of the Board for placing them before the committee. The Board/Selection Committee on its own may also consider additional name/s. The Committee shall examine the proposals and select suitable candidates, however, there will not be any formal interview.

7. The Director/Chairman shall make the appointment of the selected person.
8. The selected person shall be called as “Distinguished Professor”

(d) **Honorarium/ Salary and other benefits:** The selected person shall be:

1. Offered an honorarium/ salary equivalent to Director’s salary, to be adjusted with the pension admissible to the person.
2. given all the facilities which are available to the regular faculty members of the Institute.
3. given residential accommodation, if available, as per the rules.
4. The entire funding of the position will be provided for by an endowment from external donors, comprising industry, philanthropists, etc.

(e) **Nature of expected work:** The selected person:

1. will be associated with a suitable Department of the Institute and shall be considered as regular faculty
2. shall participate in the under-graduate and post-graduate teaching in the institute;
3. shall introduce new dimensions in the teaching programmes and enthuse the undergraduate students for higher goals;
4. should contribute profoundly to the research activities in the Institute by way of research publications, patents, research guidance at doctoral level, writing monographs, reviews, books, initiating new research areas, encouraging young faculty, development of industry, etc.

(f) **Tenure:** The appointment shall be initially for a period of 5 years and will be renewed as per the mutual interest. The upper age limit will be 75 years. The Chairman will sanction the extensions.

Approved by the BOG in its Meeting held on October 18, 2008 Item No.6
O.35 Recruitment Rules of the Nonacademic Posts in the Institute

1. Introduction

As per the G.R. Higher & Technical Education Department, No. WBP-2004/341/04/(1)/TE-6, dated 31\textsuperscript{st} March 2004, Government of Maharashtra has granted Autonomy to the Institute of Chemical Technology. As per the sub-clause 5.3(h)(xvii) of the Statutes of the Institute, the Board of Governors has been vested with a power to frame the recruitment rules and procedure for selection of candidates for appointment to different academic, other academic and non-academic posts. In exercise of the powers conferred by the proviso to sub-clause 5.3(h)(xvii) of the Statutes of the Institute of Chemical Technology, the Board of Governors is hereby pleased to make the following Ordinance regulating selection and recruitment to all the Nonacademic posts in the Institute.

2. Short Title

The Rules may be called the Recruitment Rules of Nonacademic posts in the Institute of Chemical Technology. These Rules shall come into force with effect from the date of approval by the Board of Governors of the Institute.

3. Definitions

In these Rules, unless the context requires otherwise,

(a) "Appointing Authority" means the authority competent to make the appointment.
(b) "Approved Post" means a post in the Institute approved under the Salary Payment Scheme, by the Government of Maharashtra.
(c) "Authority" means the authority of the Institute as provided by or under the Statutes.
(d) "Functionary", "Professor", "Reader", and "Lecturer" respectively mean the Functionary, Professor, Reader, and Lecturer of the Institute.
(e) "The Board", in relation to the institute, means the Board of Governors of the Institute.
(f) "Central Government" means the Government of India.
(g) "Chairperson", means the Chairperson of the respective Authority or Body of the Institute.
(h) "Competent Authority" means the authority or functionary of the Institute competent to exercise the respective powers under the Statutes, Ordinances, Regulations, and Rules.
(i) "Department" means a Department of the Institute.
(j) "Director", means the Director of the Institute and includes the Acting Director, and in-charge Director, provided the Director has given authority to the in-charge Director with respect to the case/s concerned.
(k) "Disciplinary Authority" means the Authority or Functionary of the Institute, to take the respective disciplinary action against an employee of the Institute.
(l) "Employee" means an employee duly appointed in the employment of the
Institute, by following the procedure prescribed.

(m) "Faculty Members" means the Vacational Academic Staff of the Institute.

(n) "Government" means the Government of Maharashtra.

(o) "G.R." means the relevant Government Resolution issued for the purpose by the Government of Maharashtra.

(p) "Institute", means the Institute of Chemical Technology, Matunga, Mumbai".

(q) "Other Backward Classes" means and includes such classes or groups within such classes as adopted by the Government of Maharashtra to be Other Backward Classes, from time to time.

(r) "Permanent Post" means a post carrying a definite scale of pay sanctioned without limit of time.

(s) "Prescribed" means prescribed by the Statues, Ordinances, Regulations and Rules of the Institute.

(t) "Recognized institute" means an institute recognized by the Government of Maharashtra.

(u) "Registrar", means the Registrar of the Institute.

(v) "Scale of Pay" means running scale of pay, which, subject to any condition prescribed, rises by periodic increments from a minimum to a maximum.

(w) "Scheduled Castes" means such castes, races or tribes or part of or group within such castes, races, or tribes as are deemed to be scheduled castes, in relation to the State of Maharashtra under Article 341 of the Constitution of India, residing in any part of Maharashtra.

(x) "Scheduled Tribes" means such tribes or tribal communities or parts or groups within such tribes or tribal communities as are deemed to be scheduled tribes, in relation to the State of Maharashtra under Article 342 of the Constitution of India, residing in any part of Maharashtra and for the purposes of these statutes, includes Denotified and Nomadic Tribes.

(y) “Secondary School Certificate Examination” means the secondary school certificate examination conducted by a Divisional Board under the Maharashtra Secondary Education Board Act 1965 (Mah.XLI of 1965) and includes any other examination declared by the Government to be equivalent.

(z) "Secretary", means secretary/member secretary, as the case may be, of the respective Board/Senate/Committee, etc.

(aa) "Senate", means the Senate of the Institute.

(bb) "The State Government" means the Government of Maharashtra.


(dd) "Teacher" means an employee belonging to the Academic Staff of the Institute.

(ee) "Temporary Appointment" means an appointment made on purely temporary basis either on a permanent post, or on a temporary post, for not more than twelve months or on a tenure post or against a temporary position.

(ff) "The University" means the University of Mumbai, Mumbai.

(gg) "Vice Chancellor" and "Pro-Vice Chancellor" mean the Vice Chancellor and Pro-Vice Chancellor, respectively, of the University of Mumbai.
4. Classification of posts

The non-academic employees of the Institute shall be classified in the following classes:

(a) **Class I (officers):** The Registrar of the Institute, Assistant Registrars and such other officers working in the scale of Rs. 8,000-13,500 and above and such other officers as may be designated by the Governing Body,

(b) **Class II (supervisors):** The non-academic employees working in the scale of Rs. 6,500-10,500 and above,

(c) **Class III (Ministerial):** The non-academic employees of the Institute who are working in the pay scale of Rs. 3,050-4,590 and above and who are not included in Class I and Class II,

(d) **Class IV (Non-ministerial):** The employees of the Institute who are not included in Class I, II and III above.

5. Appointing Authority

All the appointments of non-academic staff of the Institute shall be made by the Registrar in accordance with the procedure laid down by the respective Ordinances, Regulations and Rules.

6. Selection Procedure

The selection procedure for selection of candidates and appointment to the posts may be as prescribed by the Institute

7. Age limit

Unless already specified in the Rules for specific post, the age of the candidates shall be reckoned with reference to the last date of receipt of the application forms for the posts to be filled by selection and should not be less than 18 years and not more than 33 years. The upper age limit is relaxable by 5 years to all the backward classes, by 10 years for physically handicapped blind, deaf and dumb, and by 3 years in addition to the actual period of service rendered in defense services for ex-servicemen. The age limit is not applicable to the candidates who are already permanently employed in the institute.

8. Recruitment: Essential and Desirable qualification & experience of Different Posts

The essential qualification, experience of different posts are as indicated in Appendix 1 to these rules
INSTITUTE OF CHEMICAL TECHNOLOGY

AN UNDERTAKING

I, Shri/Smt/Kum.___________________________________________________

Son/daughter/wife of__________________________________aged______years,

resident of ___________________ do hereby declare as follows:

1. That I have filled my application for the post of ____________________.

2. I have ______ (Number) living children as on today. Out of which number of children born after ………………… is ________ (Mention dates of birth, if any).

3. I am aware that if any total numbers of living children are more than two, due to the children born after …………………, I am liable to be disqualified for the same post.

Place:

Date:                                                                           Signature of the Applicant

Name:

Approved by the BOG in its Meeting held on April 6, 2008 Item No. 6
## APPENDIX
(As per Rule 8)

(a) Technical Staff:

<table>
<thead>
<tr>
<th>(1) Post</th>
<th>System Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>10000-325-15200</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) Graduation in Computer/Information/Electronics Engineering/ Technology.  
                                          OR 
                                          (1) Graduation in Science (physics/electronics) with Diploma in networking and analysis from a recognized computer institute, like C-DAC, NIIT.  
                                          (2) Minimum of 5 years experience in networking, LAN, Local area network facilities.  
                                          (3) Knowledge of LINUX. |
| Desirable qualifications & experience | Post graduation in branches mentioned at (1) above. MCA. |

<table>
<thead>
<tr>
<th>(2) Post</th>
<th>Junior Engineer (Civil)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>6500-200-10500</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. examination or its equivalent examination passed with Science and Mathematics, from a recognized Board or its equivalent.  
                                          (2) Diploma in Civil Engineering of minimum 3 years duration from a recognized Institution with minimum second class.  
                                          (3) Experience of 4 years of construction site. |
| Desirable qualifications & Experience | Bachelor in Civil Engineering with 2 years construction site experience |

<table>
<thead>
<tr>
<th>(3) Post</th>
<th>Senior Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay Scale</td>
<td>6500-200-10500</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) M.Sc. in Chemistry with minimum 50% marks.  
                                          (2) Experience of 5 years in chemical/ instrumental analytical work |
| Desirable qualifications & experience | Ph.D. Chemistry |

<table>
<thead>
<tr>
<th>(4) Post</th>
<th>Junior Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>5500-175-9000</td>
</tr>
<tr>
<td>Post</td>
<td>Essential qualifications &amp; experience</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>(5) Microanalyst</td>
<td>M.Sc. in Chemistry with minimum 50% marks.</td>
</tr>
<tr>
<td>(6) Junior Microanalyst</td>
<td>M.Sc. in Chemistry with minimum 50% marks.</td>
</tr>
<tr>
<td>(7) Senior Technical Assistant</td>
<td>Master degree in Chemistry/Physics/Electronics. Knowledge of Photography; computer maintenance, operation and applications.</td>
</tr>
</tbody>
</table>
| (8) Technical Assistant | Master degree in Chemistry/Physics/Electronics. Knowledge of Photography; computer maintenance, operation and applications. | Experience of 2 years in the use of sophisticated...
<table>
<thead>
<tr>
<th>Post</th>
<th>Research Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>5500-175-9000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) M.Sc. in Chemistry with minimum 50% marks. OR 
(1) Graduation in Chemical Engg./Tech. or Pharmacy 
(2) Knowledge of computers. |
| Desirable qualifications & experience | Experience of 1 year on any research/development project. |

<table>
<thead>
<tr>
<th>Post</th>
<th>Workshop Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of Recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay Scale</td>
<td>5500-175-9000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. examination or its equivalent examination passed with Science and Mathematics, from a recognized Board or its equivalent. 
(2) Diploma in Mechanical Engineering from a Government Polytechnic. |
| Desirable qualifications & experience | Experience of 2 years as an instructor in polytechnic or any other engineering college. |

<table>
<thead>
<tr>
<th>Post</th>
<th>Draftsman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4500-125-7000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. examination or its equivalent examination passed with Science and Mathematics, from a recognized board or its equivalent. 
(2) Trade certificate of Government ITI in the trade of Draftsman (Civil and Mechanical). Knowledge of computer drafting and drawing programmes such as AUTOCAD, etc. |
<table>
<thead>
<tr>
<th>(12) Post</th>
<th>Laboratory Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4500-125-7000</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>(1) B. Sc. In relevant subject.</td>
</tr>
<tr>
<td></td>
<td>(2) Experience of 2 years in the handling laboratory work in educational/research institution</td>
</tr>
<tr>
<td>Desirable qualifications &amp; experience</td>
<td>Course on Laboratory safety. Certificate/Diploma course in Laboratory Technician</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(13) Post</th>
<th>Glass Blower</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4500-125-7000</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>(1) S.S.C. examination or its equivalent examination passed from a recognized Board or its equivalent.</td>
</tr>
<tr>
<td></td>
<td>(2) Experience of 2 years in glass blowing and glass apparatus repairing.</td>
</tr>
<tr>
<td>Desirable qualifications &amp; experience</td>
<td>Certificate course in glass blowing. Knowledge of Quartz blowing, Making Glass to Metal Joints, Vacuum flask Evacuation and sealing etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(14) Post</th>
<th>Chemical Engineering Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4500-125-7000</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>(1) S.S.C. examination or its equivalent examination with Science and Mathematics, from a recognized Board or its equivalent.</td>
</tr>
<tr>
<td></td>
<td>(2) Diploma in Chemical Engineering of 3 years duration from any recognized Institution OR</td>
</tr>
<tr>
<td></td>
<td>(2) B.Sc. with chemistry as a major subject.</td>
</tr>
<tr>
<td></td>
<td>(3) Experience of 4 years in Chemical Industry or Chemical Laboratory.</td>
</tr>
<tr>
<td>Desirable qualifications &amp; experience</td>
<td>Knowledge of computers</td>
</tr>
<tr>
<td>Post</td>
<td>Dye House Assistant</td>
</tr>
<tr>
<td>------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4500-125-7000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. or its equivalent examination with Science and Mathematics, from a recognized Board or its equivalent.  
(2) Diploma in Dyeing and Printing from a Government Polytechnic.  
OR  
(2) B.Sc. with Chemistry as a major subject.  
(3) Relevant experience of 4 years in any reputed Chemical laboratory/Industry. |
| Desirable qualifications & experience | |

<table>
<thead>
<tr>
<th>Post</th>
<th>Engineering Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4500-125-7000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. examination or its equivalent examination with English, Science and Mathematics from a recognized Board or its equivalent.  
(2) Diploma in Mechanical/Electrical/Civil Engineering from a Government polytechnic.  
(3) Experience of 2 years in workshop. |
<p>| Desirable qualifications &amp; experience | Experience of 5 years experience in a workshop at a senior level. |</p>
<table>
<thead>
<tr>
<th>(17) Post</th>
<th>Pilot Plant Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4500-125-7000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. examination or its equivalent examination with Science, from a recognized Board or its equivalent.  
(2) Diploma in Instrumentation or Electronics or Electrical Engineering or Mechanical Engineering from Government Polytechnic, with 3 years experience.  
(3) Knowledge of computers  
(4) Experience of 2 years in handling laboratory equipment/instruments in research institute or industry. |
| Desirable qualifications & experience | M.Sc. in Chemistry. Course in Laboratory Safety. |

<table>
<thead>
<tr>
<th>(18) Post</th>
<th>Instruments Mechanic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay Scale</td>
<td>4500-125-7000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. examination or its equivalent examination with Science, from a recognized Board or its equivalent.  
(2) Diploma in Instrumentation or Electronics or Electrical Engineering or Mechanical Engineering from Government Polytechnic, with 3 years experience.  
(2) B.Sc. in Physics  
(3) Experience of 4 years in handling/ maintenance and repair of laboratory instruments.  
(4) Knowledge of computers. |
<p>| Desirable qualifications &amp; experience | Wireman's/ supervisor's electrical license. |</p>
<table>
<thead>
<tr>
<th>Post</th>
<th>Dark Room Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4500-125-7000</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>(1) S.S.C. examination or its equivalent examination with Science and Mathematics, from a recognized Board or its equivalent. (2) Diploma in relevant subject. OR (2) B.Sc in Physics, with Chemistry as supporting subject. (3) Knowledge of handling, maintenance and applications of computers. (4) Experience of 1 year in a reputed laboratory.</td>
</tr>
<tr>
<td>Desirable qualifications &amp; experience</td>
<td>Knowledge of Photography, different types of cameras.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Boiler Attendant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4000-100-6000</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>(1) S.S.C. examination or its equivalent examination with Science and Mathematics, passed from a recognized Board or its equivalent. (2) Trade certificate of Government ITI in the trade of Boiler Operator – minimum B class or equivalent. (3) Experience of 1 year of Boiler Operation.</td>
</tr>
<tr>
<td>Desirable qualifications &amp; experience</td>
<td>NCTVT certificate in the trade of Boiler Operator.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Electrician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4000-100-6000</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>(1) S.S.C. examination or its equivalent examination with Science and Mathematics, from a recognized Board or its equivalent. (2) Trade certificate of Government ITI in the trade of Electrician. (3) Electrical wireman’s license. (4) Experience of 2 years as electrician.</td>
</tr>
<tr>
<td>Desirable qualifications &amp; experience</td>
<td>NCTVT certificate in the trade of Electrician.</td>
</tr>
<tr>
<td>Post</td>
<td>Mechanic</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
</tr>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4000-100-6000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. examination or its equivalent examination from a recognized Board or its equivalent.  
(2) Trade certificate of Government ITI in the trade of Turner/Fitter/Machinist/Mechanic.  
(3) Experience of 1 year in machine shop. |
| Desirable qualifications & experience | NCTVT certificate in the trade of Turner/Fitter/Machinist/Mechanic. Knowledge of welding. |

<table>
<thead>
<tr>
<th>Post</th>
<th>Carpenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4000-100-6000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. examination or its equivalent examination from a recognized Board or its equivalent.  
(2) Trade certificate of Government ITI in the trade of Carpenter.  
(3) Experience of 1 year as carpenter in workshop or educational/research institute. |
| Desirable qualifications & experience | |

<table>
<thead>
<tr>
<th>Post</th>
<th>Mason and Fitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4000-100-6000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. examination or its equivalent examination from a recognized Board or its equivalent.  
(2) Trade certificate of Government ITI in the trade of Mason.  
(3) Experience of 2 years as mason. |
| Desirable qualifications & experience | |

<table>
<thead>
<tr>
<th>Post</th>
<th>Plumber</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4000-100-6000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. examination or its equivalent examination from a recognized Board or its equivalent.  
(2) Trade certificate of Government ITI in the trade of Plumber.  
(3) Experience of 2 years as plumber. |
<p>| Desirable qualifications &amp; experience | NCTVT certificate in the trade of Plumber. |</p>
<table>
<thead>
<tr>
<th>Post</th>
<th>Workshop Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4000-100-6000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. examination or its equivalent examination passed under the (10+2) system from a recognized Board or its equivalent.  
(2) Trade certificate of Government ITI in the trade of Electrician.  
(3) Experience of 2 years as workshop/shop floor assistant. |

| Desirable qualifications & experience | |

<table>
<thead>
<tr>
<th>Post</th>
<th>Senior Laboratory Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Promotion/Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4000-100-6000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) By promotion from Laboratory Assistants.  
OR  
(1) Selection with qualification as that of Laboratory Assistant with 3 years experience as Laboratory Assistant.  
(2) MS-CIT |

| Desirable qualifications & experience | |

<table>
<thead>
<tr>
<th>Post</th>
<th>Laboratory Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>3200-85-4900/ 4000-100-6000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) B.Sc. in relevant subject.  
(2) Knowledge of computers. |

<p>| Desirable qualifications &amp; experience | Experience of 1 year in handling chemicals and other stores matter in industry or technical institution. |</p>
<table>
<thead>
<tr>
<th>(30) Post</th>
<th>Machine Minder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>2610-60-2910-65-3300-70-4000</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>Trade certificate of Government ITI in the trade Machine Minder.</td>
</tr>
<tr>
<td>Desirable qualifications &amp; experience</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(31) Post</th>
<th>Laboratory Attendant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>3050-75-3950-80-4590</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) IX standard pass.  
                                      | (2) Ability to read and write English. |
| Desirable qualifications & experience | S.S.C., Experience of laboratory work. |

<table>
<thead>
<tr>
<th>(32) Post</th>
<th>Helper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>2550-55-2660-60-2710-65-3200</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) VIII standard pass.  
                                      | (2) Ability to read and write Marathi. |
| Desirable qualifications & experience | Ability to read English. |

Administrative Staff:

<table>
<thead>
<tr>
<th>(33) Post</th>
<th>Assistant Registrar (Academic or Administration)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Promotion/Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>8000-275-13500</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) Graduation in Arts/Commerce/Science/Law with minimum 50% of marks.  
                                      | (2) Experience of 5 years in Class II in administration.  
<pre><code>                                  | (3) MS-CIT or equivalent. |
</code></pre>
<p>| Desirable qualifications &amp; experience | Master’s degree, MBA, Degree in Personnel Management/HR. |</p>
<table>
<thead>
<tr>
<th>(34) Post</th>
<th>Assistant Registrar (Finance &amp; Accounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection/Promotion</td>
</tr>
<tr>
<td>Pay scale</td>
<td>8000-275-13500</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) Graduation in Commerce with minimum second class from a recognized University.  
(2) Experience of 5 years at class II level in Finance and Accounts.  
(3) MS-CIT or equivalent. Knowledge of accounting software. |
| Desirable qualifications & experience | M. Com. from recognized University, Diploma in Financial Management, ICWA. |

<table>
<thead>
<tr>
<th>(35) Post</th>
<th>Assistant Security Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>6500-200-10500</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) Graduation in Arts/Commerce/Science/Law from a recognized university.  
(2) Civil defense course, knowledge of fire fighting, first aid, rescue operations.  
(3) Command on spoken and written English/Hindi/ Marathi.  
(4) Experience of 10 years in security duties, out of which at least 5 years should be in supervisory capacity in a reputed organization; provided this experience will be relaxed in the case of ex-serviceman.  
(5) Knowledge of various Government procedures related to security.  
(6) Minimum: Height 165cm (5’4”); weight 55kg, chest normal 81cm, expanded 86 cm. |
<p>| Desirable qualifications &amp; experience | Ex-serviceman with short commission will be given preference. Civil defense orientation/home guard training/fire fighting training/NCC or MCC B/C certificate course/Industrial security &amp; vigilance course. |</p>
<table>
<thead>
<tr>
<th>(36) Post</th>
<th>Deputy Accountant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Promotion/Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>6500-200-10500</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) B.Com. from a recognized University, with minimum second class.  
(2) MS-CIT.  
(3) Knowledge of accounting software.  
(4) Experience of 15 years out of which 5 years in the preceding level, in finance and accounts department. |
| Desirable qualifications & experience | M.Com. from a recognized university. |

<table>
<thead>
<tr>
<th>(37) Post</th>
<th>Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Promotion/Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>6500-200-10500</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) Graduation in Arts, Commerce, Science or Law with minimum second class from a recognized University.  
(2) MS-CIT.  
(3) Experience of 10 years at supervisory level, out of which at least 5 years at Senior level. |
| Desirable qualifications & experience |  |

<table>
<thead>
<tr>
<th>(38) Post</th>
<th>Personal Assistant to Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection/Promotion</td>
</tr>
<tr>
<td>Pay scale</td>
<td>7450-225-11500</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) Graduation in Arts, Commerce, Science, or Law from a recognized University with minimum 50% marks.  
(2) Good command on spoken and written English. Good drafting ability.  
(3) GCC certificate of English shorthand speed of minimum 120 words per minutes.  
(4) GCC certificate of Typing speed English 50 wpm.  
(5) MS-CIT or equivalent.  
(6) Experience of 5 years as a higher grade stenographer/personal assistant. |
<p>| Desirable qualifications &amp; experience | ITI or equivalent certificate in front desk management, course on communication skills. Knowledge of Marathi shorthand and Marathi typing 30 wpm (GCC). |</p>
<table>
<thead>
<tr>
<th>Post</th>
<th>Mode of recruitment</th>
<th>Pay scale</th>
<th>Essential qualifications &amp; experience</th>
<th>Desirable qualifications &amp; experience</th>
</tr>
</thead>
</table>
| (39) Post Higher Grade Stenographer | Selection/Promotion | 6500-200-10500 | (1) Graduation in Arts, Commerce, Science, or Law with minimum second class from a recognized University.  
(2) Knowledge of English and Marathi of S.S.C. level.  
(3) MS-CIT or equivalent.  
(4) G.C.C. certificate of English shorthand speed 120 wpm OR Marathi shorthand speed 80 wpm.  
(5) G.C.C. certificate of English typing speed 50 wpm and Marathi typing speed 30 wpm.  
(6) Minimum 5 years experience as a lower grade stenographer. | National/State trade certificate in the trade of Stenographer or equivalent. |
| (40) Post Senior Library Assistant | Selection/Promotion | 5500-175-9000 | (1) Graduation in any discipline with minimum second class from a recognized University.  
(2) Bachelor of Library and Information Sciences or equivalent with minimum second class.  
(3) MS-CIT  
(4) Knowledge of use of library software.  
(5) Experience of 3 years as Junior Library Assistant or equivalent. | Ability to read and write English. Graduation in Science/Engineering/Technology, Master of Library and Information Sciences. |
| (41) Post Assistant Accountant | Promotion/Selection | 5500-175-9000 | (1) Graduation in Commerce with accounting and auditing as subjects with second class from a recognized University.  
(2) MS-CIT.  
(3) Knowledge of accounting software.  
(4) Experience of 5 years in finance and accounts Department. | M.Com. with Accounts, Diploma in Finance and Accounts. |
<table>
<thead>
<tr>
<th>Post</th>
<th>Mode of recruitment</th>
<th>Pay scale</th>
<th>Essential qualifications &amp; experience</th>
<th>Desirable qualifications &amp; experience</th>
</tr>
</thead>
</table>
| Assistant Cashier    |                     | 5500-175-9000 | (1) Graduation in Commerce with accounting and auditing as subjects with minimum second class from a recognized University.  
(2) MS-CIT.  
(3) Knowledge of accounting software.  
(4) Experience of 5 years in accounts and finance Department. | Knowledge of banking operations and cash handling. |
| Head Clerk           |                     | 5500-175-9000 | (1) Graduation from a recognized University.  
(2) MS-CIT  
(3) Experience of 3 years as a senior clerk. |
| Receptionist         |                     | 4000-100-6000 | (1) H.S.C. or equivalent from a recognized Board.  
(2) Good command on spoken and written English and Marathi.  
(3) MS-CIT.  
(4) Knowledge of operation of contemporary exchange systems. | ITI or equivalent trade certificate in front desk management/receptionist. Experience of 1 year as receptionist. |
<table>
<thead>
<tr>
<th>Post</th>
<th>Lower Grade Stenographer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>5500-175-9000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) H.S.C. or equivalent from a recognized Board.  
(2) Knowledge of English and Marathi at S.S.C. level.  
(3) MS-CIT  
(4) G.C.C. with English shorthand speed 100 wpm and Marathi shorthand speed 80 wpm.  
(5) G.C.C. with English typing speed 40 wpm and Marathi typing speed 30 wpm. |
| Desirable qualifications & experience | National/State trade certificate in the trade of Stenographer or equivalent. 1-2 year experience in educational/research Institute. 2 years experience as a stenographer in a reputed organization. Course in Data entry operator. |

<table>
<thead>
<tr>
<th>Post</th>
<th>Junior Library Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>4500-125-7000</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) Graduation from a recognized University with minimum second class.  
(2) Bachelor degree in Library and Information Sciences or equivalent from a recognized University with minimum second class.  
(3) MS-CIT  
(4) Knowledge of library software. |
| Desirable qualifications & experience | Ability to read and write English. Graduation in Science/Engineering/Technology. |

<table>
<thead>
<tr>
<th>Post</th>
<th>Accounts Typist Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>3050-75-3950-80-4590</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) H.S.C. in Commerce or equivalent from a recognized Board, with minimum second class.  
(2) MS-CIT.  
(3) English typing 40 wpm, Marathi typing 30 wpm. |
<p>| Desirable qualifications &amp; experience | Graduation in Commerce. |</p>
<table>
<thead>
<tr>
<th>Post</th>
<th>Mode of recruitment</th>
<th>Pay scale</th>
<th>Essential qualifications &amp; experience</th>
<th>Desirable qualifications &amp; experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>(48) Senior Clerk (Academic &amp; Administration)</td>
<td>Promotion/Selection</td>
<td>4000-100-6000</td>
<td>(1) H.S.C. or equivalent from a recognized Board. &lt;br&gt; (2) MS-CIT &lt;br&gt; (3) Experience of 3 years as Clerk.</td>
<td>Graduation with minimum second class from a recognized university.</td>
</tr>
<tr>
<td>(49) Assistant Storekeeper</td>
<td>Selection</td>
<td>4500-125-7000</td>
<td>(1) B.Sc. from a recognized university with minimum second class. &lt;br&gt; (2) MS-CIT.</td>
<td>Diploma in material management.</td>
</tr>
<tr>
<td>(50) Library Clerk</td>
<td>Selection</td>
<td>4500-125-7000</td>
<td>(1) Graduation from recognized University with minimum second class. &lt;br&gt; (2) Bachelor degree in Library and Information Sciences or equivalent with minimum second class. &lt;br&gt; (3) MS-CIT. &lt;br&gt; (4) Knowledge of library software.</td>
<td>Ability to read and write English. Graduation in Science/Engineering/Technology.</td>
</tr>
<tr>
<td>(51) Senior Account Clerk</td>
<td>Promotion/Selection</td>
<td>4000-100-6000</td>
<td>(1) H.S.C. in commerce or equivalent class from a recognized Board. &lt;br&gt; (2) MS-CIT &lt;br&gt; (3) Experience of 3 years at clerical level in finance and accounts department. &lt;br&gt; (4) Knowledge of accounts software.</td>
<td>Commerce graduate. Diploma in finance management.</td>
</tr>
<tr>
<td>(52) Post</td>
<td>Accounts Clerk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay scale</td>
<td>3050-75-3950-80-4590</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) H.S.C. in commerce from a recognized Board.  
(2) Knowledge of English and Marathi of S.S.C. level. English Typing 40 wpm, Marathi Typing 30 wpm  
(3) MS-CIT.  
(4) Knowledge of accounts software. |
| Desirable qualifications & experience | B. Com. With accounting and auditing |

