

Statutes of Birbhum Institute of Engineering and Technology, Suri, W. Bengal, India

1. Short Title

These Statutes may be called the Statutes of Birbhum Institute of Engineering and Technology, Suri, W. Bengal, India.

1A Definitions.

- (a) 'Academic Committee' means the Academic Committee of the Institute;
- (b) 'AICTE' means All India Council for Technical Education.
- (c) 'Authorities', 'Officers' and 'Professors' respectively mean the authorities, officers and professors of the Institute;
- (d) 'Building and Works Committee' means the Building and Works Committee of the Institute;
- (e) 'Chairman' means the Chairman of the Governing Body of the Institute;
- (f) 'Director' means the Director of the Institute;
- (g) 'Finance Committee' means the Finance Committee of the Institute;
- (h) 'Governing Body' means the Governing Body of the Institute;
- (i) 'Institute' means Institute known as Birbhum Institute of Engineering and Technology, Suri, W. Bengal, India established by the Indian Centre for Advancement of Research and Education, Birbhum Society;
- (j) 'Registrar means' the Registrar of the Institute
- (k) The "Indian Centre for Advancement of Research and Education, Birbhum" or abbreviated as ICARE, BIRBHUM Society ' means society registered incorporated under the Societies Registration Act; 1998.

2. The Society

2A Registration of 'Indian Centre for Advancement of Research and Education, Birbhum, Society'

On 27th August, 1998, the above Society was Registered with registration No.S/91361 of 1998-1999 under West Bengal Act XXVI of 1961.

2B Objectives

The Society has, inter alia, the following objectives.

- i. To set up, establish, run and maintain different Research and Educational Institutions such as College, Institute, Research Centre, Schools Laboratories etc. To provide suitable education training, research etc. for advancement of knowledge and promotion of research.
- ii. To provide for Institution and teaching of high standard leading to Bachelors Masters, Doctoral and Post-Doctoral Degrees in Engineering, Science, Technology, Architecture, Medical Science, Agriculture, Management, Social Welfare, Pharmacy, Hotel Management, Catering and Nutrition, Printing, Textile, Technology etc. And in such other Branches of learning as it may deem fit provided for conducting such course of studies on approval of the State Government/Central Government or any other Authority is obtained in due course.
- iii. To provide for research and development activities and advancement of knowledge in areas of learning mentioned above.
- iv. To get Affiliation from UGC / AICTE / Indian Medical Council or from overseas Universities for the courses conducted by the Centre on conditions which the Council shall deem appropriate.
- v. To provide facilities for healthy interaction with the Industry and with other Universities including overseas Universities, Educational Institutions and Scientific and Engineering Profession in General.
- vi. To provide for integrated training of teachers, supporting staff and professional personnel.
- vii. To publish such works done in the different educational institutions of the Centre which have contributed substantially to the advancement of knowledge in areas of teaching mentioned in Para 2(II).
- viii. To formulate and administer course of study and research and to provide instruction in areas which the Centre shall deem appropriate for the advancement of learning and dissemination of knowledge.
- ix. To provide facilities for organizing seminars and conference in different fields of learning and to depute faculty members for participating in Seminars and Conference at National & International Levels.
- x. To formulate necessary guidelines and to take necessary steps for up gradation of the Centre as deemed University.
- xi. To confer certificate upon persons who satisfactorily completed the approved courses of study and/or Research as may prescribe by the Centre.
- xii. To Institute Fellowships, Scholarships and to award Honours Prizes Medals etc.
- xiii. To undertake consultancy/collaborative works, involving application of recent developments in knowledge.
- xiv. To innovate new methods of assessment for the award of certificate without diluting the academic norms prescribed by UGC/Indian Medical Centre/All India Centre for Technical Education etc. from time to time.
- xv. To take over and acquire by purchase, gift or otherwise, from the Government of Indian/State Government or any other public bodies or Private individuals moveable

- and immovable properties or other funds together with any attendant obligations and engagements not inconsistent with the objects of the Centre.
- xvi. To accept Sponsorship, donation, Grant-in-aid etc. from any persons, organizations, Government, autonomous bodies etc. for furtherance of the objects of the Centre and to reserve seat for such contribution in different organizations educational of the Centre.
 - xvii. To make add vary and amend rules and bye-laws for the conduct of the affairs of the Centre.
 - xviii. To undertake such other activities as may be necessary to further the objectives of the Centre.