<table>
<thead>
<tr>
<th>(53) Post</th>
<th>Library Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of Post</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>3200-85-4900</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) H.S.C. or equivalent from a recognized Board.  
(2) Certificate course in Library Science.  
(3) Knowledge of computers. |
| Desirable qualifications & experience | Ability to read and write English. Diploma in One year experience of working in a library. |

<table>
<thead>
<tr>
<th>(54) Post</th>
<th>Stores Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>3050-75-3950-80-4590</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. or equivalent from a recognized Board.  
(2) Knowledge of English and Marathi at S.S.C level or equivalent.  
(3) MS-CIT.  
(4) English typing 40 wpm, Marathi typing 30 wpm |
| Desirable qualifications & experience | Graduation from a recognized University. Knowledge of stores software. |

<table>
<thead>
<tr>
<th>(55) Post</th>
<th>Junior Typist Clerk/Dispatch Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>3050-75-3950-80-4590</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. or equivalent from a recognized Board.  
(2) Knowledge of English and Marathi.  
(3) MS-CIT.  
(4) English typing 40 wpm, Marathi typing 30 wpm |
<p>| Desirable qualifications &amp; experience | Graduation from a recognized University. |</p>
<table>
<thead>
<tr>
<th>(56) Post</th>
<th>Telephone Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>3050-75-3950-80-4590</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) S.S.C. or equivalent with English and Marathi.  
(2) Fluency in spoken English, Marathi and Hindi.  
(3) MS-CIT.  
(4) Diploma of/Certificate in Telephone Operator from Government recognized institution. |
| Desirable qualifications & experience | Experience of 1 year as telephone operator in an education/research institute. Experience of operating PBX/PABX telephone exchange with 10 X 200 extensions. |

<table>
<thead>
<tr>
<th>(57) Post</th>
<th>Daftary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Promotion</td>
</tr>
<tr>
<td>Pay scale</td>
<td>2750-70-3800-75-4400</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>Promotion from the cadre of Hawaldar.</td>
</tr>
<tr>
<td>Desirable qualifications &amp; experience</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(58) Post</th>
<th>Hawaldar/Machine operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Promotion</td>
</tr>
<tr>
<td>Pay scale</td>
<td>2610-60-2910-65-3300-70-4000</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>Promotion from the cadre of Peon.</td>
</tr>
<tr>
<td>Desirable qualifications &amp; experience</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>(59) Post</th>
<th>Head Watchman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Promotion</td>
</tr>
<tr>
<td>Pay scale</td>
<td>2610-60-2910-65-3300-70-4000</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>Promotion from the cadre of Watchman.</td>
</tr>
<tr>
<td>Desirable qualifications &amp; experience</td>
<td></td>
</tr>
<tr>
<td>(60) Post</td>
<td>Library Attendant</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>3050-75-3950-80-4590</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>IXth Std pass. Ability to read English.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(61) Post</th>
<th>Peon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>2550-55-2660-60-3200</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>(1) VII std. Pass.</td>
</tr>
<tr>
<td></td>
<td>(2) Ability to read Marathi and English.</td>
</tr>
<tr>
<td></td>
<td>(3) Ability to write Marathi.</td>
</tr>
<tr>
<td>Desirable qualifications &amp; experience</td>
<td>S.S.C. or equivalent from a recognized Board.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(62) Post</th>
<th>Sweeper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>2550-55-2660-60-3200</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>(1) Literate</td>
</tr>
<tr>
<td></td>
<td>(2) Ability to read Marathi/Hindi</td>
</tr>
<tr>
<td></td>
<td>(3) Good health and physique</td>
</tr>
<tr>
<td>Desirable qualifications &amp; experience</td>
<td>Some work experience</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(63) Post</th>
<th>Auditorium Attendant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>2550-55-2660-60-3200</td>
</tr>
<tr>
<td>Essential qualifications &amp; experience</td>
<td>(1) IXth standard pass.</td>
</tr>
<tr>
<td></td>
<td>(2) Ability to read and write Marathi/English.</td>
</tr>
<tr>
<td>Desirable qualifications and experience</td>
<td>Knowledge of audio-visual systems, air conditioning, computers. MCVC – Electric wireman/computer, MS-CIT</td>
</tr>
<tr>
<td>Post</td>
<td>Watchman</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>2550-55-2660-60-3200</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) VIIth standard pass.  
(2) Ability to read English.  
(3) Ability to read and write Marathi/Hindi.  
(4) Minimum: Height 165cm (5'4''); weight 55kg, chest normal 81cm, expanded 86 cm. Good health. |
| Desirable qualifications & experience | S.S.C. or equivalent. Certificate course in Home guard/First aid/Fire fighting, etc. Participated in sports/NCC/MCC. Knowledge of Martial Arts (Karate, Judo, etc). |

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<thead>
<tr>
<th>Post</th>
<th>Hamal</th>
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<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>2550-55-2660-60-3200</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) Vth standard pass.  
(2) Ability to read and write Marathi/Hindi  
(3) Good health and physique. |
| Desirable qualifications & experience | |

<table>
<thead>
<tr>
<th>Post</th>
<th>Mali</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>2550-55-2660-60-3200</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) Vth Standard pass.  
(2) Ability to read and write Marathi/Hindi.  
(3) Good health and physique. |
| Desirable qualifications & experience | MCVC in Horticulture. Knowledge of gardening. Some work experience |

<table>
<thead>
<tr>
<th>Post</th>
<th>Superintendent (Stores)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of recruitment</td>
<td>Selection</td>
</tr>
<tr>
<td>Pay scale</td>
<td>6500-200-10500</td>
</tr>
</tbody>
</table>
| Essential qualifications & experience | (1) B.Sc. with minimum second class from a recognized University.  
(2) Diploma in materials management.  
(3) MS-CIT  
(4) Minimum 5 years experience of stores handling. |
| Desirable qualifications & experience | |
Rules of Selection Procedure, Terms and Conditions of Service of Persons Appointed on a Non-academic Posts in the Institute

1. As provided in clause 6 of the Recruitment Rules, the selection procedure for the selection of candidates, their appointments, and service conditions are as laid down under these Rules.

2. These Rules may be called Selection Procedure, Terms and Conditions of Appointment and Service Conditions Rules 2008.

3. These Rules shall come into force with effect from the date of approval by the Board of Governors.

4. Selection Procedure

   (a) When the number of applications received is large, a screening/skill/proficiency test may be conducted to shortlist the candidates to be called for the interviews.

   (b) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee.

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

   (d) The number of posts advertised may change at the time of actually selecting the candidates.

   (e) The Institute reserves the right to fill or not fill any of the vacancies advertised and it will depend upon the situation prevailing at the time of appointment.

   (f) Candidates should ensure that they fulfill all the conditions prescribed, before making applications.

   (g) For clerical and equivalent posts, knowledge of computers is essential. The candidates having knowledge of Marathi shall be preferred.

   (h) The candidates may update their bio-data and change in address, if felt necessary, by writing to the Registrar.

   (i) The application fee shall not be refunded once an application has been received by the Institute.

   (j) Incomplete applications are liable to be rejected.
Applications received after the due date shall not be considered and any enquiry in this regard shall not be entertained.

The Institute takes no responsibility for any kind of postal or otherwise delay or for any loss in transit.

The decision of the Selection Committee in respect of selection shall be final and no correspondence in this regard will be entertained.

The Director reserves the right to cancel the recruitment for any or all the posts.

Any kind of canvassing shall be treated as disqualification.

The candidature of a person at any stage of the selection procedure shall be suspended or the service of a selected candidate shall be terminated if the person is found not to satisfy any prescribed condition or a person is found to have submitted false information and/or suppressed/concealed facts which are relevant to the selection/recruitment.

Only the selected candidates will be intimated accordingly.

The stipulated period for applying, and the designation and address of the officer receiving the applications will be mentioned in the advertisement.

Disqualifications for appointment: A candidate shall be disqualified for an appointment in the Institute if the candidate -

(i) is not a citizen of India.

(ii) is compulsorily retired, removed or dismissed through disciplinary action or by conviction by the court of law from the service in a Government/Statutory/Local authority.

(iii) is convicted by the court of law for an offence involving moral turpitude or is permanently debarred by a Government authority like MPSC/UPSC from appearing for any examination or selection conducted by the authority.

(iv) has become an insolvent and stands so declared by a competent court.

(v) is a member of, or be otherwise associated with any political or other organization which has been banned for activities in the country/state by the central/state Government.

(vi) if man has more than one wife living; and if woman, has married a man already having other wife.

(vii) has more than two surviving children.

5. Nonacademic Posts in the Institute:

The Institute has the following nonacademic staff positions:
(a) Technical Staff: System Engineer, Junior Engineer, Store superintendent, Senior Analyst, Junior Analyst, Micro-Analyst, Junior Micro-Analyst, Senior Technical Assistant, Technical Assistant, Research Assistant, Workshop Instructor, Draftsman, Laboratory Technician, Glass Blower, Chemical Engineering Assistant, Dark Room Assistant, Dye House Assistant, Engineering Assistant, Instrument Mechanic, Pilot Plant Assistant, Assistant Store Keeper, Senior Laboratory Assistant, Store Assistant, Boiler Attendant, Electrician, Mechanic, Carpenter, Mason and Fitter, Plumber, Workshop Assistant, Laboratory Assistant, Animal House Assistant, Machine Minder, Laboratory Attendant, Helper. Additions and deletions shall be as decided by the Board.

(b) Administrative Staff: Assistant Registrar, Assistant Security Officer, Deputy Accountant, Superintendent, Personal Assistant to Director, Higher Grade Stenographer, Senior Library Assistant, Assistant Accountant, Assistant Cashier, Head Clerk, Receptionist, Lower Grade Stenographer, Junior Library Assistant, Senior Clerk, Library Clerk, Senior Account Clerk, Accounts Clerk, Library Assistant, Senior Clerk, Junior Typist Clerk, Dispatch Clerk, Telephone Operator, Daftary, Hawaldar, Machine Operator, Head Watchman, Library Attendant, Peon, Sweeper, Auditorium Attendant, Watchman, Hamal, Mali. Additions and deletions shall be as decided by the Board.

6. Advertisement

(1) The post/s to be filled in by Selection shall be duly and widely advertised, by the Registrar, according to the draft of advertisement approved by the Director.

(2) Each advertisement should give the following details:
   (a) Advertisement No. and Date.
   (b) Name of the post and the number of vacancies.
   (c) Essential and Desirable qualifications & experiences.
   (d) Scale of Pay.
   (e) Age limits, if any. The date for determining the age limit shall be the last date for receipt of applications, as given in the advertisement.
   (f) The reserved posts for SC/ST/DT-NT/OBC/SBC will be indicated as per the roster, with suitable instructions regarding the filling of post in case the specified category candidates are not available.
   (g) Mode of receiving and submission of the application forms.
   (h) The suitable instructions should be given to the candidates (see annexure 1).

(3) While advertising the vacant posts, necessary provisions for the reservation of posts in favour of the Backward classes and Weaker Sections of the Society, in accordance with the Government norms and as per the Roster, shall be made.

(4) A detailed advertisement document containing a set of application forms and a detailed advertisement with all the relevant conditions shall be sold to the candidates at the prescribed application fee.
(5) Not less than 15 days from the date of the advertisement, shall be given for the candidates to apply.

7. Processing of Applications

(1) All the applications received within the date specified in the advertisement shall be considered.

(2) **Summary of the applications:** After the last date is over, the Member Secretary of the Scrutiny Committee shall prepare the summary of each candidate with his/her date of birth, qualification, experience, caste, present emoluments, etc. and shall place the same before the Scrutiny Committee.

(3) **Scrutiny Committee:** There shall be a scrutiny committee to scrutinize the applications with respect to the eligibility and credentials of the candidates as per the norms prescribed. The committee shall have the following composition:

(a) Dean, SAHRD, ICT – Chairperson  
(b) Registrar  
(c) One expert, nominated by the Director  
(d) Assistant Registrar (Adm), Member Secretary

8. Selection Procedure

(1) If the number of applications received is large, the Scrutiny Committee may decide and arrange to conduct an appropriate Screening Test of the eligible candidates, and the short listed candidates only will be called for further selection procedure.

(2) The Selection Procedure will consist of Interview with or without a skill/proficiency test.

(3) For each cadre of posts there shall be a separate selection committee and the committees shall be constituted by the Registrar with approval from the Director.

(4) **Selection Committees:**

(a) In the case of all the non-academic posts, in the scale of the post of lecturer and below, but above the scale of superintendent or equivalent, the Selection Committee shall consist of:

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<tbody>
<tr>
<td>i</td>
<td>Director</td>
<td>Chairperson</td>
<td></td>
</tr>
<tr>
<td>ii</td>
<td>Two Experts as nominees of the Board</td>
<td>Members</td>
<td></td>
</tr>
<tr>
<td>iii</td>
<td>One nominee of the Director Technical Education</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>iv</td>
<td>One person belonging to the reserved categories, nominated by the Government.</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>v</td>
<td>Head of the Department concerned of the</td>
<td>Member</td>
<td></td>
</tr>
</tbody>
</table>
The quorum of a meeting of the committee shall be the Chairperson and three other members, out of which at least one expert at (ii) shall be present.

(b) For all the other posts the selection committees shall be as follows:

<p>| | | |</p>
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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>Dean – SAHRD</td>
<td>Chairperson</td>
</tr>
<tr>
<td>ii</td>
<td>Two Experts as nominees of the Board</td>
<td>Members</td>
</tr>
<tr>
<td>iii</td>
<td>One nominee of the Director Technical Education</td>
<td>Member</td>
</tr>
<tr>
<td>iv</td>
<td>One person belonging to the reserved categories, nominated by the BOG</td>
<td>Member</td>
</tr>
<tr>
<td>v</td>
<td>Head of the Department concerned of the Institute (Whenever applicable)</td>
<td>Member</td>
</tr>
<tr>
<td>vi</td>
<td>Registrar</td>
<td>Member Secretary</td>
</tr>
</tbody>
</table>

The quorum of a meeting of the committee shall be the Chairperson and three other members, out of which at least one expert at (ii) shall be present.

(5) **Fixing the date of the selection committee meeting:** The date of the meeting of the Selection Committee shall be fixed so as to allow a notice of at least 15 days of such meeting, being given to each candidate; and the invitation to each member of the Selection Committee should reach him at least fifteen days before the date of the Selection Committee Meeting.

(6) **Interview:**

(a) The Selection Committee shall interview the candidates and adjudge the merit of the candidates by asking questions based on general knowledge, qualifications, and the nature of the job for which the candidates have applied. The Selection Committee may take into account the personality and the communication skills of the candidate.

*Note: In the case where a screening/proficiency/skill tests have been conducted, the weightage of the interview shall be as per the respective norms.*

(b) After the interviews are over, the Selection Committee will take into accounts the performance of the candidates in the interviews and the performance at the skill/proficiency test and also the evaluation of the biodata and prepare a Select list and a Waiting list on the basis of merit, and make suitable recommendations. The waiting list will be valid for one year from the date of preparation of the waiting list.
9. Appointment

(1) The Select list and the Waiting list shall be forwarded to the Director for the approval.

(2) The Registrar shall appoint the person, after obtaining approval of the Director.

(3) 15 days from the date of the appointment letter should be given to a person to be appointed on a permanent post for the acceptance of the offer and the offer should be valid for a period of three months from the date of the appointment letter. The person to be appointed on a temporary post shall join within one month from the date of the appointment letter.

(4) The appointee at the time of joining should submit all original certificates, in support of his/her qualification, experience, and age, caste certificates/creamy layer (wherever applicable), for verification; with two copies of each. He/she should also submit the following documents
   (i) Discharge/No objection certificate from the previous employer, if applicable.
   (ii) Medical certificate as given in the Annexure.
   (iii) Two passport size recent photographs.
   (iv) Joining letter

10. Terms and conditions of service of employees of the institute

(a) Every person appointed in the Institute, shall be bound by the Statutes, Ordinances, Regulations, Rules and Code of Conduct of the Institute; provided the provisions therein are not contrary to the provisions of (a) above.

(b) Subject to the provisions of the Statutes, all appointments to the posts in the Institute shall ordinarily be made on probation for a period of two years in the case of Superintendent and above, and one year for other Class III posts, after which the appointee, if confirmed, shall continue to hold his/her office, subject to provisions of the Statutes and Ordinances, till the date of retirement; provided that the Board may relax the period of probation in the case of appointees who were employees of the Institute prior to the new appointment/promotion. The appointments on Class IV posts shall be initially for a period of one year and shall be confirmed on satisfactory performance.

(c) The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such periods as may be found necessary provided that if before the expiry of the period of probation, the appointing authority does not inform the person, in writing, whether he/she is not confirmed in the service or whether his/her period of
probation is extended, then the person shall be deemed to have completed his/her probation satisfactorily.

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

(e) An employee of the Institute shall be 24 hours employee of the Institute and devote his whole time to the service of the Institute, and shall be bound by the Rules and Regulations of the Institute.

(f) The appointing authority may remove any employee from the service from the Institute or may require him to retire, as per the Ordinances, on the ground of misconduct, medical unfitness, insolvency, or inefficiency.

(g) A permanent employee of the Institute may terminate his/her employment by giving the appointing authority three month's notice, provided the appointing authority may, for sufficient reasons, either reduce this period or call upon the employee concerned to continue.

(h) It shall be the authority of the Board to decide as to which cadre a post belongs.

(i) The other conditions of service of such employees shall be such as may be prescribed by the Ordinances from time to time and specified by the appointing authority in the letter of appointment.

(j) AS per the G.R. No. WBP-2004/(341/04)/(1)/TE-6, dated 31st March 2004, the persons appointed from outside the Institute will not be eligible for the retirement benefits from the State Government. They will be eligible for retirement benefits as may be approved by the Institute.

11. Appointment of Non-Academic Staff on a Temporary Basis

(a) Appointment of a non-academic staff, below the level of Assistant Registrar, Superintendent, Deputy accountant, P.A. to Director, may be made on a temporary basis for a period not exceeding one calendar year under the following conditions:
   (1) The post is vacant and is going to remain vacant at least for next three months.
   (2) The post cannot be filled on a regular basis immediately.
   (3) The Registrar is satisfied that in the interest of the Institute, it is necessary to fill the vacancy immediately.

(b) The applications of the interested candidates will be invited by the Registrar by displaying the notice on the Institute’s website as well as on the Notice Board, with short notice.

(c) Local selection committee with the following constitution shall be constituted.
by the Registrar with approval from the Director.

| i  | The Registrar                      | Chairperson |
| ii | Head of the Department/Section concerned | Member |
| iii | Assistant Registrar (F&A or Acad)                      | Member |
| iv | Assistant Registrar (Adm)                                           | Member Secretary |

(c) The appointment shall be effective from the date of joining the post.

(d) The service of a temporary employee shall be liable to be terminated at any time by a notice in writing either by the employee to the appointing authority or by the appointing authority to the employee.

(e) The candidate appointed on such a temporary post shall not claim for any position in the Institute, nor shall he claim for any continuity.

(f) The appointment shall automatically terminate when an appointment on the same post is made on a regular basis, by following the provisions of the Statutes and Ordinance.

12. Savings

Every person employed by the Institute before the G.R. No. WBP-2004/(341/04)/(1)/TE-6, dated 31st March 2004, came into force shall continue to hold office or service in the Institute by the same tenure, and upon such terms and conditions and with same rights and privileges as to pension, leave, gratuity, provident fund and other related matters as he/she would have had if the Statutes of the Institute were not changed and shall continue so unless and until his/her employment is terminated or until such tenure, remuneration and terms and conditions are altered by further changes in the Statutes.
INSTRUCTIONS TO THE CANDIDATES

(a) As per the G.R. WBP-2004/(341/04)/(1)/TE-6, dated March 31, 2004, the persons appointed from outside will not be eligible for the pension from the State Government, however, the person already in the service of the Institute on permanent posts as on 31st March 2004, shall have the same retirement benefits as per their service conditions.

(b) The candidates should enclose all the relevant documents, such as certified copies of Mark-lists, proof of age, experience certificate, salary certificate, testimonials, etc. Applications without any of these documents will not be considered eligible for the selection process.

(c) The candidates who are employed should enclose a certificate from the employer, stating the pay and allowances drawn at present.

(d) The candidates who are employed should send their applications through proper channel, with No Objection Certificate (NOC) from the employer, if that is the mandatory condition in the present employment. In any case the candidates employed must submit the NOC at the time of joining the Institute, if selected.

(e) Candidates should ensure that they fulfill all the conditions prescribed, before making applications.

(f) The qualifications prescribed are minimum and mere possession of the same does not entitle a candidate to be called for interview. Depending upon the number of vacancies, only a certain number of candidates who rank high in the merit list of the candidates who are eligible, will be called for the selection procedure.

(g) For clerical and equivalent posts, knowledge of computers is essential. The candidates having knowledge of Marathi shall be preferred.

(h) The reservation for the backward communities shall be applicable to the candidates with domicile of State of Maharashtra and belonging to the appropriate categories only. Provided while actually filling the posts, it will be ensured that the total number of posts for the reserved categories in any cadre in any Department shall not exceed 50% of the total sanctioned posts. Provided further that the candidates from the reserved category, desirous of applying against the reserved post should produce the caste certificate and caste verification certificate; and the non-creamy layer certificate, if applicable, from the competent authority.

(i) The candidates may update their bio-data and change in address, if felt necessary, by writing to the Registrar.

(j) Any candidate already appointed on a temporary post shall have to apply afresh.

(k) The candidature of a person at any stage of the selection procedure shall be suspended or the service of a selected candidate shall be terminated if the person is found not to satisfy any prescribed condition or a person is found to have submitted false information and/or suppressed/concealed facts which are relevant to the selection/recruitment.

(l) Separate application forms should be filled for separate posts.

(m) The application fee shall not be refunded once an application has been received by the Institute.
(n) No TA/DA shall be admissible to the candidates attending the selection procedure.
(o) The applications which are not on the prescribed form, incompletely filled, without the proper enclosures, not signed, or submitted without the prescribed fee shall be rejected.
(p) The Institute reserves a right to fill or not fill any of the vacancy advertised, depending upon the situation prevailing at the time of the appointment.
(q) The decision of the Selection Committee in respect of selection shall be final and no correspondence in this regard will be entertained.
(r) The Director reserves the right to cancel the recruitment for any or all the posts.
(s) Any kind of canvassing shall be treated as disqualification.
(t) Applications received after the due date may not be considered and any enquiry in this regard will not be entertained.
(u) The Institute takes no responsibility for any kind of postal or otherwise delay or for any loss in transit.
(v) The candidates who have been selected for appointment in the Institute only will be intimated accordingly.
(w) The filled application forms should be submitted to the Registrar, Institute of Chemical Technology, N.M. Parekh Road, Matunga, Mumbai – 400 019. The last date of receipt of the applications is ............... and the designation and address of the officer receiving the applications.

Approved in the BOG held on 6th April, 2008 Item No. 6

O.36 Appointment of Vacational Academic Staff
(Faculty Members or Teachers)

1. Introduction

The reputation of an academic Institute depends mainly on the quality of the faculty members. The reputation of the Institute of Chemical Technology (ICT) has been built up by the contributions of its faculty members in teaching, research, consultancy, and service to Industry and society. Hence, induction of quality faculty members in the Institute is very crucial. The procedure of appointment should be of high standard, transparent, appropriate, objective and effective. To ensure that the selection procedure of teacher is highly objective, transparent, and merit based it is thought appropriate to modify the current practice of selection and frame objective criteria.

The Institute was granted managerial, administrative, financial and academic autonomy by the Government of Maharashtra; vide G.R. No. WBP-2004(341/04)/(1)/TE-6, dated 31st March 2004. As per the G.R. the Institute has been vested with a power to make rules for the appointment of its employees. It is further provided that the service conditions of the employees who were in service in the Institute as on 31st March 2004, as permanent employees of the
Institute on Government approved posts will remain the same. For the appointment of new faculty members a new set of conditions shall be applied. For the appointment of new faculty members a new set of conditions has been framed. Subsequently, the Government set up a committee consisting of the representatives of the autonomous engineering institutions to prescribe minimum eligibility criteria and modus operandi for the appointment of faculty in these institutions; G.R. No. WBP-2005/(885/05)/TE-6, dated 1st June 2006. Based on the recommendations of the committee the Government has issued a G.R. No. Sewapra 2007/(10/07)/TE-6, dated 1st March 2008 regarding the recruitment rules for Faculty of Autonomous Engineering Degree Institutions in Maharashtra State. The guidelines given in the G.R. will work as a model framework for the faculty recruitment at the Institutions. The Board of Governors is expected to suitably adopt them with suitable modifications, without violating the minimum prescribed norms as laid down in the G.R. The norms given in the G.R. have been taken into account while preparing the present Ordinance.

The Institute has been granted Deemed-to-be University status by the MHRD, GOI, in September 2008.

As per the sub-section 5.3(h)(xvii) of the Statutes, the Board has been vested with a power to decide the qualifications and selection procedures of different academic, other academic and non-academic posts and appoint suitable persons on them. The present Ordinance has been framed on the basis of the minimum qualifications prescribed by the AICTE for various posts and the relevant G.R. Wherever required efforts have been made to make the rules as objective as possible.

2. General

(t) All appointments of the vacational academic staff (faculty members/teachers) shall be made in accordance with procedure laid down by the Ordinances.

(u) All the vacant posts shall normally be filled through all India advertisement and the direct recruitment shall be on the basis of merit alone, through open selection.

(v) While making appointments, care shall be taken to make the necessary provision for the reservation of posts in favour of backward communities and other weaker sections of the society as per the Government norms.

(w) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee.

(x) All appointments of teachers shall be reported to the Board at its next meeting.

(y) Every teacher shall devote his/her whole time to the service of the Institute,
and shall be bound by the Statutes, Ordinances, Regulations, Rules and Code of Conduct of the Institute.

(z) Every appointment shall be subject to the conditions that the appointee is certified as being in sound health and physically fit for serving by a medical authority nominated by the Board.

(aa) The date of retirement of a teacher working on a Government approved post shall be as per the norms of the respective Government providing the Salary Grant.

(bb) The Board shall have power to terminate the services of a teacher by three months notice or on payment of three months salary in lieu thereof, if, on medical grounds, certified by a medical authority, nominated by the Board, and after considering the case as per the Ordinance, his/her retention in the service is considered undesirable by such appointing authority.

(cc) A permanent teacher may terminate his/her employment by giving a notice of three months, provided the Director may, for sufficient reasons, either reduce this period or call upon the person to continue till the end of the academic session in which the notice is received.

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

(ee) It shall be the authority of the Board to decide as to which cadre a post belongs.

(ff) The conditions of service of teachers shall be such as may be prescribed by the Ordinances.

(gg) The educational qualifications prescribed for a given post are minimum and mere possession of the same shall not entitle a candidate to be called for an interview.

(hh) The Institute reserved the right to fill or not fill any of the vacancies advertised depending upon the situation prevailing at the time of appointment.

(ii) The Institute shall have the following cadre structure for the vacational academic staff.

<table>
<thead>
<tr>
<th>Level</th>
<th>Cadre</th>
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<tbody>
<tr>
<td>1</td>
<td>Professor</td>
</tr>
<tr>
<td>2</td>
<td>Reader</td>
</tr>
<tr>
<td>3</td>
<td>Lecturer (Selection Grade)</td>
</tr>
</tbody>
</table>
(jj) The scales of pay of the vacational academic staff shall be as follows (as per the Vth pay commission and will be revised from time to time:

<table>
<thead>
<tr>
<th>Post</th>
<th>Scale of Pay (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>16,400-450-20,900-500-22,400</td>
</tr>
<tr>
<td>Registrar</td>
<td>16,400-450-20,900-500-22,400</td>
</tr>
<tr>
<td>Reader</td>
<td>12,000-420-18,300</td>
</tr>
<tr>
<td>Workshop superintendent cum Reader</td>
<td></td>
</tr>
<tr>
<td>Lecturer (Selection Grade)</td>
<td>12,000-420-18,300</td>
</tr>
<tr>
<td>Lecturer (Senior Scale)</td>
<td>10,000-325-15,200</td>
</tr>
<tr>
<td>Lecturer</td>
<td>8,000-275-13,500</td>
</tr>
<tr>
<td>Drawing Superintendent</td>
<td></td>
</tr>
<tr>
<td>Senior Librarian</td>
<td>12,000-420-18,300</td>
</tr>
<tr>
<td>Librarian (Selection Grade)</td>
<td>12,000-420-18,300</td>
</tr>
<tr>
<td>Librarian (Senior Scale)</td>
<td>10,000-325-15,200</td>
</tr>
<tr>
<td>Librarian</td>
<td>8,000-275-13,500</td>
</tr>
</tbody>
</table>

3 Minimum Qualification, Experience and other Requirements Applicable to Vacational Academic Staff

(1) Lecturer:

**Essential:** Master’s Degree preceded by Bachelor’s Degree in the relevant branch with First Class or equivalent at both the levels and consistently good academic record in the previous years.

**Desirable:** (i) Ph.D. degree in the concerned discipline/subject

(ii) Teaching/Research/Industrial experience in the relevant discipline.

(iii) Publications record in refereed scientific journals.

**Note:** For the Lecturer posts in basic sciences, besides fulfilling the above qualifications, the candidates with Master’s qualification should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC. However, the candidates holding Ph.D. degree in the relevant subject are exempted from the NET qualification for the PG level and UG level teaching. The candidates having M.Phil. degree in the relevant subject are exempted from the NET qualification for the UG level teaching only.

(2) Reader:
**Essential:** (i) Ph.D. degree preceded by UG/PG degree in the relevant branch in First class or equivalent from a Government approved institution, with consistently good academic record.

(ii) Teaching/Research/Industrial experience in the relevant discipline at the level of Lecturer or equivalent for a minimum of 5 years after acquiring Master’s degree or 7 years after acquiring Bachelor’s degree.

(iii) Good publications record in refereed scientific journals

**Desirable:** (i) Proven record of guiding UG/PG students.

(ii) Participation in the activities of professional societies.

(3) **Professor:**

**Essential:** (i) Ph.D. degree preceded by UG/PG degree in the relevant branch in First class or equivalent from a Government approved institution, with consistently good academic record.

(ii) Teaching/Research/Industrial experience in the relevant discipline for a minimum of 10 years after acquiring Master’s Degree, or 12 years after acquiring Bachelor’s degree, out of which at least 5 years must be at the level of Reader/Assistant Professor or equivalent.

(iii) Good publications record in refereed scientific/professional journals

**Desirable:** (i) Evidence of Post-Ph.D. research experience.

(ii) Evidence of having taken up sponsored research, continuing education and/or industrial consultancy.

(iii) Proven record of academic/research leadership, guiding UG, PG and Ph.D. students and team work.

(iv) Participation in the activities of professional societies.

(v) Good knowledge of technical education system in the country and its development.

**Note:** In the case of a candidate having only Bachelor’s degree in engineering/technology and have completed Ph.D., the candidate must have First Class Bachelor’s degree in the appropriate branch of Engineering/Technology.

For the posts in the Library

(4) **Senior Librarian:**

**Qualification:** (i) Ph.D. or its equivalent work in Library Science from a Government approved Institute or University preceded by U.G. or P.G. in Library Science/Information Science/Documentation or equivalent with First Class or its equivalent at either U.G. or P.G. level with consistently good academic record.;

(ii) Service experience as Deputy/Assistant Librarian at a reputed institute for a minimum of 10 years.
Experience: (i) Knowledge of computers, internet and other recent advances in library operations and management. Evidence of innovative library services, published work and professional commitment, computerization of library.

(5) Librarian:

Qualification: (i) Masters degree in library science/information science/documentation or an equivalent professional degree from a Government approved Institute or University with First Class or its equivalent at either U.G. or P.G. level with consistently good academic record;

(ii) Qualifying in the national-level test eligibility test (NET) conducted for the purpose by UGC/CSIR or any other agency approved by the UGC or similar test accredited by the UGC.

Experience: Computerization of library.

Note: The condition of clearing NET/SET is relaxed for candidates having First Class Master’s degree or Ph.D. degree in Library Science.

Notes:

(1) A relaxation up to 5% in the marks will be provided at the Mater’s level for the candidates belonging to the reserved categories.

(2) The research publications should be research publications in cited research journals of repute in the relevant scientific areas.

(3) For lecturer’s post the publications may be based on the doctoral work.

(4) For Reader’s and Professor’s post, the publications to be considered should be based on the independent or guided research work during the qualifying service in the lower grade or those emanating from post-doctoral work in reputed academic/research institute.

(5) If a class/Division is not awarded at the Bachelor’s/Master’s level a minimum of 60% marks in aggregate shall be considered equivalent to First class/division. If a Grade Point system is adopted, the CGPA will be converted into equivalent marks.

(6) The minimum requirement of 55% marks or first class will not be insisted upon for the existing incumbents, who are already in the service of the Institute. However, these marks shall be insisted upon for those entering from outside.

(7) A relaxation up to 5% will be provided to the PhD degree holders, who have passed Master’s degree prior to 19-9-1991.

(8) The subjects/disciplines in which the recruitment is to be made shall be finalized by the Director in consultation with the Deans/Heads of Department, based on the institutional needs from time to time and the
same will be put up to the BOG for approval before inclusion in the recruitment announcement.

4. Advertisement

(6) Every Academic post, to be filled in by Selection, shall be duly advertised, by the Registrar, according to the draft approved by the Director.

(7) A rolling advertisement of the vacant posts as well as those about to fall vacant in near future shall be kept on the website of the Institute and the applications may be solicited throughout the year.

(8) Each advertisement should give the following details:

(i) Titles and numbers of the vacant posts.

(j) Subject/specialization essential as per the requirement of the Department concerned.

(k) Essential and desirable qualifications.

(l) Scale of Pay.

(m) Age limits, if any. The date for determining the age limit shall be the last date for receipt of applications, as given in the advertisement.

(n) Number of posts reserved for SC/ST/DT-NT/OBC/SBC etc.

(o) Mode of receiving and submission of the application forms.

(p) Suitable instructions

(9) Suitable instructions to the candidates should be given in the detailed advertisement.

(10) While advertising the posts, necessary provisions shall be made for the reservation of posts in favour of the Backward classes and Weaker Sectors of the Society, in accordance with the Government norms.

(11) A detailed advertisement document containing a set of prescribed number of application forms and a detailed advertisement shall be sold to the candidates at the prescribed application fee. The document may be kept on the website as well in a downloadable form and the downloaded form will be received with the appropriate fee.

5. Processing of Applications

5.1 Collection of applications

(a) For a post to be filled by advertisement, the Director in consultation with the council of Heads of Department shall decide to call the candidates for the selection procedure.
(b) The Director may also, for sufficient reasons, consider any application received before the scrutiny of the respective applications and include it in the scrutiny.
(c) For a post of Professor, the Director may also invite any suitable candidate for interview directly; provided the candidate is fully qualified.
(d) **Summary of the applications**: The Registrar shall prepare the summary of the biodata of each candidate and place the same before the Scrutiny Committee.

5.2. **Scrutiny Committee**

(a) There shall be a scrutiny committee to scrutinize the applications with respect to the eligibility and credentials of the candidates as per the norms prescribed.
(b) The scrutiny committee shall be constituted by the Director, and shall have the following composition:
   (i) Dean, SAHRD, ICT – Chairperson
   (ii) Dean, AP, ICT
   (iii) One outside expert (nominated by the Board)
   (iv) Head of Department concerned
   (v) Registrar – Member Secretary
(c) If the number of candidates for a post is large the scrutiny committee may decide criteria for short-listing the candidates to be called for interview. The list of short-listed candidates will be displayed on the Institute’s website/notice board.
(d) The Scrutiny Committee will also decide the equivalence of the disciplines with the approval of the Director.

6. **Interviews**

6.1. **Selection committee**:
   (a) In the case of all the Vacational Academic Staff, the Selection Committee shall consist of:

   (i) Director - Chairperson
   (ii) 1 Member - Member of the BOG, to be nominated by the Chairperson of the Board
   (iii) 3 Members - Three Experts, nominated by the Board
   (iv) 1 Member - A Professor from Reserved Category – Director’s Nominee
   (v) 1 Member - Dean - Academic Programmes
   (vi) 1 Member - Head of the Department concerned
   (vii) Registrar - Secretary

(b) The selection committees shall be constituted by the Director.
(c) For each post there shall be a separate selection committee.
(d) For the Senior Librarian and Librarian posts the member at (vi) shall be
the Chairman of the Library Committee.

(e) In case in any committee the HOD and Dean is the same person, the Director shall appoint any senior Professor at one of the two positions.

(f) The panel of minimum of eight experts per position shall be prepared by a committee comprising of the respective HOD and Deans and approved by the Chairperson BOG. The Director shall invite three experts from this list for each meeting. Such a panel shall remain valid for a period of five years; provided that any change required in the panel of experts should be approved by the Chairperson of the Board.

(g) The Head, referred to at 6.1.(vi) shall be at the level of Professor in the Department concerned. If such a person is not available, the Director shall appoint any other senior Professor in his/her place.

(h) The quorum of the meeting shall be five including the Director, BOG nominee, a representative of reserved category, and at least two experts at 6.1(iii).

(i) A Selection Committee once constituted shall be eligible to exercise its functions in relation to that post for a period of five years from the date of approval by the Chairman.

6.2. The selection procedure shall be conducted in two steps on two consecutive days:

Step 1: Seminar presentation at the Department concerned. The respective HOD will be the Chairman and other faculty members will be members. The report of the performance of the candidates will be forwarded by the Head to the Director.

Step 2: Personal interview to be conducted by the Selection Committee.

6.3. Fixing the date of the selection committee meeting: The dates of the meetings of the Committees to conduct Step 1 and Step 2 shall be fixed so as to allow a notice of at least of twenty one days of such meeting, being given to each candidate; and the summary of the credentials of each candidate shall be sent to each member of the Selection Committee so as to reach him at least fifteen days before the date of the Selection Committee Meeting.

6.4. Evaluation of the performance of the candidates during the interview:

(g) Normally, the Selection Committee shall interview the candidates and adjudge the merit of the candidate by asking him/her questions based on his subject, specialization, Research work, Research Projects, future plans, and general knowledge. The Selection Committee shall also take into account the potential, personality, and the communication skills of the candidate.

(h) After the interviews are over, the Selection Committee will take into accounts the performance of the candidates in the Seminar and interviews and prepare a merit list, and make suitable recommendations.
7. Appointment

(a) The recommendations of the Selection Committee shall be forwarded to the Chairman of the Board by the Director for approval.

(b) The Registrar shall issue the appointment orders, by providing the appointee the service conditions, and taking the necessary undertaking/agreement from the appointee.

(c) For a person to be appointed on a permanent post, 15 days should be given from the date of the appointment letter to send the acceptance of the offer and the offer should be valid for a period of 4 months from the date of the appointment letter. For a person to be appointed on a temporary post, 15 days should be given from the date of the appointment letter to send the acceptance of the offer and the offer should be valid for a period of 2 months from the date of the appointment letter. Provided the Board shall have power to extend the validity period of the appointment letter.

(d) The appointee at the time of joining should submit all original certificates needed for verification; with two copies of each. He/she should also submit the following documents
   (v) Discharge/No objection certificate from the previous employer, if applicable.
   (vi) Medical certificate
   (vii) Two passport size recent photographs.
   (viii) Contract form on a Rs. 20 stamp paper.
   (ix) Joining letter

(e) Incentive for PhD/M.Phil./M.E./M.Tech.
   a. At the time of recruitment as a Lecturer
      (i) Four advance increments to those who hold PhD
      (ii) Two advanced increments to those who hold M.Phil. (Science and Humanities) or M.E./M.Tech. (Technology/Engineering)
   b. A teacher with M.E./M.Tech. degree, who does not have Ph.D./.; two advanced increments will be given as and when he/she acquires Ph.D. degree in his/her service.
   c. A Lecturer with Ph.D. is eligible for two advance increments when he/she moves into the grade of Lecturer (Selection Grade)/Reader through CAS.

(f) All appointments shall be reported to the Board at its next meeting.
(g) The Merit list approved by the BOG shall remain valid for a period of six months from the date of approval by the BOG, and if any of the selected persons does not join the post offered the Director may offer the post to the next candidate in the list.

8. Probation and Conformation

(a) All the appointments shall ordinarily be made on probation for a period of two years, after which the appointee if confirmed, shall continue to hold
his/her office subject to provisions of the Statutes and Ordinances till the date of retirement; provided that the Board may relax the period of probation in the case of appointees who were employees of the Institute prior to the new appointment/promotion.

(b) An appointee on probation shall submit two self appraisal reports; one at the end of the first year and the other at least 3 months prior to the completion of the two years. The Director shall constitute a committee with the following composition to evaluate the performance of the candidate.

(i) Dean, Academic Programmes, Chairman
(ii) Dean, SAHRD
(iii) One Senior Professor from a Department other than the one to which the candidate belongs
(iv) One outside expert, nominated by the Director
(v) Head of Department concerned

(c) The committee shall interview the candidate and take into consideration the performance of the candidate during the probation and recommend him/her for the confirmation in the service or extension of the probation period or termination of the service to the Director and the Director shall take appropriate decision and inform the same to the Board.

(d) The Director shall have the power to extend the period of probation for such a period as may be found necessary.

(e) After the period of probation if an appointee is not confirmed and his/her probation is also not formally extended, he/she shall deemed to have continued on a temporary basis and that his/her services may be terminable on a month’s notice or on payment of a month’s salary in lieu thereof.

9. Standby Appointments of Promising Candidates

If a candidate is found suitable and promising, through the interview route, however, there is no suitable post to be offered immediately, the candidate may be retained on an ad-hoc position, which should be created without any burden on the General Fund of the Institute. Suitable financial support for this should be generated through donations. Such a candidate may be appointed on a suitable post, when such a post is available in near future, without further assessment.

10. Direct Appointment of a Professor without Application and Interview

In order to attract talented persons with extraordinary research calibre and working abroad, a special procedure given below may be adopted, only as a special case.
(1) The Director, or a special group constituted in the Institute to develop the Human Resource of the Institute, or the Chairman of the Board of Governors should identify candidates with extraordinary teaching and research capabilities and willing to join the Institute. The details of such candidates will be forwarded to the Director.

(2) The person identified should have the basic qualifications prescribed for the post, provided minor deviations may be condoned by the Chairman of the Board.

(3) The candidate should have exceptionally high qualifications and performance, as seen in the research publications in high impact factor journals, exploited patents, etc.

(4) The candidate should be working in areas of current/immediate interests to the Institute.

(5) The candidate should be working in a developed country for at least 10 years after obtaining Ph.D. from India or abroad.

(6) The Director shall consult Chairman of the Board, Deans and other senior faculty members about such a case and also make necessary enquiries.

(7) The Director shall put up the case with all relevant documents and remarks of the persons consulted before the Board.

(8) After obtaining the approval of the Board, the Director shall send an appointment letter to such a candidate.

(9) After accepting the invitation, the candidate shall submit the formal applications with all details and also pay the necessary application fee.

11. Appointment of Vacational Academic Staff (Faculty members or Teachers) on a Temporary Basis

(a) Appointment of vacational academic staff may be made on a temporary basis for a period not exceeding one calendar year under the following conditions:
   (1) The post is vacant and is going to remain vacant at least for next three months
   (2) The post cannot be filled on a regular basis immediately.
   (3) The Director is satisfied that in the interest of the teaching, it is necessary to fill the vacancy immediately.

(b) The applications of the interested candidates should be invited by giving a suitable advertisement.

(c) Local selection committee with following constitution shall be constituted by the Director.

<table>
<thead>
<tr>
<th></th>
<th>The Director</th>
<th>Chairperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>ii</td>
<td>Two Subject experts, nominated by the Board</td>
<td>Member</td>
</tr>
<tr>
<td>iii</td>
<td>Head of the Department concerned</td>
<td>Member</td>
</tr>
<tr>
<td>iv</td>
<td>Registrar of the Institute</td>
<td>Secretary</td>
</tr>
</tbody>
</table>
(2) The quorum of the Selection Committee meeting shall be the Director, one expert and one other member.

(3) The Head, referred to at (c)(iii) shall be a regular Professor in the Department concerned. If such a person is not available, the Director shall appoint any other senior Professor in his place.

(d) The appointment shall be effective from the date of joining the post.

(f) The candidate appointed on such a temporary post shall not claim any position in the Institute nor shall he claim for any continuity.

(f) The appointment shall automatically terminate when an appointment on the same post is made by following the provisions of the Statutes and Ordinance, on a regular basis.

Approved by the BOG in its Meeting held on March 23, 2009 Item No.4

O.37 Career Advancement Scheme (CAS)

1. General

   (1) The scrutiny committee for scrutinizing the applications shall be same as that given in subsection 5.2 of O.36.

   (2) The Selection committees for the CAS promotions will be the same as those constituted for the regular appointments on the respective posts.

   (3) The requirement of consistently satisfactory performance appraisal report shall be the mandatory requirement for the CAS.

   (4) The eligible candidates shall apply in the prescribed format.

   (5) The scrutiny committee shall scrutinize the applications for the eligibility and quantify the biodata as per the norms given in the Annexure A.

2. Minimum Eligibility Criteria for Promotions under the CAS

(a) Lecturer to Lecturer (Senior Scale)

   (1) Minimum length of service on regular post for eligibility to move from Lecturer into the grade of Lecturer (Senior Scale) shall be four years for those with Ph.D., five years for those with M.Phil. and six years for the others at the level of lecturer.

   (2) Successful completion of one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing programmes of comparable quality as may be specified or approved by the University Grants Commission. Those candidates with Ph.D. degree
will be exempted from one refresher course. Those without Ph.D. would be required to do one refresher course in addition.

(3) Consistently satisfactory performance appraisal reports.

(b) Lecturer (Senior Scale) to Lecturer (Selection Grade)

(1) Minimum length of service for eligibility to move from Lecturer (Senior Scale) into the grade of Lecture (Selection Grade), shall be uniformly five years.
(2) Successful completion of two refresher courses for Lecturer of approved duration as may be specified or approved by the University Grants Commission.

(c) Lecturer (Senior Scale) to Reader

(1) Minimum length of service for eligibility to move from Lecturer (Senior Scale) into the grade of Reader shall be the minimum length of service as a lecturer (Senior Scale) shall be uniformly five years and Ph.D. degree.
(2) Successful completion of two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by University Grants Commission, after placement in the Senior Scale.
(3) Ph.D. degree or has equivalent published work.
(4) Some marks in the area of scholarships and research as evidenced e.g. by self-assessment, reports of referees, quality of publication, contribution to the educational innovation, design of new courses and curricula and extension activities.
(5) Consistently good performance appraisal reports.

(Note: While converting a Lecturer (Selection Grade) to Reader after attaining Ph.D. degree, the experience of Selection Grade Lecture is considered as equivalent to Reader after acquiring the PhD.)

(d) Reader to Professor

a. The eligibility to move from Reader into the Grade of Professor shall be a minimum of eight years of service in the Reader/Lecturer (Selection Grade) and Ph.D. degree.
b. The Professor already appointed under direct recruitment will not be eligible.
c. That self-appraisal report for the period including five years before the date of eligibility be submitted.
d. That minimum of five research publication out of which two could be the books be submitted for the evaluation /assessment before the interviews.
e. That the assessment of research publications, including the books be done by three eminent experts in the subject who shall be different than those called for interview to be conducted later on.
f. That all the recommendations be positive from all the three experts. In case the recommendation of one out of three is negative, the research publications sent to the fourth expert for evaluation and assessment in all, there has be a minimum of three positive recommendations out of all four
experts, in case the fourth expert has participated in the exercise due to one negative report out of the initially three experts involving evaluation.

g. That there will be a separate column in the evaluation report of the expert saying whether the research publication and books are recommended or not recommended.

h. That the Institute be permitted to hold the interview for the promotion under CAS only for those candidates who have cleared by obtaining minimum of three positive recommendations from the experts on their research publications/books.

i. That then the interview will be conducted inviting three experts of the concerned subjects making sure that these experts be different than those who have assessed and evaluated the research publications.

j. That the repeat procedure of promotion/interview for the rejected candidates can be conducted only after a minimum period of one year from the date of promotion/interview in which the candidate was rejected.

k. The candidate should present herself/himself before the selection Committee with the following:

(i) Self-appraisal reports (required) (Annexure 5)
(ii) Research contribution/books/articles published.
(iii) Any other academic contributions.
   The best three written contribution of the teacher (as defined by her/him) may be sent in advanced to the Experts to review before coming for the Selection Committee meeting. The candidate should be asked to submit these in 3 sets with the application.
(iv) Seminars/Conferences/Workshop attended.
(v) Contribution to teaching/academic environment/institutional corporate life.
(vi) Development of course/lecture materials/monographs/CDs/modern teaching tools, including e-learning resources.
(vii) Participation in continuous education programmes.
(viii) Any other academic contributions.

3. Selection Procedure

(a) The candidates eligible for promotions shall apply to the Director, on their own, in the prescribed form, giving all the details required.

(b) The Director shall constitute scrutiny and selection committees.

(c) The compositions and the procedure of the constitution of the selection committees for the CAS shall be the same as of those constituted for regular appointments. There shall be an UGC observer in the selection committee for Professor’s posts.

(d) The Registrar shall make suitable summaries of the biodata of the candidates and forward all the papers to the scrutiny committee for scrutinizing the applications. After scrutiny, the relevant papers of the eligible candidates will be forwarded to the members of the selection committee.
(e) For the promotions to Reader and Professor posts, at least one month before conducting the Interviews, the Registrar shall forward at least three research publications of the candidate to outside experts for comments. For this, the candidate should submit 10 sets at least three best research publications each, adjudged by himself/herself, along with the application form. For the candidates from the Departments of Chemistry, Physics, and Mathematics the three experts shall be different than those invited for the interviews, while for candidates from other Departments they are the same as those invited for conducting the interviews.

(f) The candidates will be called for the interviews only when all the three experts give positive reports about the quality of the research work. In case of two giving positive opinion and the third negative, the Director may appoint an additional expert or, depending upon the strength of the report may advise the candidate to improve the quality. When the fourth expert is appointed, his/her report must be positive.

(g) The interviews of the eligible candidates shall be conducted like the regular candidates and the candidates will be considered for the promotions.

(h) The Director shall forward the cases of selected candidates working on the approved posts to the Government for approval, while those of candidates working on Institutional posts to the Chairman of the Board of Governors for approval.

Notes:

(1) Orientation/Refresher courses/summer institutes: The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be mandatory requirements for Career Advancement from Lecturer to Lectures (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade).

(2) A PhD holder is exempted from not having attended one course whether refresher or orientation course, as regards the eligibility for promotion under CAS to Lecturer (Senior Grade)

(3) For technical posts, the selection committee shall have the discretion of recognizing the refresher course for CAS. In general the advanced courses conducted by QIP (AICTE), UGC, ISTE, Universities and other recognized institutions, etc. shall be considered for CAS.

(4) Lecturers in the Senior Scale who do not have Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfill the other criteria given above for the post of Reader, and have good record of teaching, and preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations
of the Selection Committee which is the same as for the promotion to the post of Reader and, if found suitable, could be given the designation of Reader.

(5) For advancement into the grade of Reader and above, the minimum eligibility criterion would be Ph. D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).

(6) If the number of years required in the feeder cadre are less than those stipulated in this notification, thus entailing hardship to those who have more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

(7) The senior teachers like Readers/Lecturers (Selection Grade) and Professor may opt to attend two Seminars/Conferences in their subject area and present papers as one aspect of their promotion/selection to higher level attend refresher courses to be offered by ASCs for this level.

(8) Counting past service: Previous service, without any break as a Lecturer or equivalent, in a university, college, national laboratory, or other scientific organization, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placements of lecturers in Senior Scale/Selection Grade provided that:

(i) The post was in the equivalent grade /scale of pay as the post of a lecturer;
(ii) The qualification for the post was not lower than the prescribed by the UGC for the post of Lecturer;
(iii) The candidates who apply for the direct recruitment should apply through proper channel
(iv) The concerned Lecturers possessed the minimum qualifications prescribed by the UGC for the appointment as Lecturers;
(v) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/ Central Government/Institution’s regulations;
(vi) The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc service of more than one year duration can be counted provided-
   (a) The ad hoc service was of more than one year duration;
   (b) The incumbent was appointed on the recommendation of duly constituted Selection Committee; and
   (c) The incumbent was selected to the post in continuation to the ad hoc service, without any break

(9) That the promotions under the CAS being personal positions and not against sanctioned posts, the teaching workload of the substantive post shall be carried forward with him/her and be undertaken by the promotees in the higher posts.
ANNEXURE A

Objective Marking Scheme for quantifying the Biodata for Promotions under CAS

To ensure that the promotion procedure is highly objective, persons with merit are given adequate recognition, to minimize subjective discrimination, and to evaluate the candidate’s contributions the following 100 point marking scheme shall be adopted by the PAC.

(i) Teaching: (Max Points: Sr. Scale Lect. - 60 points; Sel. Grade Lect./Reader - 40, Professor - 30)
The points shall be given on the basis of the normalization of the students’ feedback collected and recorded during the last five years and made known to the candidate.

(ii) Contributions to the Institute (Max. Points: Sr. Scale Lect. - 5, Sel. Grade Lect/Reader/Professor - 10 points)
To be decided by the screening committee

(iii) Research Guidance:(Sr. Scale Lect. Maximum 15 Points)
Masters - 3 Points for each student guided Research
Research Guidance (Selection Grade Lect./Reader: Maximum 20 points)
Ph.D. - 5 points for each student guided
Masters - 2 points for each student guided
Research Guidance (Professor: Maximum 25 points)
Ph.D. - 5 points per student guided
Masters - 2 points per student guided (maximum 10)

(iv) Research Projects : (only when the candidate is the PI) (Maximum Points: Sr. Scale Lect - 5 points; Selection Grade Lect./Reader - 10 Points; Professor - 15 points)
i) Major Project (above 10 Lac) - 5 Points for each project
ii) Minor Project (1-10 Lac) - 3 Points for each project
iii) Small Project/Consultancy Work - 1 Point for each work

(v) Organizing State/National/International level conferences/Seminars
(Only for Sel. Grade Lect/Reader/Professor 5 Points)
i) International level Conference/Seminars - 4 Points
ii) National level Conference/Seminars - 2 Points
iii) State level Conference/Seminar - 1 Point

(vi) Research Publications (Maximum Points: Sr. Scale Lecturer 10 points; Sel. Grade Lect./Reader 15, Professor - 20):
1. For first authored and corresponding authored papers: 2 Points per paper x Impact Factor of Journal in which that paper published.
2. For minor authored Papers: 0.8 Points per paper x Impact Factor of Journal in which that paper published/number of authors;
3. For Patent: For First/Major author: 2 points per patent; For minor author: 1 Point per Patent
4. Relevant Reference Book Chapters : 2 Points per book Chapter
5. Relevant Reference Book by reputed publisher: 5 Points per book for single authorship. For multiple authored books: 5 Points/Number of authors.
Explanation I: Research papers published only in referred and cited research Journals shall be considered. Candidates are expected to provide impact factor of journals in order to calculate points.

(vii) Awards/Honors/Fellowships by merit (Maximum 5 Points):

i) International Level - 3 Points
ii) National Level - 2 Points
iii) State/District Level - 1 Point
iv) International Level - 3 Points
v) National Level - 2 Points
vi) State Level - 1 Point

(vii) The PAC may give additional credit to a candidate for any achievement not included above. Similarly, the PAC may deduct the credits based on the service record, in such a case suitable remarks shall be recorded in the service records.