The income and properties of the society whatsoever derived or obtained shall be applied solely towards the promotion of the object of the society and no portion thereof shall be paid to or divided amongst any of its members by way of profits.

Birbhum Institute of Engineering and Technology is the First Institution established by this Society as a non profit organization through Public Donations by the people for the welfare of the Society.

3. The Governing Body

3A Constitution of Governing Body

Serial No.	Nominated from/by	Designation
1.	Eminent scholar nominated by the society as Chairperson	Chairperson
2.	Sabhadhipati, Birbhum Zilla Parishad, suri	Member (Ex-Officio)
3.	District Magistrate, Birbhum.	Member (Ex-Officio)
4.	Secretary, ICARE, Birbhum	Member
5.	Eastern Regional Officer, AICTE, Kolkata	Member (Ex-Officio)
6.	Director of Technical Education , Govt. of W.B.	Member (Ex-Officio)
	ICARE Birbhum Nominee	Member
7.	AICTE Nominee	Member
8.	Nominee of the VC, West Bengal University of Technology and 12 eminent personalities nominated by the Society	Member
9	Director	Member Secretary

Term of Governing Body Members:

Except for ex-officio members term of other members will be five years.

3B Powers of Governing Body

The Governing Body shall have following powers

- i. to establish and carry on the administration and management of the Birbhum Institute of Engineering and Technology, Suri. W. Bengal, India.
- ii. The Governing Body of the Institute shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by this statutes and shall have the power to review the act of the Academic Committee
- iii. Without prejudice to the provisions of subsection (ii), the Governing Body of the Institute shall:
 - (a) Take decisions on questions of policy relating to the administration and working of the Institute;
 - (b) Institute courses of study at the Institute;
 - (c) Make the Rules and Regulations;
 - (d) Institute and appoint persons to academic as well as other posts of the Institute;
 - (e) Consider and modify or cancel statutes
 - (f) Consider and pass resolutions on the annual report, the annual accounts and the budget
 - (g) Budget estimates and revised budget estimates of the Institute for each financial year along with development plans;
 - (h) Exercise such other powers and perform such other duties as may be conferred or imposed upon it by this statutes.
- iv. The Governing Body shall have the power to appoint such committees as it considers necessary for the exercise of its powers and the performances of its duties as defined under this Statutes.

3C Working of Governing Body

- i. The bodies entitled to nominate or elect representatives on the Governing Body shall be invited by the Registrar to do so within a reasonable time not ordinarily exceeding eight week from the date on which such invitations are issued by him. The same procedure shall be followed for filling casual vacancies on the Governing Body;
- ii. The Governing Body shall ordinarily meet 4 times during a calendar year;
- iii. Meetings of the Governing Body shall be convened by the Director either on his own initiative or at the request of the Chairman;
- iv. Seven(7) members shall form the quorum for a meeting of the Governing Body. Provided that if a meeting is adjourned for want of quorum, it shall be held on the same day in the next week, at the same time and place, or to such other day and such other time and place as the Chairman may determine, and if at such a meeting, a quorum is not present within half an hour from the time appointed for holding a meeting, the members present shall be a quorum.
- v. All questions considered at the meetings of the Governing Body shall be decided by a majority of the votes of the members present including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote;