(a) Eligibility for Interview:

(i) A Lecturer shall be considered eligible for promotion to the Lecturer (Senior Scale) if he/she obtains 51 or more points.

(ii) A Lecturer (Senior Scale) shall be considered eligible for the promotion to Lecturer (Selection Grade) if he/she obtains 51 or more points.

(iii) If a Lecturer (Senior Scale) obtains 51 or more points and is a Ph.D. holder, he/she shall be considered eligible for Reader's post and shall be interviewed by a Selection Committee constituted for the direct appointment of a Reader.

(iv) A Reader shall be eligible for an interview for the promotion to a Professor's post, if he/she obtains 51 or more points. Such a candidate shall be interviewed by a Selection Committee constituted for the direct appointment of a Professor and with a UGC's nominee.

Approved by the BOG in its Meeting held on March 23, 2009 Item No. 4
REGULATIONS
R.1 Attendance of the Students and Granting of Term

There is a distinct correlation between the attendance of the students at the lectures and the performance of the students at the examinations. It is observed that due to various reasons, there is a gradual decline in the attendance of the students. Minimum attendance is required for keeping terms. For granting of terms, specific attendance is compulsory. The University of Mumbai has prescribed norms for the attendance of the students as per Circular No. UG/502 of 1999, dated 6th October 1999. The present Regulation has been framed with this background.

1. The attendance shall be considered semester-wise and subject-wise and no credit of attendance shall be carried forward.

2. The minimum attendance necessary for granting a term (semester) in each subject shall be minimum of 75% of the lectures and practicals, taken separately, out of the total number of lectures and practicals conducted in the semester.

3. Notwithstanding what is stated above, a bonafide student participating in sports, cultural activities, N.S.S, N.C.C., Adult and Continuing Education and Extension activities will be permitted full credit for lectures/practicals missed by him/her as a result of his/her participation in N.C.C./N.S.S./A.C.E.E. camps, intercollegiate, interuniversity, state level, national level, inter-national tournaments/competitions; and also coaching camps/training sessions organized in preparation of such tournaments/competitions; provided the candidate has informed the Registrar well in advance of such involvement and taken a written permission for his/her absence for a specific period from the Dean (Academic Programmes); provided further that the total absence is not more than 50% of the number of lectures and practicals expected to be conducted in the semester concerned; provided further that the student produces a certificate of participation in such authorized activities for the authority concerned and get the shortfall condoned by the Dean (Academic Programmes).

4. When on account of a bona fide illness, or any other reason, duly justified by proper documents, the attendance of a student in any subject head in any semester falls short of the minimum number of lectures/practicals, the Director shall be competent to condone the deficiency and allow the candidate the credit of the semester; provided the attendance of the candidate is not less than 50% of the total number of lectures/practicals conducted in the semester concerned. Such a case should be referred to the Attendance committee for its remarks, before forwarding the same to the Director.
(5) No student, who has less than 50% of attendance in any subject head, theory or practical, shall be allowed to appear at the respective semester examination and his/her performance in any mode of assessment during the semester shall be treated null and void.

(6) The Director shall constitute an Attendance Committee at the beginning of each academic year. The committee will consist of Dean (Academic Programmes) as the Chairperson, one senior Professor, one senior Reader, one senior Lecturer and A.R. (Academic) as the Secretary. The committee shall scrutinize the cases of defaulters forwarded to them and recommend suitable action. The Director shall be the authority to take final decisions in such cases. The committee will also advice the Director about different steps to be taken and norms to be set regarding the attendance of the students.

(7) Each faculty member shall maintain the attendance of the students for lectures, practicals of every subject for every class in the roll call sheets supplied by the office, as per the norms.

(8) At the beginning of each academic year the students shall be made aware of the provisions of the Ordinance of Attendance and an undertaking shall be taken from them to that effect at the time of admission to the Institute.

(9) Each faculty member shall supply the mid-semester attendance to the office in the prescribed format on or before the prescribed date. The A.R. (Academic) will issue letters to the parents/guardians of the defaulting students, informing them of the deficiency in attendance of their ward and drawing their attention to the provisions of the respective Regulations. In addition, the parents/guardians should be warned that unless their wards fulfill the attendance requirements as stated in the relevant Regulation/s their term will not be granted, and they will not be permitted to appear for the semester examinations and their performance if any, during the semester shall be treated null and void. (Format enclosed). Such a letter should be sent under certificate of posting and suitably recorded. Reply/undertaking of the parents/guardians should also be recorded.

(10) The Attendance Committee may inspect the records of the students’ attendance maintained by the faculty members.

(11) The faculty members will submit the end-semester attendance to the Registrar at the conclusion of the semester, in the prescribed format, on or before the prescribed date, at least three weeks prior to the commencement of the examination of the respective class. The names of the defaulters, who have failed to improve the attendance, in spite of the mid-term notice, shall be listed by the A.R. (Academic) and reported to the Dean (Academic Programmes) for putting before the Attendance Committee.
The Attendance Committee shall examine the cases of the students and decide the suitable action.

The student, who has been a defaulter and who has been forbidden by the committee to appear at the semester examination, may not be allowed to fill the form of the semester examination. If the form is already submitted, the form may be withdrawn and the fee paid will be refunded; provided this action is taken 15 days prior to the date of commencement of the examination of the respective class.

The withdrawal of forms should be intimated by the Registrar to the student/s and parent/s concerned at least 20 days prior to the commencement of the examination of the respective class.

Any complaint of the students shall be forwarded immediately, to the Chairperson, Grievance Redressal Committee, through the Registrar.

Approved by the Senate on 10th May 2007

R.2 Appointment of Examiners

(1) No person can claim appointment as papersetter/examiner/moderator or any other examination work as a matter of right.

(2) The Examiners in different subjects at various undergraduate examinations as well as certificate and diploma examinations to be conducted by the Institute will be appointed by the Undergraduate Programmes Committee (UGPC).

(3) The Examiners in different subjects at various post-graduate examinations to be conducted by the Institute will be appointed by the Post-Graduate Programmes Committee (PGPC).

(4) The Assistant Registrar (Academics) shall send invitations for the meeting of the respective committees at least 45 days prior to the commencement of the respective examinations, and with a notice of at least 7 clear days.

(5) The Heads of Department will recommend the names of the examiners, by taking into account the teachers who taught the subjects and their expertise; and no teacher shall be appointed as an examiner for an examination for which his/her spouse or blood relation is appearing.

(6) The UGPC/PGPC will appoint the examiners on recommendations from the Heads of Department.
(7) Wherever, more than one examiner needs to be appointed one of them shall be designated as a Senior Examiner, who will coordinate the work with the office with respect to setting of question paper/submission of marks.

(8) The appointment letters in the prescribed format (format enclosed) should reach the examiners at least one month before the commencement of the examination. There should be a clear gap of at least 15 days given for submission of the question papers. In the case of appointment of examiners for the practical examination the appointment letter shall be sent at least 15 days before the commencement of the respective examination.

(9) The appointment letter should accompany the following – (i) Time table of the examination concerned (ii) Regulations pertaining to paper setting/assessment (iii) The relevant question paper/s of at least one previous examination (iv) Blank papers for preparing the question papers (v) Blank mark-list (vi) Remuneration form (vii) Appropriate number of envelopes to submit the questions papers.

(10) The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the university, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter/examiner/moderator.

(11) The paper setters/examiners/moderators shall follow all the directions given by the Institute from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.

(12) The paper setters may be called for proof reading, if required, when the question paper is composed.

(13) In case of any emergency, the Dean (A.P.) will take suitable decision, in consultation with appropriate functionary/functionaries.

Approved by the Senate on 10th May 2007

R.3 Instructions to the Paper Setters

Examination of students after a stipulated portion of the syllabus is taught is one of the important parts of the teaching-learning process. Hence, it should be executed with due seriousness, confidentiality, and sanctity. An examination is conducted to evaluate the students with respect to the portion of syllabus taught and various components of the curriculum. Setting of question papers with confusing language, vague questions, factual errors, repetition of questions in successive examination lead to lowering of the morale of good students and undermines the prestige and integrity of the examination system. The following rules are set on this background
(1) Paper setters at various semester examinations in all the subjects shall be bound by these instructions and treat them as well as any other instructions issued to them from time to time in this respect as confidential.

(2) While framing a question paper the following points should be kept in mind:
   (i) The questions set should be from the prescribed syllabus only.
   (ii) The paper should cover the whole of the prescribed syllabus.
   (iii) The question should be worded with no ambiguity.
   (iv) There should be a reasonably wide choice of questions to be answered.
   (v) The question paper should be such that a well-prepared student should be in a position to answer all the questions.
   (vi) Main questions and sub-questions will be marked separately.
   (vii) Only integral marks shall be assigned to each question and sub-question.

(3) Though the examiners are given freedom to have suitable format of the question paper, there should be enough number of questions with reasonable mark distribution, and in no case should there be very few questions, each with high marks. The questions should be properly distributed in the Sections. A single question which requires long verbose answer and having more than six marks should be avoided.

(4) The paper setters should avoid repetition of questions, as far as possible. Repetition of entire question paper or a Section of a question paper or a set of questions shall be viewed seriously and suitable disciplinary action shall be taken.

(5) The Instructions to the Candidates should be given at the beginning of the question paper. These instructions should include instructions regarding the number of questions to be attempted for full credit in the paper.

(6) When a paper is composed of more than one section, specific instructions should be given to that effect. Section Number should be written above the Question with which the respective Section begins.

(7) The question numbers and sub-question numbers should be suitably written on the left hand side, while the marks assigned to them should be written on the right hand side in round brackets.

(8) If there is an alternate question to an original question, the alternate question should be given the same question number and written below the original question and word “OR” should be written between them.

(9) Whenever there is more than one paper setter for one subject head, one of them shall be designated as the Senior Paper Setter and it will be the duty of the Senior Paper Setter to put the entire paper in proper format and submit the paper to the office; provided it will be the joint
responsibility of all the paper setters to prepare the question paper; provided further that the responsibility regarding the content of the questions shall rest on the actual person setting the respective questions.

(10) Sudden change of a drastic nature in the pattern of a question paper as well as in the nature of the questions set should be avoided.

(11) The numerical data required should be given in the paper itself. Physical quantities shall be given in SI units only and only the standard abbreviations should be used.

(12) Sketches, figures, tables, and other details which form part of the question paper should be submitted separately. The sketches and figures should be drawn in black ink only and should be easy for reproduction. Rough pencil sketches shall not be accepted.

(13) The senior paper setter should inform the registrar, in writing, the specific requirements such as graph papers, drawing papers, data tables, etc.

(14) The numerical questions should be set by taking into account the fact that the students are allowed to use non-programmable calculators.

(15) The senior paper setter shall submit two/three different sets of question papers (and not copies) for each subject head, as indicated in the appointment letter, each in a separate envelope, properly sealed, on or before the due date. The details of the examination shall be written on the envelope, such as Examination, Semester, Month and Year, Subject, Max. Marks, Number of Sections, Number of Questions.

(16) Each question paper shall be submitted to the Assistant Registrar (Academics) in a separate sealed envelop, specially provided for the same. A receipt of the question paper shall be issued immediately on receiving the same.

(17) The paper setters must burn the rough notes, manuscripts, if any, of the question paper set as soon as the final draft is submitted to the office.

(18) The Board of Governors reserves the right to withhold or reduce the remuneration due to paper setters or cancel any appointment of a paper setter or take any disciplinary action for negligence of any kind on the part of the paper setters in carrying out the work entrusted to them and in accordance with the instructions issued to them.

Approved by the Senate on 10th May 2007
R.4 Conduct of Theory Examination

(1) The time tables of the semester examinations shall be prepared by the committee constituted by the Director and approved by the Dean (Academic Programmes).

(2) The Registrar shall fix the dates for accepting the examination forms of the students, with and without late fee, in consultation with the A.R. (F&A), and display the same appropriately at least one month in advance.

(3) The time tables should be displayed appropriately at least one month before commencement of the respective examination. The time tables will also be kept on the website.

(4) The Examination Numbers of the candidates (arranged alphabetically) shall be displayed appropriately and also will be kept on the website, at least one week before the commencement of the respective examinations. These lists shall be immediately forwarded to the Controller of examinations (COE).

(5) The COE or his/her nominee shall be the custodian of the stationary related to the examination, and he/she will release the same as per the requirement, one day before the actual requirement, to the Assistant Registrar (Acad), who will then be the custodian of the same.

(6) The COE shall select the question paper to be set for a given examination from the sets collected for the same.

(7) The question papers will be printed two days in advance only on the campus under confidentiality in the presence of A.R. (Academic) and will be immediately sealed, with signatures of the A.R. (Academic) and one senior office staff. The question papers will be kept in the custody of the COE or Registrar.

(8) The Conductor is a senior faculty member and will be appointed by the COE. He/she shall overview all the examinations conducted during a particular period.

(9) Supervisors shall be at least graduates and shall be appointed by the Registrar, on recommendation of the Assistant Registrar (Academic), and as per the norms prescribed by the Council of Heads of Department. The other menial staff required shall be appointed by the Registrar.

(10) The allotment of rooms, arrangement of benches, writing of examination numbers on the benches and all allied activities shall be managed by the office staff under the supervision of the A.R. (Academic) and shall be completed on the evening of the day prior to the commencement of the examination. Each examination room shall be inspected again by the staff 30 min before the commencement of the examination.
(11) For a bench of about 5 feet length there should not be more than two candidates; and if there are two candidates, they will be those appearing at different examinations.

(12) There shall be one supervisor per 30 examinees in a hall.

(13) A supervisor should report to the examination section/office at least 30 min before the commencement of the respective examination and should reach the examination hall allotted to him/her at least 15 min before the commencement of the examination.

(14) The conductor shall ensure that the packets of question papers are intact and duly sealed and are opened in his/her presence 20 minutes prior to the commencement of the respective examinations. He/she shall ensure that the question papers are in order and are in appropriate numbers. Any discrepancy should be recorded, reported to the COE/Registrar and appropriate decisions shall be taken in mutual consultation and recorded thereof.

(15) The conductor shall distribute the question papers and answer books to the supervisors. He/she shall also hand over the appropriately filled reports to the supervisors.

(16) The required number of question papers, in sealed envelopes, shall be delivered to a supervisor by the conductor at least 10 minutes before the commencement of the respective examination.

(17) Supervisor shall sign each and every answer book/supplement to be handed over to the candidates.

(18) A supervisor shall distribute the answer books to the students 10 minutes before the commencement of the examination.

(19) Supervisor shall check the identity cards/admit cards of the candidates and take attendance of the candidates present in the hall.

(20) Supervisor must be present in the allotted hall throughout the duration of the examination and shall ensure the observance of code of conduct during the stipulated time and also ensure that no malpractices take place.

(21) The candidates may be allowed to enter the examination hall up to 30 min from the time of commencement of the examination at the discretion of the supervisor concerned, but after 30 min no student shall be allowed to enter the hall.

(22) No candidate shall be permitted to leave the examination hall within 30 minutes from the commencement of the examination.

(23) At the conclusion of the examination, supervisor shall collect all the answer books and arrange them serially. The number of answer books will
be counted and a report will be prepared in the prescribed format. They will deliver the answer books to the conductor, who will verify the reports of the junior supervisors.

(24) The answer books shall be packed and sealed suitably on the same day by the conductor.

(25) The answer books shall be sent to the examiners on their office address, when the examiners are the faculty members of the Institute and on the residential address (as entered in the office), if the vacation is on. The answer books of outside examiners will be sent on the address for communication intimated at the time of accepting the invitation. The answer books shall be delivered to the examiners within a stipulated period.

(26) The remuneration bills will be checked and approved for payment by the A.R. (Acad) and the Registrar and shall be forwarded to the A.R. (F&A) for payment.

(27) Any incidental expenses incurred on the examinations and which are admissible, shall be reimbursed with approval of the Registrar.

(28) The remuneration to the supervisors shall be distributed by the Assistant Registrar (Acad) on the spot after they submit the assigned answer books and the report.

(29) The conductor shall ensure that the students are not resorting to unfair means/practices. In case such an incident occurs, he/she shall report the same to the COE along with his/her report.

(30) The answer papers of examinations shall be preserved for a period of at least 6 months from the date of declaration of result of the examinations concerned.

Approved by the Senate on 10th May 2007

R.5 Conduct of Practical Examinations

(1) The practical/oral examination is to be conducted to evaluate the students with respect to the specific experimental skills developed by the students and the corresponding theoretical knowledge acquired by them.

(2) The practical examinations in different subjects shall be conducted by the respective Departments.

(3) All practical and oral examinations preferably take place after the conclusion of the respective theory examinations. These examinations shall not be kept
on Sundays, non-working Saturdays or public holidays, except when necessary and that too with the special permission of the Director.

(4) The examiners appointed for a practical examination shall prepare the time table of the practical examination and display the same under the name of the senior examiner and the respective HOD at appropriate locations, such as Departmental notice boards, main institutional notice boards. Copies of the time table should be sent to HODs of other Departments, where practical examinations in other subjects are also held. The copies should also be sent to the examination section, work shop, security, and stores.

(5) As per the relevant norms, no candidate who has not completed the respective class work satisfactorily and whose laboratory journal/file is not certified shall be allowed to appear at the examination. Hence, the required documents shall be checked by the examiners before allowing the candidates to commence their work.

(6) Any question papers required for the examination shall be prepared within the Department, under confidentiality, by the respective examiners. Copies of the question papers should be sent to the Examination section for reference.

(7) The chemicals, specimens, materials, etc. required for the examination shall be procured by the examiners well in advance and the quality of these shall be thoroughly checked.

(8) The answer books required for the examination shall be obtained from the office.

(9) The examiners should supervise the arrangements of experiments in the laboratory at least one day prior to the examination.

(10) Appropriate instructions should be given to the candidates before the commencement of the examination.

(11) No person other than the appointed laboratory staff, examiners and candidates shall be present at the venue of the examination, without prior written permission from the Dean (Academic Programmes).

(12) During the examination the candidates shall refrain from conversation and exchange of materials.

(13) An examiner is free to examine a candidate on any of the experiments with which he/she is expected to be familiar according to the syllabus, with such variations as may test the skill of the candidate rather than his/her memory, and do not involve knowledge of new principles or facts not learnt by the candidate. The experimental tasks should not be of repetitive nature with results well known.
(14) When more than one examiner is appointed for an examination and an oral examination is to be conducted, two examiners shall be present at the same time of conducting oral examination of a candidate, and marks shall be given after mutual consultation and with the concurrence of the examiners.

(15) The experts are expected to help the examiners in arranging the experiments and provide the expert results, as required by the examiners.

(16) During any break, the candidates will be asked to leave the laboratory with all the equipment, instruments, chemicals, etc. on their tables as such and the laboratory will be kept locked during the interval. The examiners shall open the laboratory when the next session begins.

(17) Under no conditions should a candidate suffer due to malfunctioning of an instrument, bad quality of chemicals, etc., and when such a case is noticed a benefit of doubt should be given to the student concerned.

(18) The total number of marks should be internally distributed in such a way that the students will be evaluated with respect to different relevant skills as well as the theory behind the experiments. In no case more than 70% of the total marks be assigned to the final result expected.

(19) While evaluating the results, the examiners will take into account the results provided by the experts, however, the examiners shall not rely entirely on these results, but should look into the results of all the candidates from a batch in totality, before arriving at a scheme of assessment.

(20) Any scheme of awarding marks for a given experimental task should be objective, systematic, logical, and should be developed after taking all the relevant factors into account.

(21) Whenever there is more than one examiner for a batch of candidates, the marks should be settled jointly by all of them.

(22) If different answer books are provided for different tasks of parts of one task, all the answer books, along with supplements, if any, should be tied together by the examiners.

(23) Marks shall be awarded to each part and subpart of a task and the total for a task should be written at the end of the task. The grand total of marks for all the tasks should be written on the front page of the main answer book with the signature of any of the examiners.

(24) The mark-list shall be jointly prepared by all the examiners. The examiners may moderate the marks and/or normalize the marks to eliminate batch to batch variations, mitigate any catastrophic effect, unusual deviations, etc.

(25) The Senior examiner shall apply for and receive the petty cash due for the examination and it will be his/her duty to settle the account. Examination petty cash should be utilized only for the miscellaneous expenses towards
the examination concerned and the bills should be settled within seven days of the end of the examination. All the required purchases must be done before or during the examination. Purchase of any item having no relevance to the examination concerned shall not be allowed.

(26) The assessed answer books shall be returned to the office along with the mark list and a receipt should be obtained.

Approved by the Senate on 10th May 2007

R.6 Vigilance Squad

(1) Vigilance squad is appointed for the Institute to curb unfair means/malpractices at the Institute examinations and to verify that the entire process of examination has been followed scrupulously by the authorities involved.

(2) Vigilance squad shall be constituted by the Director for one academic year. The squad shall consist of Controller of Examinations as the Chairman, One senior Professor, and A.R. (Academics).

(3) Vigilance squad members shall not be given any other pressing work during the examination time.

(4) Vigilance squad will verify all the matters pertaining to the Institute’s semester examinations, including the following:
   (i) Packets of question papers
   (ii) Certificates on packets of question papers
   (iii) Whether necessary staff has been appointed as per the rules for proper conduct of examinations.
   (iv) Proper seating arrangement.
   (v) Supervisors’ reports
   (vi) Account of answer books.
   (vii) Sealing of question papers and answer books.
   (viii) Proper facilities for physically handicapped persons

(5) Before visiting the examinations halls, the members of the squad will assemble in the office of the examinations and show the appointment letter to the conductor and inform the conductor that the squad proposes to carry out the function of vigilance/observation at the examination. The conductor will brief the squad.

(6) The squad will pay surprise visits to examination halls at any time from half an hour before the commencement of the examination to one hour after the conclusion of the examination.

(7) Vigilance squad is permitted to make multiple visits to any hall for any examination on the same day if it desires and feels necessary.
(8) No other person except the candidates and the supervisor shall be allowed to be in the examination hall when the squad is in.

(9) When the squad visits any hall, the Chairman of the squad should display his identity to the supervisor. In turn, the supervisor should show his/her appointment letter to the vigilance squad to display his/her identity.

(10) Vigilance squad will prepare a report of the visit (copy enclosed) and submit the same to the Dean (Academic Programmes), who will sign it and take necessary action on it in consultation with the COE.

(11) Malpractices detected by the squad will be reported to the Dean (Academic Programmes) in writing and the Dean will be responsible for taking appropriate action.

(12) The Chairman of the squad will also record suggestions, observations, complaints, serious lapses, and irregularities observed.

Approved by the Senate on 10<sup>th</sup> May 2007

**REPORT OF THE VIGILANCE SQUAD**

Members of the Vigilance Squad:

(1) Chairperson:

(2)

(3)

Day and Date of visit:

Halls visited:

<table>
<thead>
<tr>
<th>Hall No.</th>
<th>Examination</th>
<th>Subject</th>
</tr>
</thead>
</table>

Any irregularities noted:

Any Suggestions:

Signatures: ___________________  ___________________  ___________________
R.7 *Assessment of Answer Books*

(1) The Senior Examiner shall distribute the work of assessment of answer books among the co-examiners appointed for a subject head. He/she should hand over to the Registrar, along with the copies of the question paper a statement showing the division of the work.

(2) As far as possible, the work of assessment should normally be distributed equally among all the examiners and the payment of remuneration should also be accordingly equal. When this is not possible, the distribution of assessment work shall be so arranged that the entire paper or section or questions of all the candidates are examined by the same examiners. The payment of remuneration shall be distributed proportional to the actual work done by them. In the case of any dispute, the matter shall be referred to the Director and his/her decision shall be final.

(3) The examiners should keep in view the rules regarding the assessment of answer books of physically handicapped candidates.

(4) Examiners shall treat the entire work related to the examination as confidential and shall not enter into communication with candidates or any persons representing them on any matter connected with the examination.

(5) The examiners should inspect the parcels of answer books as soon as they reach them and verify whether they are properly sealed. They should report any anomaly to the Registrar. Any unsealed or open parcel should be returned to the Registrar immediately, within one day from its receipt.

(6) The Examiners should open the sealed parcels of answer books as soon as they receive them, even if they are unsealed or have their seals broken, and check the contents and verify whether they are according to the Junior Supervisor’s report enclosed. They should report to the Registrar, whether the contents of the parcels are in accordance with the report of the Junior Supervisor tied to the bundles of the answer books.

(7) To expedite the work of assessment, if an examiner receives any answer books not intended for him/her, or answer books in which answers to questions belonging to wrong section are attempted, he/she should send such answer books to the respective examiner and take a receipt of the same and report the same to the Registrar. If this is not possible, he/she should submit the same to the Registrar immediately and take the receipt. Any wrong answer books or sections received should be returned to the Registrar at once.

(8) Examiners shall observe the following instructions, while assessing the answer books:
   (a) The assessment work must be done in red ink only.
(b) The marks assigned to any sub-question must be written in the margin in legible handwriting at the end of the respective answer. The marks assigned to any question must be written at the end of the complete answer of the respective question, in the margin and they must be circled.

(c) As the candidates have a right of revaluation, in no case should marks be written over the written answers.

(d) Marks once written on an answer book or in a mark-list shall not be erased or overwritten. If any entry is to be revised, a line is drawn through it and the revised figure is to be written over the cancelled entry. Each correction so made shall be initialed by the examiner concerned. In the case of a correction in the total, the examiner shall put his/her full signature.

(e) Fractional marks should not be assigned to individual questions.

(f) If a candidate has tried more sub-questions than he is required to answer, all the sub-questions shall be assessed and while assigning marks to the question concerned, only the sub-questions with higher marks shall be considered.

(g) If a candidate has attempted more questions than he/she is required to answer, all the questions shall be assessed and the respective marks shall be entered first on the front page of the answer book and also on the mark list. While totaling, however, the marks only of the maximum number of questions, including the compulsory question/s, if any, required to answer shall be taken into consideration, in such a way that the total shall be maximum. The marks assigned to additional question/s tried by the candidate, except the compulsory question/s, if any, shall be left out in totaling and shall be denoted on the front page of the answer book and on the mark list by drawing a circle around the entry of marks assigned to each of such additional questions.

(h) In the mark-list, the entries should be made in the proper columns.

(i) The candidates who are absent at the examination should be noted from the Junior Supervisor’s report and be marked absent by writing ‘A’ first in the mark-sheet.

(j) When any question is attempted by a candidate, but the answer does not deserve any marks, the entry should be made as ‘zero’, i.e. in word.

(k) When a question is not attempted by a candidate, a dash (−) is entered in the relevant column on the front page of the answer book as well as in the mark-list.

(l) If the answer to a particular question is written at different places in the answer books, marks may be assigned at more than one place, but the total marks assigned to the question should be given at the end of that answer.

(m) In case an examiner finds the answer book of any candidate illegible, it should be forwarded to the Registrar with a report for forwarding the same to the Chairman of the Examination Committee for taking appropriate action.

(n) In the case of blind candidates, the Registrar shall intimate to all the examiners concerned the respective Examination Numbers. The examiners should keep in view a possibility of misspellings and other mistakes committed by the writers due to mishearing, and give the benefit of doubt to such candidates by ignoring such mistakes.
(o) Examiners should report to the registrar the cases of candidates who appear to have resorted to any unfair means, or have made any attempt to reveal the identity of the candidate to the examiner.

(9) The senior examiner shall submit the consolidated mark-list of each subject head of a particular examination separately in one lot, along with the supporting mark lists submitted by the co-examiners.

(10) The mark-list along with the assessed answer books shall be submitted to the Assistant Registrar on or before the last date stipulated and a receipt be obtained to that effect. No remuneration bill will be processed if either of them is not received in the office.

(11) Any problem encountered in the assessment work should be brought to the notice of the Registrar/Chairman of the Examination committee for sorting out.

Approved by the Senate on 10th May 2007

R.8 Tracing of Correct Answer Books when the Seats Numbers are Wrongly Written

(1) A supervisor who notices any anomaly in the seat numbers written on answer books should immediately bring this, in writing, to the notice of the conductor, who in turn will report the same to the Controller of Examinations (COE).

(2) An examiner who notices any anomaly in the seat numbers written on answer books should report the same, in writing, to the Controller of Examinations (COE).

(3) The COE shall instruct the A.R. (Academics) to take steps to withhold the result of the candidate.

(4) The COE will carry out an independent exercise to trace the proper answer book of the candidate who has written a wrong seat number on his/her answer book, and record the observations.

(5) A candidate who has written a wrong seat number on his/her answer book shall be fined of Rs. 500 per every such entry.

(6) The result of such a candidate shall be withheld till the fine is fully paid.

Approved by the Senate on 10th May 2007
R.9 Passing, Eligibility for the Award of Degree, Exemption, ATKT, Award of Class

(1) **Passing at a Semester Examination:** A candidate shall be declared as ‘PASSED’ any semester examination clearly if he/she has –
(a) passed all the heads of passing with minimum of 40% of the total marks for each head of passing;
(b) secured an aggregate of 50% marks of the total of marks of all the heads of passing;
(c) Passed all the heads of passing; such as Internal Assessment, Non-University Examination, Project Work, Term Work, Seminar, etc., by securing 50% or more.
(d) Satisfactory completion of any other mandatory requirement of the course.

(2) **Eligibility for the Award of a Degree:** A candidate shall be declared eligible for the award of a Degree, if he/she has Passed all the semester examinations, as given in (1) above.

(3) **Exemption:**

If a candidate secures less than 50% of the aggregate of marks at an examination and is declared “failed”, the subject/s in which he/she has secured more than 50% of the marks allotted to these individual subject heads shall be considered to have been “exempted”, and the candidate is not required to appear again at these subject heads; provided the candidate may be permitted to reappear at one or more of the subjects for which exemptions have been granted; provided further that when reappeared under this provision the respective previous result shall stand null and void.

(4) **Allowed To Keep Term (ATKT):** A candidate shall be Allowed to Keep Term (ATKT) for the subsequent academic year, if he/she has failed in not more than one head of passing, but has acquired an aggregate of 50% of the total of marks of the remaining passing heads in each of the two semesters of the current year. Such a candidate shall be declared as FAILED, ATKT.

(5) A candidate who has failed in the first semester of a year of the course shall be allowed to keep terms for the second semester of the year; however, such a candidate shall not be promoted to the next year of the course, unless he/she passes both the semesters, or is eligible for ATKT.

(6) A candidate shall not be allowed to keep terms for the third year, unless the candidate has passed clearly both the semesters of the first year. Similarly, a candidate shall not be allowed to keep term for the fourth year, unless the candidate has passed clearly both the semesters of the second year.

(7) **Award of Class:** The following classes will be awarded to the students on the basis of aggregate of marks at a semester examination, provided the
candidate has taken the semester examination in one sitting with all the heads of passing.
(a) First Class with Distinction: 70% or more of the aggregate of marks
(b) First Class: 60% or more but less than 70% of the aggregate of marks
(c) Second Class: 50% or more but less than 60% of the aggregate of marks

(8) **Class Improvement:** A candidate may appear at the entire examination after regular examination as per the respective Rule; provided his/her previous result shall be declared null and void; provided further that the result of the subsequent examination shall not be declared if it is worse to the previous one.

(9) If a candidate fails to pass a semester examination at the first year in not more than six consecutive examinations, including the repeat examinations, the candidate shall be excluded from the course.

(10) If a candidate at the second, third and the fourth year, fails to pass a semester examination in not more than four consecutive examinations, including the repeat examinations, the candidate shall have to take readmission for the entire year in which the failure has occurred; provided the course concerned is not changed.

(11) Notwithstanding anything said above, if a course is revised/ restructured, the transition provisions applicable at the time of revision/restructuring shall be applicable.

Approved by the Senate on 10th May 2007

**R.10 Gracing of Marks**

(a) Benefit of grace marks shall not be a right of the examinees.

(b) The benefit of grace marks shall be given to a student to pass the examination or to avail the provision of ATKT only.

(c) The concession of Grace Marks should be given as a facility in difficulty for a small minority of students and not as a liberal provision for a majority. Hence, the examiners should use the provision of gracing very judiciously.

(d) The benefit of grace marks may be given in all the heads of passing, internal as well as external.

(e) The committee may investigate a case where the marks awarded in a particular subject are unusually low, and decide suitable measures to rectify the result. In such a case, the committee should record the case, with observations in detail and appropriate recommendations, and forward the
report to the Dean (Academic Programmes). A committee consisting of the Director, Dean (Academic Programmes) and the Controller of Examinations shall discuss the report and the decision of the committee shall be implemented, provided the committee may involve the examiner concerned.

(f) If the committee of examiners note that the marks awarded in a particular subject are unusually high, the procedure given in (5) above may be adopted.

(g) Any other unusual observation/overt anomalies noted in the result shall be dealt with in the manner described in (5) above.

(h) If a candidate, who has appeared at a semester examination either in all subjects or in compartments as allowed by the Regulations, and is individually passing in all the Heads of passing, but whose total number of marks in all the heads of passing falls short of 50% of the aggregate marks to pass the examination, up to 1% of the aggregate marks may be added to his/her total number of marks. The gracing granted shall be indicated on the mark list.

(i) If a candidate, who has appeared at a semester examination either in all subjects or in compartments as allowed by the Regulations, and is failing in one or more heads of passing the committee may decide suitable total number of marks to be awarded in one or more heads of passing, based on the overall result of the examination; provided not more than 1.5% of the aggregate marks or 10, whichever is less, are given as grace marks.

(j) A candidate, who has appeared at a semester examination in first attempt in all the subject heads and whose total number of marks falls short of the requisite total for First Class with Distinction, First Class, or Second Class, shall be given the necessary marks up to a maximum of 1% of the aggregate or 10 marks, whichever is less, and declared to have passed the examination with the respective class; provided that the class is given on the basis of aggregate of marks. Such a gracing shall be indicated in the mark-list of the candidate.

(k) The candidates whose failures have been condoned under the provisions of (8) and (9) shall be eligible for class in the same way as other successful candidates.

(l) When a head of passing is included in another head of passing, the benefit shall be given at the point where the student falls more short of marks to the overall marks available for gracing. Having given this benefit at that point, it may be distributed among the different heads of passing if required and as required.

(m) For the purpose of granting any grace marks, a fraction of half or more than half shall be computed as one.

Approved by the Senate on 10th May 2007
R.11 **Declaration of the Results**

(1) The Examination Section will compile the results of the examination in the form of a Master Mark-list, based on the individual mark-lists submitted by the Examiners concerned.

(2) The Assistant Registrar (Academic) shall convene a Meeting of all the Examiners associated with a given examination, within 10 days from the receipt of the last mark-list of the respective examination, by sending the invitation letters at least four days in advance.

(3) The quorum of the meeting of examiners shall be 50% of the total strength. If the quorum is not met, even after waiting for 30 min, the meeting will be adjourned and a fresh meeting will be convened, even by giving a notice of less than four days. Such a postponed meeting will be conducted even if there is no quorum.

(4) Each meeting will be chaired by the Controller of Examination (COE) or his/her nominee.

(5) A Meeting of Examiners shall be convened with the following objectives:
   (a) to overview the overall result;
   (b) to take suitable action in case there are abnormalities;
   (c) to decide and grant appropriate grace marks to the candidates as per the relevant Regulation;
   (d) to finalize the result;
   (e) to take action on any representation made by the students;
   (f) to take appropriate action on the cases brought to the notice by the Examination Section.

(6) Finalization of the Result:
   (a) The committee shall take suitable decisions and record them in the form of the minutes of the meeting.
   (b) The minutes will be approved by the Dean (academic Programmes).
   (c) The result of an examination will be approved by the Director.
   (d) In case the Dean (Academic Programmes) or the Director differs from the decisions taken by the committee, he/she should refer the matter back to the committee with their views.
   (e) A meeting of the committee shall be reconvened, with the Dean (Academic Programmes) as the Chairperson. The remarks of the Dean (Academic Programmes)/Director will be discussed. The quorum of such a meeting shall be 75% of the total number of Examiners. The decisions taken by the committee after these discussions will be final and shall be approved by the Director.
   (f) Any changes made in the marks, as per the resolution, shall be entered on the consolidated Master Mark-list for the examination concerned, and shall be checked and certified by the COE.
   (g) The approved minutes of the meeting of examiners shall be pasted on the Mark-list for reference.
(h) The mark-list will be properly secured, as per the Rules, and no change in it shall be allowed after the declaration of the result, unless any correction is needed after verification of marks, etc; and such a change shall be done by the COE and indicated accordingly.

(7) The result will be declared, as per the norms, after approval from the Director, preferably within two days. The Institute shall strive to declare the results of every examination conducted by it within 30 days from the last date of the examination for that particular course and shall in any case declare the results latest within 45 days thereof.

(8) No examination or the results of an examination shall be held invalid only on the reasons that the Institute could not follow the schedule as stipulated.

(9) Mark-sheets will be given to the students within seven days from the declaration of the results.

(10) The mark-list should show the date of actual issuance of the mark-list.

(11) The answer papers of examinations shall be preserved for a period of at least 6 months from the date of declaration of results of the examinations concerned.

Approved by the Senate on 10th May 2007

R.12 Verification of Marks

(1) After the declaration of the results of an examination, the candidates shall be permitted to make applications for the Verification of Marks

(2) The candidates must apply for Verification of Marks within seven days from the date of issuance of mark-list. No such application shall be entertained after the due date.

(3) Verification of Marks: The verification of marks shall be done as under:
   (a) The applications for the verification of marks shall be submitted in the form prescribed (Annexure)
   (b) Each form should be accompanied by a fee of Rs. 100.00 per head of passing.
   (c) The Controller of Examination (COE) shall examine the answer scripts to check the following— (i) whether all the questions and sub-questions answered have been evaluated (ii) the allotted marks have been properly entered (iii) totaling inside the answer script and on the front page of the answer script is correct.
   (d) If there are any changes, the COE shall invite the respective examiner to make the necessary changes and such change/s will be signed in full by the examiner. The COE will verify the change/s and endorse the same.
(e) The revised entries, if any, will be made in the Mark-lists and initialed by the person the COE, and the names of both will be entered on the answer books as well as the mark-lists.

(f) The result of verification will be intimated to the candidates within 7 days from the last date of submission of the forms for verification.

Approved by the Senate on 10th May 2007

R.13 Amendment of Results

In rare cases the result of a candidate might be wrongly represented due to errors inadvertently committed by the persons involved in the preparation of the results. Such a wrong representation is also possible due to intentional tampering with the results. The regulations below are meant for correcting the results under such conditions, when revealed.

(A) Amendment of result with errors

(1) In case where it is found that the result of an examination has been affected by errors, the Controller of Examination shall have the power to amend such result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the Dean (Academic Programmes), Provided the errors are reported/detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the UGPC or PGPC, as the case may be.

(2) Error means-

i) Error in computer/date entry, printing or programming and the like

ii) Clerical error, manual or machine, in totaling or entering of marks on ledger/register

iii) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

(B) Amendment of result affected by fraud, malpractices, etc.

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, and in the opinion of the UGPC or PGPC, as the case may be, been party of privy to or connived at such malpractice, fraud or improper conduct, the UGPC or PGPC shall have the power at any time notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the UGPC or PGPC considers necessary.

Approved by the Senate on 10th May 2007
R.14 Repeat Semester Examination

Repeat semester examination is a special feature of the examinations at the Institute. It provides an avenue for the students, who do not perform well in the main semester examination. A repeat examination therefore should be conducted immediately after the main examination.

(1) For each regular semester examination, one repeat semester examination shall be provided.

(2) A repeat semester examination shall be equivalent in all respect to the corresponding regular semester examination.

(3) A repeat semester examination should commence after 15 days from the date of declaration of the results of verification of marks; preferably within one month from the date of declaration of the semester examination results.

(4) The time tables for the repeat examinations shall be put up immediately after the declaration of the results of the regular semester examinations.

(5) The candidates who have failed, or have got ATKT, or have obtained less than 50% marks in one or more subject heads and desire to improve the performance may be permitted to appear at the repeat examination.

(6) The last date of submission of application forms for the repeat examination shall be minimum two days after the declaration of the results of the verification of marks.

(7) The rules for the conduct of the repeat examination shall be the same as the regular semester examination.

(8) The result of a repeat examination of a candidate shall override the respective result of the regular examination.

(9) Only for the first year of an undergraduate course, the repeat semester examination of the first semester will be conducted 15 days after the regular semester examination of the second semester.

Approved by the Senate on 10th May 2007

R.15 Central Assessment Programme (CAP)

The conduct of UG and PG examinations and declaration of the results is one of the important activities of the Institute. The Scheme of Central Assessment Programme (CAP) is introduced with a view to - (1) maintaining secrecy and confidentiality of the examination, (2) declaring the results in the shortest possible time, (3) increasing the reliability of the results, (4) maintaining uniformity and consistency in the assessment, (5) increasing
accuracy and efficiency in the declaration of results and (6) creating confidence amongst the students about the assessment system.

(1) The Central Assessment work should be done at a location which is properly secured and decided by the Director in consultation with the Examination Committee. Every day the room will be sealed by the CAP superintendent and the next day opened by the same person after verifying the seal and other security arrangements.

(2) There shall be a CAP Co-ordinator appointed by the Dean (Academic Programmes), who will supervise the CAP activities. He will take all the necessary steps for smooth and timely conduct of the Central Assessment work. He will have the personal custody of all the mark-sheets, blank or filled in, throughout the period of assessment.

(3) The Registrar shall provide the necessary staff for the CAP.

(4) The A.R. (Acad) shall provide a list of candidates appearing at each subject, the names of the examiners and the moderators and other relevant information to the co-ordinator. The coordinator shall make the necessary internal arrangements.

(5) The invitation letters to all the examiners and moderators will be sent by the A.R. (Acad) well in advance, so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, the co-ordinator shall consult the Controller of Examinations (COE) and take appropriate decision. All the instructions regarding the CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/moderators as reported by the coordinator the substitute appointments of examiners/moderators shall be made by the COE in consultation with the Dean (Academic Programmes).

(6) It is the responsibility of the A.R. (Acad) to see that the answer books of the examinations are sent promptly to the CAP Centre.

(7) On receipt of the answer books at the CAP venue, the staff employed for this work shall check the number of answer books, supervisor’s reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the COE. In case of non-receipt of answerbooks from any examination centre, the co-ordinator shall intimate the same to the A.R. (Acad) immediately.

(8) The junior Supervisor’s Reports shall be taken out and kept in a separate file. Papers or bundles tied or presented in a doubtful manner be separated and further decision regarding their evaluation be taken in consultation with Controller of Examinations.
The norms for assessment, remedial measures in respect of discrepancies detected/noticed in the question paper, unfair means noticed during the assessment process, etc are the same as those of normal assessment.

The Central Assessment will begin from the day following the first paper of the respective examination and continue till all the assessment work is over.

The Central Assessment will begin daily at 08.00 a.m. and end at 6.00 p.m. It may extend up to 08.00 p.m., provided the examiners and the administrative staff are available. No specific lunch time is indicated, and it can be suitably adjusted.

The examiners can work on Sundays, Holidays and nonworking Saturdays, if they so desire. In such a situation the CAP coordinator will make the necessary arrangement.

No tea/snacks will be served in the Assessment Hall.

The faculty members attending the CAP will be treated as on duty, provided they have intimated the same to the Head concerned. They will not be entitled to any special allowance for this work in addition to the specified remuneration for the evaluation of the answer books.

The outside examiners may be entitled to CAP allowance as per the Rules.

The examiners attending CAP shall report to the CAP Coordinator.

The Assessment work shall be done as per the respective Regulations.

Any anomaly, irregularity, malpractice noted should be reported to the CAP co-ordinator for further action.

After the assessment is completed, the examiner concerned will prepare the bill of remuneration, which will be countersigned by the coordinator and forwarded to the Accounts Section for payment.

Moderation:
(a) The moderation of evaluation shall be done in all the subjects of all examinations.
(b) The moderation shall be done as follows:
    100% moderation: In all cases of candidates failing by 10% marks
    100% moderation: In all cases where the candidates have secured more than 70% marks
    5% moderation: of all the candidates securing marks between 40% and 70%, on random basis
(c) One moderator will be appointed for each subject head at a given examination.
(d) Moderation will be done alongside the central assessment.
(e) Where the marks awarded by the moderator vary beyond 5% of the maximum marks for the paper from those awarded by the original examiner, the marks awarded by the moderator shall be taken as final.

(f) If more than 30% of the cases moderated are found to have anomalies as indicated in (e) above, the same should be brought to the notice of the CAP coordinator, who in turn will forward the matter to the COE. In such a case the COE may appoint an examiner other than the original examiner and decide to revaluate all the answer books and the result of this revaluation will be the valid result. No further moderation will be done in such a case after revaluation.

(g) Any prima facie case of malpractice noted by any examiner/moderator should be brought to the notice of the CAP coordinator and a joint report should be made by the examiner/moderator and the CAP coordinator. The report should be forwarded in a sealed envelop to the COE for further action.

Approved by the Senate on 10\textsuperscript{th} May 2007
FORM OF UNDERTAKING FROM THE CAP COORDINATOR

I, Professor / Dr. ____________________________ hereby give an undertaking that, I solemnly and willfully accept the responsibility of carrying out the work of Central Assessment Programme as a coordinator, entrusted to me by the Dean (Academic Programmes), vide letter No.__________________ dated _____________ . I further declare that I shall,

1. Strictly follow the instructions issued to me from time to time by the Institute authorities.
2. Make all the necessary arrangements for smooth and timely conductance of the Central Assessment Work.
3. Take all the necessary steps of carrying out the pre-assessment, assessment and moderation and also post-assessment processes in strict confidential manner.
4. Forward the mark-lists duly completed and assessed answer-books back to the Institute office within the time limit prescribed by the Institute.
5. Incur the necessary expenditure within the scope of instructions issued by the Institute and forward the accounts/statements to the Registrar within the stipulated time.
6. Forward the report of the Central Assessment Programme to the Dean (Academic Programmes) within the time stipulated.
7. Co-operate with the Institute officials in the manner as deemed fit.

Signed today on ________________ day of ______________ Two thousand ...........

Signature_________________________
Name in full________________________
Designation________________________
Name of the College/_________________
Institution / Univ. Dept.________________
Phone (O) _________________________
(Res)______________________________
(Fax)______________________________

Approved by the Senate on 10th May 2007
R.16 Unfair means Resorted in The Conduct of Examinations

Resorting to malpractices at examinations is a serious crime against the educational system in general and examination system in particular. It shows disrespect towards the Institute. It de-motivates sincere students. Hence, such cases should be dealt with sternly and the individuals involved should be punished. The malpractices at examinations involve any acts done by the examinees at the time of examination or after the examination to get enhanced and false credit at the examination by any illegal and immoral act, such as copying the answers of other candidate/s, unwarranted signaling at the time of examination, carrying prohibited material along with at the time of actually taking the examination, disclosing own identity through the answer book, putting pressure on the examiner/s, etc.

(A) Malpractices by the Students

1. Definitions-Unless the context otherwise requires:

(a) “Student” means and includes a person who is enrolled as such by the Institute for receiving instructions qualifying for any degree, diploma or certificate awarded by the Institute/University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.

(b) “Unfair means” includes one or more of the following acts or omissions on the part of student/s during the examination period.

   i) Possessing unfair means material and or copying there from.
   ii) Transcribing any unauthorized material or any other use thereof.
   iii) Intimidating or using obscene language or threatening or use of violence against invigilator or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
   iv) Unauthorisedly communicating with other examinees or any one else inside or outside the examination hall.
   v) Mutual/Mass copying.
   vi) Smuggling-out or smuggling-in of answer books, either blank or written, as copying material.
   vii) Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
   viii) Interfering with or counterfeiting of Institute seal, or answer books or office stationary used in the examinations.
   ix) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
   x) Impersonation at the University/Institute examination.
   xi) Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University/Institute examination.
   xii) Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.
(c) “Unfair means relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.

(d) “Unfair means material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, of body of the student (examinee) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

(e) “Possession of unfair means material by a student” means having any unauthorised material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

(f) “Student found in possession” means a student, reported in writing, as having been found in possession of unfair means material by the supervisor, conductor, member of the vigilance squad or any other person authorised for this purpose in this behalf, even if the unfair means material is not produced as evidence, because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. A report to that effect is submitted by the supervisor or conductor or any other authorised person to the Controller of Examinations or any officer authorised in this behalf.

(g) “Material related to the subject of examination” means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.

(h) “Conductor” means any person duly authorised by the Director/COE as in- charge of the examinations.

2. General

(a) The Director shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the Institute examinations.

(b) The Director shall have power at any time to punish such unfair means or breach of the rules by to the extent of exclusion of such a student from any Institute examination or from any Institute course or from any Institute
Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the examination for which the student appeared or by deprivation of any Scholarship held by him/her or by cancellation of the award of any prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.

(c) The Director shall have the power at any time to institute inquiry on receiving a report from the COE or any functionary regarding malpractices used or lapses committed, including breach of the rules laid down for proper conduct of examination, by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of Institute examination, and to punish such a person found guilty by disqualifying the paper-setter, examiner, moderator, referee, teacher or any other person concerned, connected with the conduct of examination, from any examination work either permanently or for a specified period or by referring his/her case to the appropriate authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

(d) On receipt of a report from the Conductor/COE regarding use of unfair means by any students at any Institute examination, including breach of any of the rules laid down by the Institute for proper conduct of examination, the A.R. (Acad) shall call a meeting of the Unfair Means Inquiry Committee (UMIC).

(e) On receipt of a report from any functionary or officer regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of Institute examination, including breach of the rules laid down for proper conduct of examination, the Director shall forward the same to the UMIC for inquiry.

(f) The Assistant Registrar shall convene the meeting of the UMIC after the conclusion of examinations as early as possible, preferably within 15 days.

(g) A case of unfair means having been prima-facie, reported to the COE shall be inquired into by the Unfair Means Inquiry Committee (UMIC), appointed by the Director.

(h) Examination Results/s of the student/s involved in such cases shall be held in reserve till the Director takes a final decision in the matter and the student/s is informed accordingly.

3. Procedure to be followed by the Conductor

(a) During examination, examinees and other students shall be under disciplinary control of the Conductor.

(b) Conductor shall follow the procedure as under in the case of unfair means:
(1) The student shall be called upon to surrender to the Conductor the unfair means material found in his or her possession, if any, and his/her answer book.

(2) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Supervisor concerned and the Conductor shall also sign on all the relevant materials and documents.

(3) Statement of the student and his/her undertaking in the prescribed format and statement of the supervisor shall be recorded in writing by the Conductor (Annexures-A,B,C). If the student refuses to make any statement or to give an undertaking the supervisor and conductor shall record accordingly under their signatures.

(4) The Conductor shall take one or more of the following decisions depending upon the seriousness/gravity of the case:

   (i) In the case of impersonation, violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.

   (ii) Obtain an undertaking from the student to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.

   (iii) May report the case to the area Police Station as per the provisions of Maharashtra Act No. XXXI 1982 - An Act to provide for preventing malpractices at University; Board and other specified examinations (Annexure-D).

   (iv) Confiscate his/her answer book, mark it as “suspected unfair means case” and issue him/her fresh answer book duly marked and make the candidate write the paper in a separate room.

(c) All the materials and list of material mentioned in sub-clause 3(6)(1) and the undertaking with the statement of the student and that of the supervisor as mentioned in clause No.3(b)(3) and the answer book/s shall be forwarded by the conductor, along with his report, to the Controller of Examinations, in a separate and confidential sealed envelope marked “Suspected unfair means case.”

(d) In case of unfair means of oral type, supervisor or the authorized person shall record the facts in writing and shall report the same to the Controller of Examination.

4. Procedure to be followed by Examiner during Assessment

If the examiner at the time of assessment of an answer books suspects that there is a prima-facie evidence that the student/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, along with the evidence, to the Controller or Examinations, with his/her opinion in separate confidential sealed envelope marked as “Suspected unfair means case”.

5. Appointment of Unfair Means Inquiry Committee (UMIC)

(a) In order to investigate and recommend suitable disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners,
moderators, referees, teachers or any other person connected with the conduct of Institute examination at any stage, the Director shall constitute an Unfair Means Inquiry Committee:

(b) The committee shall have the following constitution:
   (i) Dean (Academic Programmes) – Chairperson
   (ii) One Senior Professor
   (iii) One Senior Reader
   (iv) One Senior Lecturer
   (v) Counselor of the Institute (If available) – Permanent invitee
   (vi) Assistant Registrar (Acad) - Member Secretary

Provided - (i) one of the members is a lady member; (ii) one of the members is a person belonging to the reserved categories, and (iii) no member belongs to the Examination committee.

(c) The quorum of a meeting of the UMIC shall be the chairperson and two other members.

(d) The term of the Committee shall be three years.

(e) The UMIC will function as a recommendatory body and submit its recommendations in the form of a report to the Director, who issues final orders with regard to the punitive action to be taken against the person concerned, after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated person in his/her defence, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with guidelines laid down in this behalf.

6. Procedure of Investigation

(a) The Controller of Examination or the officer authorized by them, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s leveled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.

(b) The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his/her case before the Committee.

(c) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student should be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the concerned student.

(d) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the
(e) The Committee should follow the above procedure in the spirit of the principle of natural justice.

(f) After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take a decision in his/her case in absentia, on the basis of the available/evidence/documents, which shall be binding on the student concerned.

(g) The Committee shall submit its report to the Director along with its recommendations regarding punishment to be inflicted or otherwise.

7. Punishment

(a) The Director, after taking into consideration the report of the Committee, shall pass such orders as he deems fit, including granting the student a benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:

(i) Annulment of performance of the student in full or in part in the examination he/she has appeared for.
(ii) Debarring student from appearing for any examination of the Institute for a stipulated period not exceeding five years.
(iii) Debarring student from taking admission for any course in the Institute for a stipulated period not exceeding five years.
(iv) Cancellation of the Institute Scholarship/s, Fellowship/s or award/s or prize or medal etc. awarded to him/her in that examination.
(v) In addition to the above mentioned punishments, the Director may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/penalty as he/she may deem fit.
(vi) As far as possible the quantum of punishment should be as prescribed (category-wise) in Appendix-A
(vii) The student concerned be informed of the punishment finally imposed on him/her in writing by the Registrar.

(b) The broad categories of unfair means resorted to by students at the Institute examinations and the quantum of punishment for each category thereof (the examinations referred are Institute examinations)
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Nature of Malpractice</th>
<th>Quantum of Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Possession of copying material</td>
<td>Annulment of the performance of the student at the examination in full.*</td>
</tr>
<tr>
<td>(2)</td>
<td>Actual copying from the copying Material.</td>
<td>Exclusion of the student from the examination for one additional examination.</td>
</tr>
<tr>
<td>(3)</td>
<td>Possession of another student's answer book</td>
<td>Exclusion of the student from the examination for one additional examination. (BOTH THE STUDENTS)</td>
</tr>
<tr>
<td>(4)</td>
<td>Possession of another student's Answer book + actual evidence of copying therefrom.</td>
<td>Exclusion of the student from the examination for two additional examinations (BOTH THE STUDENTS).</td>
</tr>
<tr>
<td>(5)</td>
<td>Mutual / Mass copying</td>
<td>Exclusion of the students from the examination for two additional examinations.</td>
</tr>
<tr>
<td>(6)</td>
<td>(i) Smuggling-out or smuggling-In of answer book as copying material.</td>
<td>Exclusion of the student from the examination for two additional examinations.</td>
</tr>
<tr>
<td></td>
<td>(ii) Smuggling-in of written answer book based on the question paper set at the examination.</td>
<td>Exclusion of the student from the examination for three additional examinations.</td>
</tr>
<tr>
<td></td>
<td>(iii) Smuggling-in of written answer- book and forging signature of the Jr. Supervisor thereon.</td>
<td>Exclusion of the student from the examination for four additional examinations.</td>
</tr>
<tr>
<td>(7)</td>
<td>Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.</td>
<td>Exclusion of the student from the examination for four additional examinations.</td>
</tr>
</tbody>
</table>

(Note: - This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.)
<table>
<thead>
<tr>
<th></th>
<th>Interfering with or Counterfeiting of Institutes seal, or Answer-books or office stationery used in the examinations</th>
<th>Exclusion of the student from the examination for four additional examinations.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Answer book, main or supplement written outside the examination hall or any other insertion in answer book.</td>
<td>Exclusion of the student from the examination for four additional examinations.</td>
</tr>
<tr>
<td></td>
<td>Insertion of currency notes/to bribe or attempting to bribe any or the person/s connected with the conduct of examinations.</td>
<td>Exclusion of the student from the examination for four additional examinations.</td>
</tr>
<tr>
<td></td>
<td>Using obscene language/violence/threat to Supervisors, Conductor or Examiners at the examination centre by a student at the examination.</td>
<td>Exclusion of the student from the examination for four additional examinations.</td>
</tr>
<tr>
<td></td>
<td>Impersonation at the examination.</td>
<td>Exclusion of the student from the examination for five additional examinations. (Both the students if impersonator is Institute student, if the impersonator is a student from any other college or university, the case should be reported to the authority concerned).</td>
</tr>
<tr>
<td></td>
<td>Revealing identity in any form in the answer written or in any other part of the answer book by the student at the examination.</td>
<td>Annulment of the performance of the student at the examination in full.</td>
</tr>
<tr>
<td></td>
<td>Found having written on palms or on the body, or on the clothes while in the examination.</td>
<td>Annulment of the performance of the student at the examination in full.</td>
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<tr>
<td></td>
<td>(Note:- This money shall be credited to the General fund of the Institute)</td>
<td></td>
</tr>
</tbody>
</table>
(15) All other malpractices not covered in the aforesaid categories.

Annulment of the performance of the student at the Institute examination in full, and severe punishment depending upon the gravity of the offence.

(16) If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced-punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

(17) **Practical / Dissertation/Project Report Examination**

Student involved in malpractices at Practical/Dissertation /Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

(18) The Director, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

*(Note :- The Term “Annulment of performance in full” includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice used thereat.)*

(B) **Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees Teachers or any other person connected with the Conduct of Examination**

(1) **Competent Authority:** The Director shall be the competent authority to take appropriate disciplinary action against any paper-setter, examiner, moderator, referee, teachers or any other persons connected with the conduct of Institute examination committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s, including breach of the rules laid down for proper conduct of examination at the examinations conducted by the Institute.

(2) **Definitions:** Unless the Context Otherwise Requires

a) “Paper-setter, examiner, moderator, referee and teacher” means and includes person/s duly appointed as such for the examinations by the competent authority and the term “any other person connected with the conduct of examination” means and includes person/s appointed on examination duty by the competent authority.

b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination;
i) Leakage of question/s or question paper set at the Institute examination before the time of examination.

ii) Examiner / Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.

iii) Paper-setter omitting question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.

iv) Examiner / Referee showing negligence in detecting malpractice used by student/s.

v) Supervisor/Conductor showing negligence/ apathy in carrying out duties or aiding / abetting / allowing / instigating students to use malpractice/s.

vi) Or any other similar act/s and or omission/s which may be considered as malpractices of lapses by the competent authority.

c) “Malpractice or lapse relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s omitting to do what he/she is bound to do as duties.

3) Investigating Committee

The Committee appointed by the Director under the provisions of Section (A)5, to investigate unfair means resorted to by student/s at the examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of the examinations.

4) Procedure for Investigation

(a) The cases of alleged used or unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct examinations, reported to any functionary or officer of the Institute shall be forwarded to the Registrar, who will scrutinize the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the Unfair Means Inquiry Committee for further investigation.

(b) The Registrar or the officer authorized by him/her in this behalf, shall inform the implicated person in writing of the act of malpractices used and or lapses committed by him/her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
(c) The person concerned be asked to appear before the Inquiry Committee on day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge leveled against him/her therein. The person concerned himself/herself only shall present his/her case before the Committee.

(d) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in presence of the delinquent.

(e) Reasonable opportunity, including oral hearing, shall be given to the person concerned in his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.

(f) The Committee should follow the above procedure in the spirit of principle of natural justice.

(g) If the person concerned fails to appear before the Committee on the day, time and place fixed for the meeting he/she be given one more opportunity to appear before the committee in his/her defence. Even after offering two chances, if the concerned person fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absentia on the basis of whatever evidences/documents which are available before it and same shall be binding on the concerned implicated person.

(h) The Committee shall submit its report to the Director along with its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

(5) Punishment

(a) The Director, after taking into consideration the report of the Committee, shall pass such orders as he/she deems fit, including granting the implicated person a benefit of doubt, issuing warning or exonerating him/her from the charge/s, and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:

(i) Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specified period.

(ii) Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Director may impose on such a person additional punishment / penalty as it may deem fit.
(iii) Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.

(iv) The Registrar shall inform the person concerned of the decision taken in his/her case and the punishment imposed on him/her.

(v) The Director shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/petitioner, if applied for in writing.

(vi) The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.

(vii) As far as possible the quantum of punishment should be prescribed category-wise as given in (b) below :-

(b) Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Examinations.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Nature of Malpractices / Lapses</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Paper – setter found responsible for leakage of a question set in the examinations whether intentionally or due to the negligence before the time of examination.</td>
<td>Disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable.</td>
</tr>
<tr>
<td>(2)</td>
<td>Leakage of question / question paper set in the examination before the time of examination at the Institute by any person/s connected with the conduct of the examination.</td>
<td>Disciplinary action against the guilty/ responsible person/s as per the prevailing rules / standard code.</td>
</tr>
<tr>
<td>(3)</td>
<td>Favoring a student (examinee) by examiner, moderator, and referee in assessment of answer books / dissertation / Project Report / Thesis by assigning the student marks to which the student is not entitled, at the examination.</td>
<td>Disqualification from any examination work + disciplinary action by the concerned authorities.</td>
</tr>
<tr>
<td>(4)</td>
<td>Examiner / Moderator / Referee intentionally / negligently not assigning the</td>
<td>Disqualification from any examination work + disciplinary action by the concerned</td>
</tr>
<tr>
<td></td>
<td>student marks to the question set in the examination before the time of examination</td>
<td></td>
</tr>
</tbody>
</table>


<p>| (5) | Paper-setter omitting question/ repeating same question/s in the same paper or successive examinations/s, /asking faulty or misleading question/s or any other lapse which will put students to inconvenience at the time of finalization of question paper set | Disqualification from any examination work for a period of three years. |
| (6) | Paper-setter setting questions outside the scope of the syllabus. | Disqualification from any examination work for period of three years. |
| (7) | While assessing answer book examiner showing negligence in detecting malpractices used by the student/s. | As decided by the authorities of the Institute. |
| (8) | Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student) | As decided by the authorities of the Institute. |
| (9) | Supervisor / Conductor showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before the prescribed time) | As decided by the authorities of the Institute |
| (10) | Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision | Disqualification from any examination work up to a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is an Institute |</p>
<table>
<thead>
<tr>
<th>duty</th>
<th>employee/student</th>
</tr>
</thead>
<tbody>
<tr>
<td>(11) Supervisor helping student (examinee) in mass-copying while on examination duty</td>
<td>Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is an Institute employee/student.</td>
</tr>
</tbody>
</table>

(12) The competent authority, in addition to the above mentioned punishment, may impose a fine on the concerned person if declared guilty.

(13) The competent authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act. No. XXXI of 1982 (Annexure-D).

**C) Miscellaneous**

(1) **Malpractices at Practical Tests:** Any act of malpractice, such as copying the results, bringing samples from outside, stealing the samples of other candidate, manipulations, etc. possible at Practical examinations shall be handled by the respective examiners only and such cases shall be recorded separately and reported to the COE.

(2) No action shall be taken against cases of malpractices done during the examination and reported after the examination or cases of copying reported after the declaration of the result of the examination.

(3) In the case of copying by a large proportion of the students in a block or a class, i.e. more than 50% of the candidates appearing in the block or from a class, the UMIC may recommend re-examination in the subject concerned.

(4) The candidate affected by the action taken by the malpractices committee shall be free to approach the Appellate Committee, provided an appeal is made within eight days of the reporting of the decision of the Director to the candidate. In such a case the candidate should apply for the same to the Registrar and request to withhold the action.
Annexure-A

INSTITUTE OF CHEMICAL TECHNOLOGY (AUTONOMOUS)
University of Mumbai
N.M. Parekh Road, Matunga, Mumbai – 400 019

Statement of the candidate who is alleged to have used Unfair Means at the Institute Examination

Name in Full: __________________________________________________

Address: __________________________________________________

_________________________________________________________________

_________________________________________________________________

Examination: __________________________________________

Paper No. & Subject: __________________________________________

Seat No.: __________________________________________

To

The Controller of Examinations
Institute of Chemical Technology

Sir

I appeared at the above referred examination held on ______________________ in hall No. ____________________. I give below my statement as follows:-

Place:
Date: Time Signature of the Candidate
Annexure-B

INSTITUTE OF CHEMICAL TECHNOLOGY (AUTONOMOUS)
University of Mumbai
N.M. Parekh Road, Matunga, Mumbai – 400 019

FORM OF UNDERTAKING

Full Name of the Candidate: ______________________________________

Permanent / Local Address: ______________________________________

_________________________________________________________________

To
The Controller of Examinations,
Institute of Chemical Technology

Sir
I, the undersigned, a candidate appearing for _________________________
Examination in the subject of _________________________ on
________________ do hereby state, on solemn affirmation as under:

I understand that I am involved in respect of an alleged use of Unfair Means in
the Examination Hall and therefore, a case against me is being reported to the
Institute.

That in spite of the registration of a case of Unfair Means against me, I request
the authorities of the Institute to allow me to appear in the present paper and the
papers to be set subsequently and/or at the Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the
examination will be provisional and subject to the decision of the authorities of the
Institute in the matter of disposal of the case of alleged use of Unfair Means
referred to above.

I also hereby agree that in the event of myself being found guilty at the time of
investigation of the said case, my performance at the examination to which I have
been permitted to appear provisionally, consequent upon my special request, is
liable to be treated as null and void.

In witness whereof I set my hand to this undertaking

_________________________________________________________________

Signature of the Candidate

Before me: __________________________________________

Date: __________________

Conductor of the Examination

Date: __________________
Annexure-C

INSTITUTE OF CHEMICAL TECHNOLOGY (AUTONOMOUS)
University of Mumbai
N.M. Parekh Road, Matunga, Mumbai – 400 019

Report of the Supervisor/Conductor

Block No. :
Examination :
Subject :
Date :

To
The controller of Examinations,
Institute of Chemical Technology

Sir

I, the undersigned, Supervisor appointed on the above-mentioned Block at the examination, am hereby submitting a report against Candidate No. ______ Shri. / Kum. ______________________ at the examination, as follows:-

Day and Date of the event:

Time of the paper:          Time of the event:

Description:

Yours faithfully,

(Supervisor)

Date:
Time:
Name & Address of the Junior Supervisor

__________________________________
__________________________________
__________________________________

On the basis of the report made by the Supervisor, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No. ____________ and therefore the case is being forwarded to the Controller of Examination for investigation.
Remarks any:

Signature of Conductor

Name :

Date :

Enclosures:

(N.B.: Enclose a copy of the relevant question paper)
Annexure-D

INSTITUTE OF CHEMICAL TECHNOLOGY (AUTONOMOUS)
University of Mumbai
N.M. Parekh Road, Matunga, Mumbai – 400 019

PROFORMA FOR LODGING A POLICE COMPLAINT

The Inspector/Sub-Inspector,
Matunga Police Station,
Matunga, Mumbai – 400 019

Sub: - Complaint against the student for the alleged use of Unfair Means at the __________________________ examination held in the __________________________.

Sir,

I have been authorized by the Director of the Institute to take action under the provisions of Maharashtra Act. XXXI of 1982, an Act to provide for preventing malpractices at University, Board and other specified examination.

1. Name of the Student :

2. Examination Seat No. :

3. Name of the Subject, :

4. Date and Time :

5. Name of the supervisor : Who detected the case

6. Nature of the offence :

7. Material found with the Candidate :

8. Other Information if any in Connection with the case :

According to Section ‘7’ of the Maharashtra Act XXXI of 1982 –An Act to provide for preventing malpractices at University / Board and other specified examinations, Shri / Kum. __________________________ has committed the offence at the __________________________ examination and therefore I lodge a complaint against him/her with the Matunga Police Station

Yours faithfully,
**PROFORMA ‘B’**

Proforma for submission of the Information regarding prosecution of Candidates appeared at the Institute Examinations

<table>
<thead>
<tr>
<th>Centre No.</th>
<th>Examination</th>
<th>Name and Seat No. of the Candidate prosecuted</th>
<th>Date of Prosecution</th>
<th>Report of which the candidate was found malpractising</th>
<th>Name of the Person who detected the malpractice</th>
<th>Signature of the Jr. Supervisor</th>
<th>Signature of the Conductor</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>9</td>
<td>10</td>
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</tbody>
</table>

Approved by the Senate on 10th May 2007

**R.17 Readmission and Re-examination**

(1) Once a student is admitted to the first year of any course, the admissions to the subsequent years is secured, however, the continuation in the course needs fresh application for the admission by paying the requisite fees at the beginning of each year and such admission shall be taken within 15 days from the commencement of the academic year.

(2) A student who has been permitted to avail the provision of ATKT shall be permitted to take admission for the following year by taking admission as given in (1) above.
(3) A student who has failed in one or both the semester examination/s of any year of a course shall not be allowed to take admission to the subsequent year, till he/she passes the semester examination/s clearly or avails the provisions of ATKT.

(4) A student who has failed in one or both semester examination/s of any year of a course, but has kept terms in both the semesters by paying the requisite fees and registering the required attendance, shall be permitted to appear at the entire or part examination/s of the year, as the student desires, by paying the requisite examination fees, along with the respective examinations.

(5) A student at his discretion may be allowed to take the entire examination as repeat examination or subsequent regular examination, by paying the requisite fees, if he/she feels that his/her score in the regular examination is below his/her expectation, provided the new score supersedes the old score and the student will not be treated as a repeater.

(6) No student who has kept one or both semester/s of any year by paying the requisite fees and registering the required attendance shall be permitted to take the admission for the same semester/s as a fresh student, under any condition.

(7) A student who has kept one of the two semesters of a year of a course, but has failed to keep the other semester, shall be permitted to take admission as a fresh student for the other semester by paying the fees for one semester.

(8) A student who has failed in one or more subjects at the regular and/or repeat semester examination/s of a particular academic year will be allowed to appear at the respective periodic test/s in the subsequent year on payment of the required fees, provided the student is appearing at the corresponding semester examination/s in that subsequent year, provided further that the marks obtained in the subsequent periodic test/s will supersede those obtained in the previous test/s

(9) A student who has failed to clear a class work at any year shall not be permitted to take admission for the subsequent year.

(10) A candidate who has kept both the semesters of the first year, but fails to pass the first year, will be permitted to appear at the respective examinations by paying the requisite examination fees, and as permitted by the respective regulation, if he/she wishes so.

(11) A candidate who has taken admission for the first year but due to genuine reason could not keep the first semester, may be granted a repeat admission for the first year within two years of the respective regular examination, if he/she wishes, by paying the entire fees of the first years.
(12) A candidate who has kept semester I in the first year, while on genuine reason could not keep the second semester in the first year, may be admitted as a repeater candidate for the second semester by paying the fees for the second semester.

(13) Only the Director shall have the power to grant the above condonations (11) and (12)

Approved by the Senate on 10th May 2007

**R.18 Provisions at the time of Revision of Syllabus**

(1) Any revision of any syllabus should be brought in force in a gradual manner from the first year of the respective course.

(2) Three successive chances, in the form of contiguous regular and repeat examinations, shall be given, after the respective last regular examination based on the old course, to the students belonging to the old course. If a student fails to clear a subject even after these chances, he/she shall have to take admission as a fresh student for the respective year in the revised course.

(3) A student who has failed to clear any class work/term work, for which there is no formal examination, in the old course, but is eligible for ATKT, when other subjects are considered, should be given one chance to clear the respective class work in the following year only, after paying the required fee for the subject of the class work. Provided that if the student fails to clear the class work in this year, he/she shall have to take admission as a fresh student for the respective year in the revised course.

(4) After conducting three contiguous examinations after the regular examination of the final year, the old course shall be declared as abandoned and no examination for any semester shall be conducted thereafter.

Approved by the Senate on 10th May 2007
R.19 Constitution and Powers and Duties of Research Committees

The Institute should have Research committees on the line of Research & Recognition Committees (RRC) at the University, to handle the matters related to Research degrees. Individual subjects or clusters of subjects in the Institute will have respective Research Committees (RC). The RCs will regulate research activities in the respective Departments.

Constitution of a Research Committee:

(a) Head or Heads of the respective department/s – One of the HOD will be nominated by the Director as the Chairperson.
(b) One or Two Senior Faculty Members of each of the constituent Department - In case of one member, the member will be nominated by the Director, if two one by the Director and the other by the Departmental committee.
(c) One or two Senior Faculty Members other than the department concerned, nominated by the director.
(d) One or two outside experts for each Department involved – recommended by the Research Committee constituted as above and approved by the Director.
(e) Additional Members, if needed, recommended by the RC and appointed by the Director.

The Institute shall have Research Committees for the following subjects/groups of subjects.

1. Chemical Engineering and Mathematics  
2. Fibres and Textile Processing Technology  
3. Dyestuff Technology  
4. Pharmacy, and Pharmaceutical Chemistry and Technology  
5. Food Engineering and Technology  
7. Chemistry  
8. Physics

There will be faculty members from the Departments of Chemical Engineering, Pharmaceutical Sciences and Technology, and Dyestuff Technology on the Research Committee for Chemistry.

Functioning and Powers and Duties of the Research Committee:

(a) A meeting of the committee will be convened by the Chairperson.
(b) The committee will meet at least two times in a year.
(c) One of the members, nominated by the Chairperson, shall be a member secretary and will record the minutes of the meetings.
(d) The quorum for the meeting shall be the Chairman, one expert and one other member.
(e) In case of any dispute, the matter will be referred to the Director. The Director may refer the matter to any authority or functionary, if required, and the decision of the Director shall be final.

(f) The recommendations and resolutions of RC shall be forwarded to the PGPC for perusal and making appropriate recommendations to the Director.

(g) Research Committee shall have the following powers and duties:
   (i) to recommend the names of teachers and scientists for recognition as research guides for the subjects under the purview of the committee, as per the relevant Regulations.
   (ii) to approve the topics of research degrees.
   (iii) to recommend the names of referees for research degrees, as per the relevant regulation. (PGPC has a power to amend the recommendations and forward them to the Director).
   (iv) to recommend any course work for research degrees.
   (v) to monitor the progress of research students.
   (vi) to recommend continuation, enhancement, termination of fellowships, scholarships, stipend, etc of the research students.
   (vii) to recommend transfer/termination of registration of research students.
   (viii) any other relevant matter.

Approved in the Senate in its Meeting held on March 3/4, 2008 Item No.6

R.20 Recognition of Guides for Master's and Ph.D. Degrees

(1) The existing recognitions granted by the University of Mumbai to the faculty members at the UICT for guiding research students at Master's and Doctoral degrees at the UICT shall continue.

(2) Recognition shall be granted speciality-wise/subject-wise for specific area of specialization.

(3) A Teacher recognized for a Ph.D. degree in a particular subject shall be automatically considered as a teacher recognized for the Master's degree by research in the same subject.

(4) Every recognized teacher must be attached to a Department of the Institute. The recognition of a teacher, whose Institutional attachment ceases on account of retirement on superannuation or voluntary retirement or resignation or any other reason, shall cease automatically, unless renewed before the actual cessation of the attachment.

(5) A Reader or Professor having Ph.D. degree and appointed in the UICT on a permanent regular basis, including those promoted to these posts under the Career Advancement Scheme, shall be deemed to have been recognized as
teachers of the Institute for guiding research for Master’s and Ph.D. degrees in their respective subject.

(6) A Reader without Ph.D. degree and appointed in the UICT on a permanent regular basis, including those promoted to the Reader post under CAS, shall be deemed to have been recognized as teachers of the Institute for guiding research for Master’s degree in the respective subject; provided he/she is not pursuing Ph.D.; till such time his/her recognition shall stand suspended.

(7) When a faculty member desires to acquire a recognition for guiding Ph.D. work in a subject other than the subject for which he/she has been appointed, the following procedure shall be applied.

(i) An application in the prescribed form should be made to the respective Research Committee through the Head of the Department in which he/she is working.
(ii) The recognition may be granted provided the person has a Ph.D. degree in the subject and has done considerable research work of recognized merit in the new area, indicated by quality publications (at least three) which he has published with he/she as the principal author, after acquiring Ph.D. in peer reviewed journal with good impact factor.

(8) A Lecturer appointed in the UICT on a permanent regular basis with Ph.D. degree may be recognized for guiding research for Ph.D. degree in the respective subject, provided the person has a Ph.D. degree and has done research in the new area, indicated by quality publications (at least three) which he has published with he/she as the principal author, after acquiring Ph.D. in peer reviewed journal with good impact factor.

(9) A Lecturer appointed in the UICT on a permanent regular basis with Ph.D. degree shall be deemed to have been recognized for guiding research for Master’s degree in the respective subject.

(10) A Lecturer appointed in the UICT on a permanent regular basis with Master’s qualification shall be deemed to have been recognized for guiding research for Master’s degree in the respective subject; provided he/she himself/herself is not registered for M.Phil. or Ph.D. degree in the same subject, under such a condition the recognition/s of the person shall be deemed to have been suspended till he/she completes the degree for which he/she is admitted.

(11) A Lecturer appointed in the UICT on a permanent regular basis with Bachelor’s qualification is not recognized for guiding Master’s or Doctoral degrees.

(12) A person working outside the Institute shall not be recognized for guiding research at the Institute; however, such a person may be recognized as a co-guide as per the respective Ordinance.
(13) Adjunct teachers, Honorary Professors, Scientists, etc. appointed by the Institute shall be deemed to have been recognized as co-guides for guiding research for Master’s and Doctoral degrees in the respective subjects. If such a teacher is desirous of acquiring recognition for guiding research for Ph.D. degree shall have to make an application in writing in the prescribed form and shall be submitted through the Head of the Department in which the teacher is working; provided the appointment is a tenure appointment. The application will be considered by the respective Research Committee on the basis of its merit and norms applied to the faculty members of the Institute.

(14) It shall be competent to the Senate to withdraw at any time the recognition on account of persistence irregularity in the academic duties without any valid reason/s, which in the opinion of the Senate invite disciplinary action. (O.3608)

(15) In special cases, the Senate shall have power, on recommendation of a Research Committee to grant recognition to an eminent person for guiding research for Ph.D. degree, provided any of the Heads of Department makes a written request in his favour with justification and consent from the respective Departmental Committee, and agrees to provide all the necessary facilities to him/her.

(16) The UICT faculty shall be permitted to guide students working in recognized centres.

Approved in the Senate in its Meeting held on 5th August, 2008 Item No.6(d)

R.21 Admission to Foreign Students for Research Projects

(1) No foreign student shall be admitted for any undergraduate course or part of the course or any curricular assignment.

(2) Foreign students may be admitted for a part of the project only if the respective foreign university has signed an MOA with the UICT indicating a provision for such exchange of students on reciprocal basis.

(3) No Foreign student shall be allowed to work in the Institute for a periods of more than 12 months from the date of joining the Institute.

(4) Foreign students who are eligible under (2) above shall be admitted to the UICT as Occasional Research Students, under the following conditions:

(a) A candidate desirous of availing a facility of working in the Institute for a short period, he/she has to be a regular student of a foreign recognized University with which the Institute has signed an MOA, as mentioned in (2) above.

(b) The candidate shall apply to the Institute through a recognized guide of the Institute for such a facility.

(c) If the guide receiving such an application agrees to accept the student, the application should be submitted to the Head of the Department concerned.
(d) The application of the candidate shall be processed by the respective Departmental committee, and with suitable recommendations will be forwarded to the Director for approval.

(e) The application shall be forwarded to the Director, with details such as – specific provision in the MOA, nature of work to be carried out, time, expenditure involved, source of expenditure, insurance, etc.

(f) The candidate may be exempted from paying the fees of the Institute if the tenure is less than 1 calendar month. If it exceeds one calendar month he/she shall have to pay a fee of one semester applicable to PG students of the respective stream, and if it exceeds more than 6 calendar months he/she shall have to pay a fee of one academic year applicable to the PG students of the respective stream.

(g) The Institute shall not be committed to provide anything beyond the provisions mentioned in the MOA, if signed officially with the Institute, and it shall be the responsibility of the caretaker guide to look after specific requirements from time to time, if needed.

(5) The candidates admitted under these provisions are abide by all the rules of the Institute.

Approved in the Senate in its Meeting held on March 3/4 , 2008 Item No.11

R.22 Occasional Research Students (ORS) in the Institute

The system of occasional research students was in practice in the Institute some time back, but has been discontinued since then. Issues related to this have been brought to the notice from time to time. It is generally agreed by the faculty members to have this system in place again.

(1) Occasional Research Student (ORS) is a person conducting research under the guidance of a regular faculty member of the Institute on a short or long term project which is approved by the Institute or the Departmental committee and with full knowledge and permission of the Head of the Department, but has not been admitted as a student of the Institute following the Institute’s procedure.

(2) The ORS shall register at the Institute as ORS before commencing any work in the Institute, by submitting the application form and paying the requisite fee.

(3) The ORS will be issued an Identity Card and will be eligible to use the facilities of the Institute, as per the rules made in that respect.

(4) The ORS will be abide by all the Rules and Regulations of the Institute. As applicable to the regular students.

Approved in the Senate in its Meeting held on March 3/4 , 2008 Item No.16.1
RULES
RULES

Disposal of Non-dead Stock Items

There are many non-Dead Stock items, in the form of scrap, getting accumulated in the Institute, and such items require speedy disposal from time to time. As per the provision of subsection 20.2(s)(xvi) of the proposed statutes the Director has a power to dispose off as scrap equipment, machinery, furniture, and such other materials that have outlived their utility as per the Ordinance. To dispose off such items, an Ordinance is required. The present Ordinance has been prepared under the powers vested in the Board as per subsections 31.2(a) (c) and 15.3(h) of the proposed Statutes.

(a) For petty articles like glassware, plasticware, wood pieces, metalware, etc, and raddi, which are of non-deadstock nature and are not of any further use, and are accumulated periodically, the Institute shall have rate contracts with local parties. Every year such contracts should be made by the Stores and all the Heads shall be informed accordingly.

(b) For the articles as described in (1) above, if the sale value does not exceed Rs.1,000.00 per lot (as adjudged by the Head concerned), the individual Head of the Department/Section may arrange to sell these items as per the rate contracts and deposit the cash in the Accounts Section and obtain a cash memo.

(c) For the articles, sale value of which exceeds Rs.1,000.00 per lot, but less than Rs. 10,000.00 per lot, the following procedure shall be followed:
   (i) The Head of Department/Section shall give the details of such items to the Registrar.
   (ii) The registrar shall request the Stores superintendent to invite official quotations from scrap or other appropriate dealers.
   (iii) A synopsis with recommendation for the sale of scrap to the higher bidder shall be prepared by the Stores and submitted to the Director for approval.
   (iv) On obtaining the approval of the Director, necessary note may be sent, along with the relevant papers, to the Accounts Section for preparing a cash memo in favour of the purchaser for selling the goods.
   (v) After preparing cash memo and recording the cash memo number and date on the papers, the Accounts Section shall return all the papers to stores for filing.

(d) For the articles, sale value of which exceeds Rs. 10,000.00 per lot, the following procedure shall be followed.
   (e) The Head concerned shall send the details to the Registrar.
   (f) The Registrar shall set up a committee consisting of himself as the Chairman, storekeeper, A.R. (F & A), A.R. (Adm) and the Head concerned to prepare an estimate of the sale value.
   (g) The stores shall then invite tenders from scrap dealers and follow the procedure given in (3) above.
Periodical physical verification of dead stock articles like plant and machinery, furnitures and fixtures, equipment, apparatus, etc. and library books; and consumable stores

The Institute has many equipment and machinery items, which are entered in the respective dead stocks. It also has items of consumable stores. Similarly the books in the Library, which are accessioned, are the assets of the Institute. All these items need periodic physical verification by authorized persons. The present rule is framed to give guidelines for the physical verification of dead stock articles like plant and machinery, furniture and fixtures, equipment, apparatus, etc. and library books; and consumable stores.

(a) Plant & Machinery, furniture & fixtures, equipment, apparatus, books, etc. which are termed as ‘Fixed Assets’ of dead stock nature are required to be physically verified once a year, preferably during May-June every year.

(b) Consumable stores, which include chemicals, labwares, glassware, etc, and which are normally termed as `Current Assets` are required to be physically verified at least twice a year, that is six monthly, during the Diwali Break and the Summer Vacation.

(c) Each item under ‘Fixed Assets’ shall be marked indicating the Department/Section, Departmental/Sectional Identification Number, Year of Purchase, and Source of Funding, immediately after receiving the same.

(d) As far as possible, the consumable items should be marked indicating the Department/section and Date of Purchase.

(e) The following arrangements are required to be made by each Head of Department/Section/Laboratory/ Unit and reports of physical verification are required to be furnished to the Registrar.
   (i) Inventories of all the Fixed Assets be made in the Departmental/Sectional Dead Stock Register in the usual form.
   (ii) The details of the Fixed Assets shall be recorded in the annexed – Appendix ‘A’ format, and the fixed assets shall be physically verified as on 31 March every year.
   (iii) Regarding the items covered under Current Assets, they are required to be verified with reference to their relative position as appearing in the Stock Registers or Ledgers maintained by the concerned Departments/Sections. Proper care should be taken to indicate the relative position of stocks and stores as on 31st March in that format.
   (iv) These Fixed and Current Assets might have been acquired from various sources like University Grants, Institutional Grants, Government Grants (State/Central Govt. Grants, UGC Grants, AICTE grants, DST Grants, etc), Endowment Fund, Depreciation Fund and any other source. The information in the above formats shall be furnished as per the above source separately so that overall picture of stock of the concerned Departments/Sections would emerge.
(v) Any Dead Stock item disposed off by following the prescribed procedure shall be indicated in the Dead Stock Register, by remark 'Disposed', with date of disposal and signature of the Head.

(f) All discrepancies noticed during the physical verification should be mentioned separately giving the reasons for such discrepancies.

(g) Shortages, damages and unserviceable stores should be reported immediately to the Registrar, to complete the procedure of writing off the losses before they are struck off from the stock register.

(h) Issue of stores on loan basis to other Departments/Sections should not be struck off from the stock register. The location of such stores should be mentioned against each item in the 'remarks' column of the stock register in red ink.

(i) Stores borrowed from other Departments/Sections on loan basis should be shown separately in the stock register by opening a separate entry. Such stores should not be mixed up with the Departmental/Sectional stores.

(j) Balances of stores held in excess of the requirements of a reasonable period and in excess of any prescribed maximum level, should be shown separately.

(k) Current Assets remaining in store for over a year shall be considered surplus and should be adjusted against the future demands.
Form “A”

Information of Fixed Assets of Dead Stock nature belonging to the Department/Section/Laboratory/Unit in the Institute

Name of the Department/Section:-------------------------------------------------------------

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the section and subsection</th>
<th>Nature of Item</th>
<th>Place of Stores</th>
<th>Name of the person in the immediate charge</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Signature of the Head of Department/Section
Information of the Current Assets of Consumable nature

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of articles</th>
<th>Balance as per Stock Register</th>
<th>Balance as per physical verification</th>
<th>Shortage or excess and its value</th>
<th>No. of articles found obsolete or unserviceable</th>
<th>Reconciliation between column 3&amp;4 with reason</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

Signature of the
Head of Department/Section

Hiring of services

(1) Services for the Institute may be hired for library, research projects, clerical work, data entry, maintenance, security, cleaning, gardening, sundry work, etc.

(2) Research fellow:
(a) To appoint a research fellow on a sponsored research project, the conditions stipulated by the funding agency shall be followed.
(b) The post is suitable advertised by the A.R.(Adm.)
(c) A suitable committee shall be formed to select the research fellow with Dean (RCRM) as the chairperson, and the Principal Investigator, One Senior professor (nominated by the Director) and other members as per the guidelines of the funding agency; in the absence of any guideline, at least one Subject expert shall be nominated by the Director.
(d) Any such appointment shall be purely on a temporary basis, co-terminating with the respective project and the appointee shall not have any claim on any permanent or temporary position in the Institute. The appointment letter issued shall explicitly state these conditions.
(e) Any person appointed on a sponsored project shall not become automatically eligible for admission to any master's or doctoral degree programme. He/she has to clear the Institutional requirements for the admission separately. This will be indicated in the appointment letter.

(f) The fellow shall sign a separate contract in which the terms and conditions of the appointment are stated.

(g) The Registrar shall be the appointing authority for these posts.

(h) The fellow shall not be allowed to draw salary, honoraria, fee on a regular basis from any other source during the tenure of his/her work.

(3) **Clerical Staff, Data entry operator, Technical staff in the Library:** For appointment of persons as Clerical Staff, Data entry operator, or Technical staff in the Library the following procedure shall be followed.

(a) The Head of the Department/Section shall make a formal request to the Registrar for the appointment of the staff.

(b) After obtaining the approval of the Registrar, the Head shall collect at least two applications, with all relevant details such as qualification, experience, etc. for each position. If required a suitable advertisement may also be given.

(c) A committee consisting of Registrar as the Chairperson and the Head of the Department/Section, A.R. (Adm/Acad/F&A) and one faculty member nominated by the Director shall interview the candidates and select a suitable candidate for appointment.

(d) The Registrar shall be the appointing authority for these posts.

(e) No appointment under this category shall be made for a period of more than six months, and the same person shall not be given any extension/further appointment after six months. If the same person is to be appointed he/she may be considered only with a clear gap of six months.

(f) Remuneration shall be as per the rules.

(4) **Cleaning staff, hamal, peon, gardener:** For the appointment of persons as Cleaning staff, hamal, peon, gardener the following procedure shall be followed.

(a) The Assistant Registrar (Adm) shall make a formal request to the Registrar for the appointment of the staff.

(b) After obtaining the approval of the Registrar, the Head shall collect at least two applications, with all relevant details such as qualification, experience, etc. for each position. If required a suitable advertisement may also be given.

(c) A committee consisting of Registrar as the Chairperson and the A.R. (Adm) and faculty member (in-charge of the activity and nominated by the Director) shall interview the candidates and select a suitable candidate for appointment.

(d) The Registrar shall be the appointing authority for these posts.

(e) No appointment under this category shall be made for a period of more than six months, and the same person shall not be given any extension/further appointment after six months. If the same person is to be appointed he/she may be considered only with a clear gap of six months.
The remuneration shall be as per the rules.

**Preparation of Budget**

(1) The Assistant Registrar (Finance & Accounts) should initiate the process of preparation of the Budget of the Institute by November 15.

(2) The A.R. should invite suitable budgetary requirements from the Deans, Head of the Library & Information Services, and the Head Warden, by December 15.

(3) The A.R. should compile the information collected and prepare a Draft Budget.

(4) The Draft Budget will be scrutinized by a Budget Committee, comprising of the following members.
   (a) Director – Chairperson
   (b) Registrar
   (c) Head Warden
   (d) A.R. (F&A)

(5) The preparation of the Budget should be completed by January 10 for presentation to the Finance Committee.

(6) The meeting of the Finance Committee will be held in the third week of January for the discussion of the Budget.

(7) All the changes suggested in the Budget will be incorporated after consulting the appropriate Authorities and Functionaries.

**INSTRUCTIONS TO CANDIDATES APPEARING AT THE INSTITUTE’S EXAMINATION**

(1) Candidates should check carefully their seats numbers and occupy the respective seats.

(2) Candidates who are not in their seats by the time notified will not be permitted to appear for the examination; provided the supervisor at his/her discretion may admit those who come late and give satisfactory explanation of the late coming; provided further that no candidate shall be allowed to take an examination if he/she does not turn up within 30 min from the commencement of the examination.

(3) The following things are strictly forbidden in the examination hall -
   (i) carrying of books, notes, scribbling pad/papers, pager, mobile phone, or any other device which could be a means of copying to the seat.
   (ii) speaking or communicating in any manner to any other candidate, while examination is in progress.
   (iii) smuggling in or out any answer book, written or blank.
   (iv) exchange of writing materials, such as stencils, mathematical instruments, etc.
   (v) eating, drinking and smoking.
(4) Candidates should check the number of pages in each answer book, whether they are in order and all pages are properly numbered.

(5) No sheet shall be torn from any answer book provided nor shall additional papers be attached to it.

(6) Candidates should ensure that all the answer books, including supplementary, supplied to them bear the signature of the supervisor, seal of the Institute and date of the examination. No answer book, main or supplementary, shall be valid in the absence of these and such an answer book shall not be assessed by the examiner.

(7) Candidates should write their seat numbers in the space provided on the answer books. A candidate who is found to have written a wrong seat number will be charged a fine of Rs. 500 for every entry and his/her result will be withheld till the fine is fully paid.

(8) Every candidate has to record his/her attendance properly.

(9) A new question should be answered on a new page, with question number and sub-question numbers in the margin.

(10) No part of an answer should be written in the margin.

(11) The answers should be written legibly in blue or black ink only. No part of the answer written in pencil or in red ink, except for illustrations and figures, will be assessed. Further, no marks may be assigned to answers which cannot be assessed by the examiner due to illegible handwriting.

(12) Both the sides of a leaf in an answer book should be used for writing. Rough work should be done on the left side and in pencil only. Care should be taken not to waste pages.

(13) Whenever a question paper has more than one Section, each Section shall be answered in a separate answer book. The examiners are not bound to examine the answers written in wrong answer books.

(14) All answer books relating to the same section/paper should be tied together and the total number of answer books tied should be recorded on the front page of the main answer book.

(15) All answer books supplied to a candidate must be returned, whether blank or written, at the end of the examination.

(16) The candidates may be allowed to enter the examination hall up to 30 min from the time of commencement of the examination at the discretion of the supervisor concerned, provided that after 30 min no student shall be allowed to enter the hall.
(17) No candidate shall be permitted to leave the examination hall within 30 minutes from the commencement of the examination.

(18) Candidates are generally not allowed to leave the examination hall till the end of the examination or when they complete the paper and submit the same; provided the supervisor may at his/her discretion allow a candidate to leave the examination hall and come back in a short time for a genuine reason; provided further that it will be the responsibility of the supervisor to ensure that such a candidate does nor indulge in any malpractice; provided further that the no candidate shall be permitted to leave the hall within the first 30 min of the examination.

(19) A warning bell will be given ten minutes before the end of the examination. Candidates will not be allowed to leave the hall during the last ten minutes. At the final bell, they must stop writing and be ready to hand over their answer books to the supervisor. They should not leave their seats until answer books from all candidates are collected and the supervisor permits them to leave the hall.

(20) Any method to reveal the identity of the candidate, such as writing name or putting signature anywhere in the answer book, or attempting to bribe the examiner in any form will result in serious action as per the respective Regulation. Use of religious invocation or any writing that is not relevant to the answers anywhere will be treated as an attempt to reveal identity.

(21) No symbol like encircling a question or using colour arrow for P.T.O. etc shall be used as these will be considered as attempts to reveal identity.

(22) Candidates shall not write anything on the question paper, as it amounts to copying.

(23) If any authority finds, before sending the answer books to an examiner, that any candidate has attempted to reveal his/her identity by any means, the answer book may not be sent to the examiner for evaluation and the case will be forwarded to the appropriate authority for taking appropriate action.

(24) Candidates should not leave their seats on any account, if they want something they should approach the supervisor only.

(25) Candidates suspected to be guilty of any of the aforesaid acts will be allowed to write their papers only after obtaining an undertaking from them that the decision of the Institute in respect of the reported act of unfair means shall be binding on them.

(26) A candidate who disobeys any instructions issued by the supervisor or who is found guilty of rude or disobedient behaviour is liable for disciplinary action to be taken by the appropriate authority of the Institute.

(27) Candidates are requested to go through the provisions of the Maharashtra Act No. XXXI of 1982, i.e., an act to provide for preventing malpractices at
University, Board and other specified examinations, dated 14\textsuperscript{th} October 1982. Every offence under this Act is a cognizable and non-bailable offence.

Approved by the Director 10\textsuperscript{th} May 2007

**INSTRUCTIONS TO SUPERVISORS**

(28) Supervisor should always carry his/her identity card and the appointment letter.

(29) Supervisor should report to the examination section/office at least 30 min before the commencement of the respective examination and should reach the examination hall allotted to him/her at least 15 min before the commencement of the examination.

(30) The conductor shall distribute the answer books to the supervisors. He/she shall also hand over the appropriately filled reports to the supervisors.

(31) The required number of question papers, in sealed envelopes, shall be delivered to the supervisor by the conductor at least 10 minutes before the commencement of the respective examination.

(32) Supervisor shall sign each and every answer book/supplement to be handed over to the candidates.

(33) A supervisor shall distribute the answer books to the students 10 minutes before the commencement of the examination.

(34) Supervisor shall check the identity cards/admit cards of the candidates and take attendance of the candidates present in the hall.

(35) Supervisor must be present in the allotted hall throughout the duration of the examination and shall ensure the observance of code of conduct during the stipulated time and shall ensure that no malpractices take place.

(36) At the conclusion of the examination, supervisor shall collect all the answer books and arrange them serially. The number of answer books will be counted and a report will be prepared in the prescribed format. They will deliver the answer books to the conductor, who will verify the reports of the junior supervisors.

(37) Supervisor should check carefully the seat numbers of the candidates entered on the answer book and record the attendance of the candidates.

(38) Candidates who are not in their seats by the time notified will not be permitted to appear for the examination; provided the supervisor at his/her discretion may admit those who come late and give satisfactory explanation of the late coming; provided further that no candidate shall be allowed to take an examination if he/she does not turn up within 30 min from the commencement of the examination.
(39) All the answer books, including supplementary, sheets/papers, shall bear the signature of the supervisor, seal of the Institute and date of the examination. No answer book, main or supplementary, shall be valid in the absence of these and such an answer book shall not be assessed by the examiner. Further, no sheet shall be torn from any answer book provided nor shall additional papers be attached to it.

(40) Whenever a question paper has more than one Section, each Section shall be answered in a separate answer book. All answer books relating to the same section/paper should be tied together and the total number of answer books tied should be recorded on the front page of the main answer book. Such answer books should be collected separately.

(41) Supervisor should note that all answer books supplied to candidates must be returned, whether blank or written, at the end of the examination.

(42) The candidates may be allowed to enter the examination hall up to 30 min from the time of commencement of the examination at the discretion of the supervisor concerned, provided that after 30 min no student shall be allowed to enter the hall.

(43) No candidate shall be permitted to leave the examination hall within 30 minutes from the commencement of the examination.

(44) Candidates are generally not allowed to leave the examination hall till the end of the examination or when they complete the paper and submit the same; provided the supervisor may at his/her discretion allow a candidate to leave the examination hall and come back in a short time for a genuine reason; provided further that it will be the responsibility of the supervisor to ensure that such a candidate does nor indulge in any malpractice; provided further that the no candidate shall be permitted to leave the hall within first 30 min of the examination.

(45) A warning bell will be given ten minutes before the end of the examination. Candidates will not be allowed to leave the hall during the last ten minutes. At the final bell, they must stop writing and be ready to hand over their answer books to the supervisor. They should not leave their seats until answer books from all candidates are collected and the supervisor permits them to leave the hall.

(46) A supervisor should record and bring to the notice of the conductor any anomaly/discrepancy noted at the time of submission of the answer books; such as wrong seat numbers, candidate revealing his/her identity, candidate trying to bribe examiner; .

(47) The following things are strictly forbidden in the examination hall -
(i) carrying of books, notes, scribbling pad/papers, pagers, mobile phones, electronic media, or any other device which could be a means of copying.
(ii) speaking or communicating in any manner to any other candidate, while examination is in progress.
(iii) smuggling in or out any answer book, written or blank.
(iv) exchange of writing materials, such as stencils, mathematical instruments, etc.
(v) eating, drinking and smoking.

(21) The candidates are prohibited –
(i) to reveal their identity on the answer book in any manner, such as writing name, signature, religious symbols, etc.
(ii) to write or draw anything on the question paper
(iii) to leave their seats on any account, and if they want something they should approach the supervisor only.

(22) A candidate who disobeys any instructions issued by the supervisor or who is found guilty of rude or disobedient behaviour is liable for disciplinary action to be taken by the appropriate authority of the Institute. Supervisor should bring such an act to the notice of the conductor and act according to the instructions given by the conductor.

(23) If a supervisor notices that any candidate is possessing any objectionable material or suspected copying material, before the distribution of the question papers, he should confiscate such material forthwith and warn the student.

(24) Supervisor should be vigilant with respect to copying during the examination. If a candidate is found to possess suspected copying material, after the distribution of the question papers, the supervisor shall confiscate the suspected material, ask the candidate to stop writing, and bring him/her to the Examination office or call the conductor to the examination hall. The conductor shall take a statement from the candidate suspected to be guilty in the prescribed format, give him/her a new answer book, put suitable remarks on the old and the new answer books and permit him/her to write the paper in a separate room. The conductor shall also take a statement from the supervisor concerned in the prescribed format. The case shall then be forwarded to the COE for placing it before the Unfair Means Inquiry Committee.

(25) Supervisors should be aware of the Regulations of the Institute regarding the Malpractices at the Examination. Further they should know that copying in any form is an offence under the provisions of the Maharashtra Act No. XXXI of 1982, i.e., an act to provide for preventing malpractices at University, Board and other specified examinations, dated 14th October 1982. Every offence under this Act is a cognizable and non-bailable offence.

Approved by the Director on 10th May 2007
Provision for the Candidates Suffering from Dyslexia, Dysgraphia, and Dyscalculia; and any Other Disability

The candidates who are suffering from certain physical disabilities are given specific concessions. The Government of Maharashtra has provided certain concessions to the candidates suffering from Dyslexia, Dysgraphia, and Dyscalculia; vide G.R. No. UGC/2004/86-04, 7th August 2004 of Higher & Technical Department, Government of Maharashtra, and Circular No. Exam/92 of 2006, dated 5th August 2006 of the University of Mumbai.

The candidates suffering from Dyslexia, Dysgraphia, and Dyscalculia be given the following facilities at the Institute's Semester Examinations:

(1) To pass the examination maximum of 20 grace marks be given in one or more passing heads as per the scheme of examination, i.e. theory papers, internal projects, dissertation, practicals, oral, viva voce, etc.

(2) Concession should be given for spelling mistakes or minor mathematical errors.

(3) Additional time up to 30 min should be given to such candidates for papers of 2h duration or more.

(4) The A.R. (Academics) should intimate to the examiners/supervisors about the candidates with specific disabilities. The candidates should be requested to mention the specific disability on the top of the main answer book.

(5) In case of any other major acute/chronic disability of any candidate the COE in consultation with the Conductor is authorized to take appropriate decision.

Approved by the Senate on 10th May 2007

Charging and Refund of Fees, Deposits and Other Charges

The Institute should publish a current schedule of all student charges and related refund policies. In such a schedule, the components which are refundable and nonrefundable shall be clearly indicated. The elements of fair and equitable policy will be applied in refunding tuition, development, laboratory, library, hostel, and other fees and deposits chargeable to the students, who withdraw from their studies or otherwise discontinue their use of an institution's services before the end of an academic term. The Rules have been framed by the Finance Committee of the Institute. For the refund of fees, the AICTE guidelines have been taken into account (Advt. No. AICTE/Legal/04(01) 2007, dated April 2007).
and also the norms of the Directorate of Technical Education, Government of Maharashtra.

(A) Charging of fees, deposits, and other charges

(1) The fees, deposits, and other charges chargeable to the students, who seek admissions or re-admissions for various academic programmes of the Institute shall be given in the Institute’s handbook, and are payable as per the Rules of the Institute.

(2) The fees, deposits and other charges chargeable to the students, who seek admission to the Hostels of the Institute shall be given in the Handbook of the Hostels.

(3) For admission or readmission to any year of the Diploma, Graduate and Master’s and Doctoral courses, fees, deposits, and other charges for the entire academic year shall be charged at the beginning of the course while actually seeking the admission.

(4) For admission to any postgraduate/Ph.D. programme, if the candidate has been offered a seat during the first semester of an academic year of the Institute, fees, deposits, and other charges for the entire academic year shall be charged, while taking the admission, irrespective of the date of actually taking the admission.

(5) For admission to any postgraduate/Ph.D. programme, if the candidate has been offered a seat during the second term of an academic year of the Institute, fees for one Semester shall be charged, while taking the admission, irrespective of the date of actually taking the admission. Provided that deposits and other charges as due for the entire year shall be taken in full.

(6) For the application of clauses (4) and (5) above, the last date of securing admission, as mentioned in the offer letter, and not the date of actual admission, shall be considered.

(7) A research student, who submits his/her thesis in the first semester of the academic year of the Institute, may pay the fees for one semester and full year deposit and other charges. Provided he/she gives a declaration to this effect, and endorsed by his/her guide, at the beginning of the academic year. Provided further that if he/she defaults and the thesis is submitted in the second semester, he/she shall have to pay the fees, due for the second semester, with a fine of Rs. 2,000.00, irrespective of the date of submission of the thesis.

(8) For any course, which is purely of research, the fees, deposits and other charges shall be charged as given in (4), (5), (6), and (7) above.

(9) While taking admission or readmission for any course, which is of one semester only, or of which one semester only is to be considered, the fees
for only one semester shall be charged. Provided that deposits and other charges for the entire year as due shall be taken in full.

(B)  **Refund of fees, deposits and other charges**

**B.1. General**

(1) The candidate should have taken admission by paying the necessary fees and should have submitted original certificates before he/she applies for cancellation of the admission. The refund of the fees as applicable shall be made in due course.

(2) Any notification of withdrawal or cancellation of admission or termination of a course and the corresponding request for refund must be in writing in a prescribed format and addressed to the Registrar of the Institute accompanied by original fee receipts. A student's written notification shall provide the details of transactions made. Acceptance of an oral request shall not be entertained.

(3) Any request of refund shall be processed preferably within one month from the date of receipt of the application.

(4) A processing fee of Rs. 1000.00 shall be charged when any kind of refund is made, other than the one due on successful completion of a course.

(5) Application fee for admission to any course shall not be refundable. Such fees are generally charged to cover the costs of admission related activities at the Institute’s level.

(6) Enrolment fee, sports fee, disaster management fee, insurance premium, syllabus fee, examination fee, synopsis fee and thesis fee shall not be refunded once paid.

(7) When the admission to a course is granted by any external central agency, other than the Institute, the refund of the fees, deposits and other charges shall be as per the Rules prescribed by that agency from time to time. Provided refund of fees, deposits and other charges during the subsequent years shall be as per the Institute’s norms.

(8) The refund of fees, deposits and other fees related to hostels of the Institute shall be according to the rules of the hostels.

(9) Entire amount of any deposit money such as security deposit, caution money, etc., at any time is fully refundable, provided the Institute may make rules for the refund of deposits on individual basis and the deposits are refundable according to the terms of the deposit agreement.

(10) The Institute shall have a right to deduct from the deposits as specified in (9) above to be refunded the cost of any loss of Institute’s materials of any kind
or property, caused by acts of the respective student, e.g. breakages in laboratories, and such valuation shall be done by the Registrar or any person to whom the responsibility is delegated and his/her decision shall be final.

(11) The institute shall not levy any penalty charges where the institute, as opposed to the student, is in error. The institute shall make refunds in cases where the institute has assessed charges in error. Penalty charges, such as those involving late payment fees, fines, should not be assessed if it is determined that the student is not responsible for the action causing the charge to be levied. The individual cases under this clause shall be handled by the Registrar.

(12) No portion of the fees, deposits and other charges shall be forfeited when a student admitted to one programme of the Institute subsequently is admitted to some other programme of the Institute as per the prescribed norms of the Institute and in such a case the fees, deposits and other charges shall be adjusted suitably towards the dues for the other programme. Fresh application fee and eligibility fee, however, shall be charged.

(13) Refund of any amount less than Rs. 50 shall not be made.

(14) The Director has a right to grant 100% refund of all the fees, deposits and other charges in any unusual case reported within one month from the commencement of classes or the date of admission.

(15) The students or parents who feel that individual circumstances warrant exceptions from published policy of refund may appeal to the Grievance Committee of the Institute in writing within one month from the commencement of the course or the date of admission as the case may be. No complaint shall be entertained after this period.

B.2. Refund Rules for the Undergraduate Admissions

(16) In the event of a candidate joining the course cancels the admission before the starting of the respective course, the entire fee collected from the candidate, after deducting the processing fee of Rs. 1000.00, shall be refunded to the candidate.

(17) In the event of a candidate joining the course cancels the admission and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the Institute shall refund the fees collected with proportionate deduction of monthly fee, in addition to processing fee Rs. 1000.00; provided for the proportionate deduction of fees on monthly basis, one month shall be treated as one unit and the cancellation amount per month shall be - Total refundable fee paid divided by 12.

(18) In the event of a candidate joining the course cancels the admission before or after the starting of the respective course and if the seat consequently
falling vacant could not be filled by the Institute due to cut off date being over, no refund shall be made, except the deposit amounts.

(19) For the candidates belonging to backward class categories (from the State of Maharashtra only), who have secured a seat by paying only a part of the total refundable fees, the refund of fees paid shall be as per Clauses (16), (17) and (18) above, in addition to the processing fee of Rs. 1000.00.

B.3. Refund Rules for the Postgraduate Admissions

(20) In the event of a candidate joining a postgraduate course cancels the admission the Institute shall refund the fees collected with proportionate deduction of monthly fee, in addition to processing fee Rs. 1000.00; provided for the proportionate deduction of fees on monthly basis, one month shall be treated as one unit and the cancellation amount per month shall be - Total refundable fee paid divided by 12.

(21) In the event of a candidate ‘provisionally’ admitted to any postgraduate course cancels admission the Institute shall refund the fees collected as per the Clause (20) above. Such an application for cancellation will be considered if and only if the admission is taken provisionally by paying the prescribed fees and by submitting all the original documents as mentioned in the application form. (Note: The provisional admission means the admission given prior to declaration of the candidate’s result of the qualifying examination.).

(22) In the event of a candidate admitted for a Ph.D. degree course cancels admission the Institute shall refund the fees collected as per the Clauses (20) and (21) above.

B.4. Refund Rules for Foreign National/Foreign Student/Person of Indian Origin/Children of Indian workers in the Gulf countries

(23) For the admission on the seats allotted to the Foreign National/Foreign Student/Person of Indian Origin/Children of Indian workers in the Gulf countries, no refund is admissible.

Appointment of an Expert person as Honorary Professor

The scheme is aimed at associating with experts in selected areas, who will help the Institute in specific tasks. The Institute is expected to be benefited from their expertise and experience.

(a) Eligibility: The person to be considered under this scheme should

1. be a superannuated teacher, scientist or professional;
2. have retired from the active service from any University, National Laboratory, Industry etc.,
3. have contributed to the teaching/research/profession
4. be a resource for the growth of the Institute
5. has worked in areas of relevance to ongoing/ proposed research programmes of the Institute.

(b) Selection Procedure :

1. No formal advertisement shall be given for this position
2. The Members of the Board, Deans, Heads of Department and President, UAA may recommend the names of suitable persons to the Director.
3. The Director may collect such proposals on his/her own.
4. The Director shall verify the suitability of the person, with the help of the Deans and take the decision.
5. The Director shall make the appointment of the selected persons

(c) The selected person shall be called as “Honorary Professor”

(d) Honorarium and other benefits:

1. The Honorary Professor shall not be entitled to any honoraria but will be given the necessary facilities including Library depending upon the availability.

(e) Nature of expected work: The selected person –

1. will be associated with a suitable Department or Centre of the Institute;
2. may participate in the under-graduate and post-graduate teaching in the Institute, including research activities;
3. may participate in any institutional activity.

(f) Tenure: The appointment shall be initially for a period of 3 years and will be extended further by the Director as per the need of the Institute.

Approved by the BOG in its Meeting held on October 18, 2008 Item No.6

Appointment of Referees for Theses

(1) The experts to be appointed for the evaluation of research theses should be experts in the respective field.

(2) The following person should not be appointed as a referee -
   i) recognized guide of University of Mumbai or HBNI.
   ii) blood relation of the guide or candidate
   iii) past student of the same guide
   iv) retired teacher from the UICT
   v) person having qualification lower than the degree for which the appointment is being made.
   vi) member on the respective R.C.
(3) If experts are not available in India, appointment of experts from abroad may be made.

Approved in the Senate in its Meeting held on 5th August, 2008 Item No.6(a)

Annexure 1

Qualifications Prescribed for the Faculty Positions in the Institute

DEPARTMENT OF CHEMICAL ENGINEERING

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Chemical Engineering (5 Posts)</th>
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<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>(1) <strong>Qualifications:</strong> Bachelor’s degree in Chemical Engineering and Doctoral degree in Chemical Engineering / Chemical Technology / Biotechnology / Biochemical Engineering / Bioprocess Technology / Bioengineering Materials Science and Technology.</td>
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<td>(2) <strong>Experience:</strong></td>
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<td></td>
<td><strong>Industrial experience:</strong> Should have significant contributions in the areas of basic research / process development / basic engineering / detailed engineering / technology development / scale-up etc. and/or</td>
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<td></td>
<td><strong>Academic / Research Experience:</strong> High quality published work, actively engaged in research and having significant contributions in areas like - chemical reaction engineering, transport phenomena, thermodynamics, other such emerging cross – disciplinary areas relevant to the Institute.</td>
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<tr>
<td>Desirable Qualifications and Experience</td>
<td>Excellent academic record throughout the academic career. Experience of guiding research work at Doctoral Level.</td>
</tr>
<tr>
<td>Post</td>
<td>Darbari Seth Professor of Inorganic Chemical Technology</td>
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</table>
| **Essential Qualifications and experience** | (1) **Qualifications:** Bachelor’s degree in Chemical Engineering and Doctoral degree in Chemical Engineering / Chemical Technology / Biotechnology / Biochemical Engineering / Bioprocess Technology / Bioengineering / Materials Science and Technology.  

(2) **Experience:**  
**Industrial experience:** Should have significant contributions in the areas of basic research / process development / basic engineering / detailed engineering / technology development / scale-up etc.  
**and/or**  
**Academic / Research Experience:** High quality published work, actively engaged in research and having significant contributions in areas like – inorganic chemical technology, materials science and engineering, materials technology, catalysis, nanotechnology, molecular modeling, other such areas relevant to the post.  

| Desirable Qualifications and Experience | Excellent academic record throughout the academic career. Experience of guiding research work at Doctoral Level. |

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<thead>
<tr>
<th>Post</th>
<th>BPCL Professor of Chemical Engineering</th>
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</table>
| **Essential Qualifications and experience** | (1) **Qualifications:** Bachelor’s degree in Chemical Engineering and Doctoral degree in Chemical Engineering / Chemical Technology / Biotechnology / Biochemical Engineering / Bioprocess Technology / Bioengineering / Materials Science and Technology.  

(2) **Experience:**  
**Industrial experience:** Should have significant contributions in the areas of basic research / process development / basic engineering / detailed engineering / technology development / scale-up etc.  
**and/or**  
**Academic / Research Experience:** High quality published work, actively engaged in research and having significant contributions in areas like – systems/ reactions/ reactors/ separation processes/ environmental engineering aspects related to the field of petroleum engineering, refining and petrochemicals, other such areas relevant to the post.  

<p>| Desirable Qualifications and Experience | Excellent academic record throughout the academic career. Experience of guiding research work at Doctoral Level. |</p>
<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Chemical Engineering</th>
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<tbody>
<tr>
<td><strong>Essential Qualifications and experience</strong></td>
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<tr>
<td><strong>(1) Qualifications:</strong> Bachelor’s degree in Chemical Engineering and Doctoral degree in Chemical Engineering / Chemical Technology / Biotechnology / Biochemical Engineering / Bioprocess Technology / Bioengineering / Materials Science and Technology/ Other relevant and equivalent area.</td>
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<tr>
<td><strong>(2) Experience:</strong></td>
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<tr>
<td><strong>Industrial experience:</strong> Should have significant contributions in the areas of basic research / process development / basic engineering / detailed engineering / technology development / scale-up etc.</td>
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<tr>
<td><strong>Academic / Research Experience:</strong> High quality published work, actively engaged in research and having significant contributions in areas like – Process development, separation processes, process intensification, other such emerging cross-disciplinary areas relevant to the Institute.</td>
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<tr>
<td><strong>Desirable Qualifications and Experience</strong></td>
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<tr>
<td>Excellent academic record throughout the academic career. Experience of guiding research work at Masters Level.</td>
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<tr>
<td>Post</td>
<td>Reader in Metallurgical Engineering</td>
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<tr>
<td><strong>Essential Qualifications and experience</strong></td>
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<tr>
<td><strong>(1) Qualifications:</strong> Bachelor’s degree in Metallurgy/ Materials Science/ Metallurgical Engineering and Doctoral degree in Metallurgy/ Materials Science/ Metallurgical Engineering/ Other relevant and equivalent area.</td>
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<tr>
<td><strong>(2) Experience:</strong> Industrial experience: Should have significant contributions in the areas of basic research / process development / basic engineering / detailed engineering / technology development / scale-up etc. and/or Academic / Research Experience: High quality published work, actively engaged in research and having significant contributions in areas like – nanotechnology, novel materials, materials science, other such emerging cross-disciplinary areas relevant to the Institute.</td>
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<tr>
<td><strong>Desirable Qualifications and Experience</strong></td>
<td>Excellent academic record throughout the academic career. Experience of guiding research work at Masters Level.</td>
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<tr>
<th>Post</th>
<th>Lecturer in Chemical Engineering</th>
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<tr>
<td><strong>Essential Qualifications and experience</strong></td>
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<tr>
<td><strong>(1) Qualifications:</strong> Bachelor’s degree in Chemical Engineering and/or Masters degree with First Class in Chemical Engineering/ Chemical Technology/ Biotechnology/Biochemical Engineering/Bioprocess Technology/ Materials Science and Technology/ Other relevant and equivalent area.</td>
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<tr>
<td><strong>(2) Experience:</strong> The candidate should have shown potential for high quality work in areas like – chemical reaction engineering, transport phenomena, other such emerging in cross-disciplinary areas relevant to the Institute.</td>
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</tr>
<tr>
<td><strong>Desirable Qualifications and Experience</strong></td>
<td>Excellent academic record throughout the academic career. Candidates with industrial experience/ those pursuing or have completed Ph.D. degree will be given preference. Candidate with research publications in International Journals of repute will be preferred.</td>
</tr>
</tbody>
</table>
## DEPARTMENT OF DYESTUFF TECHNOLOGY

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Dyestuff Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(2) Experience: Experience in colourant research and quality research publications/patents.</td>
</tr>
<tr>
<td><strong>Desirable Qualifications and Experience</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Colour Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Qualifications and experience</strong></td>
<td>(1) Qualifications: Ph.D. in Organic Chemistry and M.Sc. in Organic Chemistry.</td>
</tr>
<tr>
<td></td>
<td>(2) Experience: Experience in colourants research and good record by the wary of publications.</td>
</tr>
<tr>
<td><strong>Desirable Qualifications and Experience</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Dyestuff Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(2) Experience: 3 Years experience as Lecturer.</td>
</tr>
<tr>
<td><strong>Desirable Qualifications and Experience</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Post: Lecturer in Tinctorial Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Qualifications and experience</strong></td>
<td>(1) Qualifications: B. Tech./B.Sc.(Tech.) in Dyestuff Technology.</td>
</tr>
<tr>
<td></td>
<td>(2) Experience: Knowledge of instruments for colourants research.</td>
</tr>
<tr>
<td><strong>Desirable Qualifications and Experience</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Post: Lecturer in Dyestuff Technology</th>
</tr>
</thead>
</table>
Essential Qualifications and experience

(1) Qualifications:
B. Tech. /B.Sc.(Tech.) in Dyestuff Technology.

(2) Experience: Knowledge of instruments for colourants research.

Desirable Qualifications and Experience

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Textile Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s, Master’s and Doctorate degrees in Textile Chemistry/ Fibre Chemistry/ Fibres &amp; Textile Processing Technology/ Fibre Science.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Proven track record in the field of technology of fibres and chemical processing related to textile field.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Fibre Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s and / or Master’s degree in Fibre Science Textile Technology, Doctorate degree in Polymer Science/ Polymer Technology/ Organic Chemistry.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Experience of working a group leader level for at least 3 years in reputed industry/ laboratory in the area of synthesis and application of fibrous polymers, polymeric materials and textile speciality chemicals.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Fibre Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s, Master’s and Doctorate degrees in Textile Chemistry/ Fibre Chemistry/ Fibres &amp; Textile Processing Technology/ Fibre Science.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Experience of working on a responsible position for at least 3 years in reputed industry/ research institute in the field of technical textiles.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Technology of Dyeing &amp; Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s, Master’s and Doctorate degrees in Textile Chemistry/ Fibre Chemistry/ Fibres &amp; Textile Processing Technology/ Fibre Science.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Minimum experience of 3 years of teaching/ research in the field of textile colouration.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Fibre Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s, Master’s and Doctorate degrees in Textile Chemistry/ Fibre Chemistry/ Fibres &amp; Textile Processing Technology/ Fibre Science.</td>
</tr>
<tr>
<td>Desirable</td>
<td>Industrial/ research experience in fibre extrusion and the</td>
</tr>
<tr>
<td>Qualifications and Experience</td>
<td>spinning properties of synthetic fibres, exposure to extrusion of Hi-tech fibres and their application in technical textile and product preparation, modification of fibres for improvement of performance properties or that of consultation in this field.</td>
</tr>
</tbody>
</table>

| Post | Lecturer in Textile Chemistry (Two posts) |
| Essential Qualifications and experience | Bachelor’s degree in Textile Chemistry/ Fibre Chemistry/ Fibres & Textile Processing Technology/ Fibre Science. |
| Desirable Qualifications and Experience | (1) Qualifications: Master’s degree in Textile Chemistry/ Fibre Chemistry/ Fibres & Textile Processing Technology/ Fibre Science. |
|  | (2) Experience: Experience of working in textile industry/ merchandising/ technical service/ textile speciality chemicals organization. |

DEPARTMENT OF FOOD ENGINEERING AND TECHNOLOGY

| Post | Professor of Food Technology |
| Essential Qualifications and experience | Bachelor’s degree in Food Technology (Three year PG/Four year post HSC), Master’s and Doctoral degrees in Food Technology. All the aforesaid degrees under Faculty of Engineering/ Technology. |
| Desirable Qualifications and Experience | Research work/ industrial experience in the areas of Food Technology or related branches. |

| Post | Professor of Fermentation Technology |
| Essential Qualifications and experience | Bachelor’s degree in Food Technology (Three year PG/Four year post HSC), Master’s and Doctoral degrees in Food Technology/ Fermentation Technology. All the aforesaid degrees under Faculty of Engineering/ Technology. |
| Desirable Qualifications and Experience | Research work/ industrial experience in the areas of commercially important biomolecules from microbes, Food fermentation and downstream processing. |

<p>| Post | Reader in Microbiology |</p>
<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Food Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Qualifications and experience</strong></td>
<td>Bachelor’s degree in Food Technology (Three year PG/Four year post HSC), Master’s and Doctoral degrees in Food Technology. All the aforesaid degrees under Faculty of Engineering/ Technology.</td>
</tr>
<tr>
<td><strong>Desirable Qualifications and Experience</strong></td>
<td>Research work / industrial experience in the areas of food Chemistry or related branches.</td>
</tr>
<tr>
<td>Post</td>
<td>Reader in Biochemical Engineering</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Essential</td>
<td>Bachelor's degree in Chemical Engineering (Three year PG/Four year post HSC), Master's and Doctoral degrees in Chemical Engineering/ Bioprocess Technology. All the aforesaid degrees under Faculty of Engineering/ Technology.</td>
</tr>
<tr>
<td>Qualifications and experience</td>
<td></td>
</tr>
<tr>
<td>Desirable</td>
<td>Research work / industrial experience in the areas of Biochemical Engineering, Bioprocess Technology or related branches.</td>
</tr>
<tr>
<td>Qualifications and Experience</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Lecturer in Food Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>Bachelor’s degree in Food Technology (Three year PG/Four year post HSC), The aforesaid degree under Faculty of Engineering/ Technology.</td>
</tr>
<tr>
<td>Qualifications and experience</td>
<td></td>
</tr>
<tr>
<td>Desirable</td>
<td>Masters/ Ph.D. degree in Food Technology. Research work / industrial experience in the areas of Food Technology or related branches.</td>
</tr>
<tr>
<td>Qualifications and Experience</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Lecturer in Applied Biochemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>M.Sc. and Ph.D. in Biochemistry. Research in Food Biochemistry/ Human nutrition or related branches.</td>
</tr>
<tr>
<td>Qualifications and experience</td>
<td></td>
</tr>
<tr>
<td>Desirable</td>
<td>Academic / industrial experience in the areas of applied biochemistry related to food / human nutrition or related branches.</td>
</tr>
<tr>
<td>Qualifications and Experience</td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT OF OILS, OLEOCHEMICALS AND SURFACTANTS TECHNOLOGY**

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Oil Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>Bachelor’s and Master’s degree in Oils/ Fats Technology. Ph. D. in Chemical Engineering/Oils or Surfactant Technology.</td>
</tr>
<tr>
<td>Qualifications and experience</td>
<td></td>
</tr>
<tr>
<td>Desirable</td>
<td>Expertise in one or more of the following areas – Oilseed processing and utilization, energy efficient separation processes, Development of newer Oleochemicals.</td>
</tr>
<tr>
<td>Qualifications and Experience</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Oil Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>Bachelor’s and Master’s degree in Oils/ Fats Technology. Ph. D. in Chemical Engineering/Oils or Surfactant Technology.</td>
</tr>
<tr>
<td>Qualifications and experience</td>
<td></td>
</tr>
<tr>
<td>Desirable</td>
<td>Expertise in one or more of the following areas – Glyceride structure and applications, cosmetic chemistry and formulations, technology and engineering of soaps and detergents, interfacial science and technology.</td>
</tr>
<tr>
<td>Qualifications and Experience</td>
<td></td>
</tr>
<tr>
<td>Post</td>
<td>Reader in Chemistry of Oils, Fats &amp; Waxes</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td><strong>Essential Qualifications and experience</strong></td>
<td>Bachelor’s and Master’s degree in Oils/ Fats Technology. Ph. D. in Chemical Engineering/Oils or Surfactant Technology.</td>
</tr>
<tr>
<td><strong>Desirable Qualifications and Experience</strong></td>
<td>Expertise in any one of the following areas – Development of novel products, processing of oils and fats, tribology, waste utilization, tailor-made fats, biofuels, biotechnology of oils and fats.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Sir Homi Mehta Reader in Technology of Oils, Fats &amp; Waxes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Qualifications and experience</strong></td>
<td>Bachelor’s and Master’s degree in Oils/ Fats Technology. Ph. D. in Chemical Engineering/Oils or Surfactant Technology.</td>
</tr>
<tr>
<td><strong>Desirable Qualifications and Experience</strong></td>
<td>Expertise in any one of the following areas – Developments of biofuels, tailor-made fats, biotechnology of oils and fats.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Lecturer in Oils, Fats &amp; Wades (2 posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Qualifications and experience</strong></td>
<td>Bachelor’s degree in Oils/ Fats Technology.</td>
</tr>
<tr>
<td><strong>Desirable Qualifications and Experience</strong></td>
<td>Master’s degree in Oils/ Fats technology. One to two years experience in a reputed research laboratory.</td>
</tr>
</tbody>
</table>

**DEPARTMENT OF PHARMACEUTICAL SCIENCE AND TECHNOLOGY**

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Pharmaceutics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Qualifications and experience</strong></td>
<td>Bachelor’s and Master’s degree in Pharmacy with Doctorate in Pharmaceutics.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Pharmaceutical Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Qualifications and experience</strong></td>
<td>Bachelor’s and Master’s degree in Pharmaceuticals and Fine Chemicals, Doctorate in Pharmaceutical Chemistry/ Technology.</td>
</tr>
<tr>
<td>Post</td>
<td>Professor of Medicinal Chemistry</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s and Master’s degree in Pharmaceuticals and Fine Chemicals or Pharmacy, Doctorate in Pharmaceutical/ Medicinal Chemistry.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Expertise in CADD, Drug Design, Molecular Modeling/ Pharmacokinetics and ADME Simulation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Pharmaceutical Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s and Master’s degree in Pharmaceuticals and Fine Chemicals. Ph.D. in Pharmaceutical Chemistry/ Technology.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Pharmacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s and Master’s degree in Pharmacy. Ph.D. in Pharmaceutics.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Biopharmaceutics/ Industrial Pharmacy.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Pharmacology and Physiology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s degree in Pharmacy. Master’s degree in Pharmacy with Pharmacology, or MBBS. Ph.D. in Pharmacology or Physiology/MD Pharmacology.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Experience of Development of Models for Screening/ Molecular Pharmacology.</td>
</tr>
</tbody>
</table>

<p>| Post | Reader in Pharmacognosy and Phytochemistry |</p>
<table>
<thead>
<tr>
<th>Post</th>
<th>Essential Qualifications and experience</th>
<th>Desirable Qualifications and Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reader in Pharmaceutical Sciences</strong></td>
<td>Bachelor’s degree in Pharmaceuticals and Fine Chemicals or Pharmacy. Master’s degree in Pharmacognosy or Pharmacognosy.</td>
<td>Extraction of Phytoconstituents/ Biosynthesis of Natural Products/ Medicinal Plant Tissue Culture/ Spectroscopy for Structure Elucidation and Identification of Natural Products.</td>
</tr>
<tr>
<td><strong>Lecturer in Pharmaceutical Chemistry</strong></td>
<td>Bachelor’s degree in Pharmaceuticals and Fine Chemicals.</td>
<td>Master’s degree in Pharmaceutical Chemistry.</td>
</tr>
<tr>
<td><strong>Lecturer in Pharmaceutics</strong></td>
<td>Bachelor’s degree in Pharmacy.</td>
<td>Master’s degree in Pharmaceutics.</td>
</tr>
<tr>
<td><strong>Lecturer in Pharmacy</strong></td>
<td>Bachelor’s degree in Pharmaceuticals and Fine Chemicals, or Pharmacy.</td>
<td>Master’s degree in Bioprocess Technology or Equivalent.</td>
</tr>
<tr>
<td>Post</td>
<td>Lecturer in Pharmacy</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s degree in Pharmaceuticals and Fine Chemicals, or Pharmacy.</td>
<td></td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Master’s degree in Pharmaceutical Analysis/ Pharmaceutical Chemistry / Medicinal Chemistry.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Lecturer in Pharmacognosy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s degree in Pharmaceuticals and Fine Chemicals, or Pharmacy.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Master’s degree in Pharmacognosy/ Medicinal Natural Products.</td>
</tr>
<tr>
<td>Post</td>
<td>Sir Dorabji Tata Reader in Pharmaceutical Chemistry</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s degree in Pharmaceuticals and Fine Chemicals, or Pharmacy, Master’s degree in Medicinal Chemistry/ Pharmaceutical Chemistry.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Singhanee Lecturer in Pharmacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s degree in Pharmaceuticals and Fine Chemicals, or Pharmacy, or Equivalent Degree in Pharmaceutical Biotechnology.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Master’s degree in Bioprocess or Equivalent/ Drug Delivery Technology of Bio-molecules.</td>
</tr>
</tbody>
</table>
### Department of Polymer Engineering and Technology

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Polymer Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s, Master’s and Ph.D. degrees on Polymer/Plastics Technology/Engineering</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Expertise in Polymer Processing, Polymer synthesis and characterization, Polymer nano composites, Polymer composites, polymer blends/alloys and their applications.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in CAS in Applied Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s and Master’s degree in Polymer/Plastics/Paints Technology/Engineering. Ph.D. in Polymer Engineering / Plastics additives.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Expertise in Elastomers, Adhesives, Polymer blends and alloys, Nanoscience, Processing of polymers, Thermoplastics, Plastics additives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Polymer Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s and Master’s degrees in Polymer/Plastics/Paints Technology/Engineering. Ph.D. in Polymer Engineering / Plastics additives.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Expertise in Elastomers, Adhesives, Polymer blends and alloys, Nanoscience, Processing of polymers, Thermoplastics, Plastics additives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Sir Homi Mehta Reader in Technology of High Polymers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s and Master’s degrees in Polymer/Plastics/Paints Technology/Engineering. Ph.D. in Polymer Engineering / Technology.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Expertise in Thermoset and Polymer Processing, Blends &amp; Alloys, Additives, Polymers rheology.</td>
</tr>
</tbody>
</table>
## DEPARTMENT OF SURFACE COATING TECHNOLOGY

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Paint Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Qualifications and experience</strong></td>
<td>Bachelor’s, Master’s and Ph.D. degrees on Paint Technology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Paint Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Qualifications and experience</strong></td>
<td>Bachelor’s and Master’s degree in Paints / Polymer Technology Engineering. Ph.D. in Paints Technology.</td>
</tr>
<tr>
<td><strong>Desirable Qualifications and Experience</strong></td>
<td>Expertise in Paint Processing Formulation, Additives, Thermoset, Thermoplastics.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Lecturer in Technology of Plastics and Paints</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Qualifications and experience</strong></td>
<td>Bachelor’s and Master’s degree in Paints Technology/Engineering.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Lecturer in Technology of Plastics and PPV</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Qualifications and experience</strong></td>
<td>Bachelor’s and Master’s degree in Paints Technology/Engineering.</td>
</tr>
</tbody>
</table>
## Department of General Engineering

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of General Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s degree in Mechanical/Production/Civil/Electrical/ Engineering or Technology. Master’s and Ph.D. degree in Mechanical/Production/Civil/Plastic/Electrical/Electronics Engineering.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Strong research interests with track record as evidenced by publications and research guidance. Experience in modern software.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Mechanical Engineering (with speciality in plastics engineering)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s and Master’s degrees in Mechanical Engineering/ Technology with plastic Engineering or Chemical plant equipment Design specialization. Ph.D. degree in Mechanical/Plastics/ Engineering.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>First class at Bachelor’s and Master’s Level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader-cum-workshop Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s and Master’s degrees in Production Engineering. Ph.D. in Production/Plastics/ Mechanical Engineering.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>First class at Bachelor’s and Master’s Level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader General Engineering (Electrical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s and Master’s degrees in Electrical Engineering / Technology with Ph.D. in Electrical/Electronics Engineering.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>First class at Bachelor’s and Master’s Level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Civil Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s and Master’s degrees in Civil/Structural Engineering Ph.D. in Civil/Structural Engineering.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>First class at Bachelor’s and Master’s Level</td>
</tr>
<tr>
<td>Post</td>
<td>Lecturer in Mechanical Engineering</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s degree in Mechanical Engineering. Mechanical degree in Mechanical Engineering with First class.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Lecturer in Mechanical Engineering Bachelor's degree in Electrical Engineering. Master's degree in Electrical Engineering.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Drawing Officer Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s degree in Mechanical/Production Engineering.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Master’s degree in Mechanical Engineering. Knowledge in engineering drawing software.</td>
</tr>
</tbody>
</table>

**Department of Chemistry**

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Physical Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>M.Sc. in Chemistry/Physical Chemistry and Ph.D. in any area of Physical Chemistry.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Research in the areas of Surface Chemistry, Molecular Materials, Electrochemistry, Theoretical Chemistry, Computational Chemistry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of industrial and Engineering Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Research in the areas of Synthetic Organic Chemistry, Catalysis, Process Development, Organometallic Chemistry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader of Organic Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>M.Sc. in Chemistry/Organic Chemistry and Ph.D. in Organic Chemistry</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Research in the areas of Synthetic Organic Chemistry, Bioorganic Chemistry, Organometallics, Process development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader of Physical Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications</td>
<td>M.Sc. in Chemistry/Physical Chemistry and Ph.D. in Physical Chemistry.</td>
</tr>
<tr>
<td>Post</td>
<td>Reader in Physico-Inorganic Chemistry</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Essential Qualifications and experience</td>
<td>M.Sc. in Chemistry/Inorganic Chemistry and Ph.D. in Inorganic Chemistry/Physical Chemistry / Applied Chemistry / Industrial Chemistry</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Research in the areas of Inorganic Synthesis, Materials Chemistry, Inorganic Chemical Technology, Corrosion Phenomenon, Bioinorganics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Lecturer in Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>M.Sc. in any branch of Chemistry</td>
</tr>
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<td>M.Sc. in any branch of Chemistry</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Post</th>
<th>Lecturer Physical and Inorganic Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>M.Sc. in Physical/Inorganic/Applied/Industrial Chemistry</td>
</tr>
<tr>
<td>Desirable</td>
<td>Ph.D. in Inorganic/Physical/Applied/Industrial</td>
</tr>
</tbody>
</table>
**Qualifications and Experience**  
Chemistry  
Desirable Experience: Research in the areas of Surface Chemistry, Polymer Chemistry (Synthesis), Theoretical and Computational Chemistry, Materials Chemistry.

<table>
<thead>
<tr>
<th>Post</th>
<th>Lecturer in Micro-analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications</td>
<td>M.Sc. in Chemistry/Analytical/Organic Chemistry</td>
</tr>
<tr>
<td>and experience</td>
<td></td>
</tr>
<tr>
<td>Desirable Qualifications</td>
<td>Research in the areas of Analytical Chemistry, Instrumentation, Quality control/ assurance,</td>
</tr>
<tr>
<td>and Experience</td>
<td>spectroscopy, separation science, Organic synthesis, Bioorganics.</td>
</tr>
</tbody>
</table>

**Department of Mathematics**

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Applied Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Master’s degree in Mathematics and Ph.D. Mathematics. Published work of high quality, actively engaged in research with 8 years of teaching and/or research experience.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Experience of guiding students for Doctoral/M.Phil/M.Sc. level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications</td>
<td>Master’s degree in Mathematics / Statistics Ph.D. in Mathematics/Statistics.</td>
</tr>
<tr>
<td>and experience</td>
<td></td>
</tr>
<tr>
<td>Desirable Qualifications</td>
<td>Good research publications after Ph.D.</td>
</tr>
<tr>
<td>and Experience</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Applied Mathematics</th>
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</thead>
<tbody>
<tr>
<td>Essential Qualifications</td>
<td>Master’s degree in Mathematics and Ph.D. in Mathematics.</td>
</tr>
<tr>
<td>and experience</td>
<td></td>
</tr>
<tr>
<td>Desirable Qualifications</td>
<td>Good research publications after Ph.D.</td>
</tr>
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<td>and Experience</td>
<td></td>
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<tr>
<td>Post</td>
<td>Reader in Mathematics</td>
</tr>
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<tr>
<td>Essential Qualifications</td>
<td>M.Sc. in Mathematics</td>
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<tr>
<td>and experience</td>
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</tr>
<tr>
<td>Desirable Qualifications</td>
<td>Ph.D. in Mathematics</td>
</tr>
<tr>
<td>and Experience</td>
<td></td>
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</table>

**Department of Physics**

<table>
<thead>
<tr>
<th>Post</th>
<th>Professor of Solid State Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications</td>
<td>Graduate, Master's and Doctorate degrees in Physics</td>
</tr>
<tr>
<td>and experience</td>
<td></td>
</tr>
<tr>
<td>Desirable Qualifications</td>
<td>Research experience of high calibre as evidenced by at least 15 published papers in international journals and guiding students at doctoral level. Specialization in one or more of the following areas will be preferred: 1) Polymer physics 2) X-ray techniques and applications 3) Physico-chemical aspects of fibre physics 4) Laser physics/spectroscopy 5) Electron microscopy</td>
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<td>and experience</td>
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</tr>
<tr>
<td>Desirable Qualifications</td>
<td>Research experience of high calibre as evidenced by at least 15 published papers in international journals and guiding students at doctoral level. Specialization in one or more of the following areas will be preferred: 1) Polymer physics 2) X-ray techniques and applications 3) Physico-chemical aspects of fibre physics 4) Laser physics/spectroscopy 5) Electron microscopy</td>
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<tr>
<td>and Experience</td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Post</th>
<th>Reader in Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications</td>
<td>Graduate, Master’s and Doctorate degrees in Physics</td>
</tr>
<tr>
<td>and experience</td>
<td></td>
</tr>
<tr>
<td>Post</td>
<td>Lecturer in Physics</td>
</tr>
<tr>
<td>------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Essential Qualifications and experience</td>
<td>Master’s degrees in Physics</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Doctorate with specialization in experimental solid state physics/ Laser physics /Polymer physics /Material physics with publications in journals of repute. Experience of teaching physics to engineering /science students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Lecturer in Colour Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Master’s degrees in Physics</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Doctorate with specialization in experimental solid state physics/ Laser physics /Polymer physics /Material physics/Color physics with publications in journals of repute. Experience of teaching physics to engineering /science students.</td>
</tr>
</tbody>
</table>

**PROFESSOR M.M. SHARMA LIBRARY**

<table>
<thead>
<tr>
<th>Post</th>
<th>Senior Librarian (Reader’s Grade)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications and experience</td>
<td>Bachelor’s degree in Science Technology; Master’s degree in Library science/Information Science/Documentation or an equivalent professional degree. Five years experience as an Assistant University Librarian/College Librarian; and evidence of innovative library services, published work and Professional commitment, computerization of library.</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>M.Phil /Ph.D. degree in Library Science/Information Science/ Documentation / Archives and Manuscript- Keeping, experience in computerization of library.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Librarian (Lecturer’s Scale)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications</td>
<td>Bachelor’s degree in Science / Technology; Master’s degree in Library science/Information</td>
</tr>
<tr>
<td>Desirable Qualifications and Experience</td>
<td>Science/Documentation or an equivalent professional degree. Experience computerization of Library .NET/SET.</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

Library electrification

Approved by the BOG in its Meeting held on April 6, 2008 Item No. 4