- vi. The Chairman, if present, shall preside at every meeting of the Governing Body. In his absence the members present shall elect one from amongst themselves to preside at the meeting;
- vii. A written notice of every meeting shall be sent by the Director/Registrar to every member at least two weeks before the date of the meeting. The notice shall state the place and the date and time of the meeting. Provided that the Chairman may call a special meeting of the Governing Body at short notice to consider urgent special issues to be clearly stated in the notice for the meeting;
- viii. The notice may be delivered either by hand or sent by registered post/ speed post at the address of each members as recorded in the office and if so sent shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post;
- ix. Agenda shall be circulated by the Member Secretary of the Governing Body to the members at least ten days before the meeting;
- x. Notices of motions for inclusion of any item on the agenda must reach the Member Secretary of the Governing Body at least one(Three) week(s) before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received;
- xi. The ruling of the Chairman in regard to all questions of procedure shall be final;
- xii. The minutes of the proceedings of a meeting of the Governing Body shall be drawn up by the Director and circulated to all members of the Governing Body present in India. The minutes along with any amendment suggested shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a minutes book which shall be kept open for inspection of the members of the Governing Body at all times during the office hours;
- xiii. If a non-Ex-officio member of the Governing Body fails to attend five consecutive meetings without leave of absence from the Governing Body, he shall cease to be a member of the Governing Body.

3D FUNCTIONS OF THE INSTITUTE

The functions of the Institute are:

- (a) To provide for instruction and research in such branches of engineering and technology, management education, sciences and arts, as the Institute may think fit, and for the advancement of learning and dissemination of knowledge in such branches;
- (b) To hold examinations and grant degrees, diplomas, certificates and other academic distinctions or titles as may be required;
- (c) To institute and award fellowships, scholarships, exhibitions, prizes and medals;
- (d) To fix, demand and receive fees and other charges;
- (e) To establish, maintain and manage halls and hostels for the residence of students;
- (f) To supervise and control the residences and regulate the discipline of students of the institute and to make arrangements for promoting their general welfare and cultural corporate life;

- (g) To provide for the maintenance of units of the National Cadet Corps for the students of the Institute;
- (h) To create academic and other posts and to make appointments thereto;
- (i) To cooperate/collaborate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the institute by exchange of teachers and scholars and generally in such manner as may be conducive to their common objects and
- (j) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute.

4. ACADEMIC COMMITTEE

4A Constitution

The Structure of the Academic Committee consists of the following members; the Director, the Principal, the Registrar, the Professors of different Academic Department, the H.O.Ds and the TICs of the different Academic Department and the Training and Placement Officers are also members of the Academic Committee. Director will be chairperson of the Committee.

The Academic Committee has its own Constitution and executes its power as per the Rules and Regulation of the said Constitution. The Academic Committee also meets once in every three months to discuss the ways and means which will be implemented to improve the academic environment of the Institution.

4B Functions of Academic Committee

- (a) appoint Advisory Committees or Expert Committees or both for the Departments of the institute to make recommendation on academic matters connected with the working of the Department; the Head of the Department concerned shall act as convener of such Committee;
- (b) appoint Committees from amongst the members of the Academic Committee, other teachers of the Institute and experts from outside to advise on such specific academic matters as may be referred to any such Committee by the Academic Committee;

- (c) consider the recommendations of the Advisory Committees attached to various departments and that of Expert and other Committees and take such action (including the making of recommendations to the Governing Body) as circumstances of each case may require;
- (d) make periodical review of the activities of the Departments and take appropriate action (including the making of recommendations to the Governing Body);
- (e) supervise the working of the Library;
- (f) promote research within the Institute and require reports on such research from the persons engaged thereon;
- (g) Provide for the inspection of the classes and the Halls of Residence in respect of the instructions and discipline therein, supervise the co-curricular activities of the students of the Institute and submit reports there on to the Governing Body;
- (h) Award stipends, scholarships, medals and prizes and make other awards in accordance with such thing as instituted by the Governing Body.

4C Working of the Academic Committee

- i. The Academic Committee shall meet as often as necessary but not less than four times during a calendar year.
- ii. Meetings of the Academic Committee shall be convened by the Chairman of the Academic Committee.
- iii. One third of the total number of members of the Academic Committee shall form a quorum for a meeting of the Academic Committee.
- iv. The Director, if present, shall preside at every meeting of the Academic Committee. In his absence, the senior-most of the Professors present shall preside at the meeting.
- v. A written notice of every meeting together with the agenda shall be circulated by the Registrar to the members of the Academic Committee at least a week before the meeting. The Chairman of the Academic Committee may permit inclusion of any item for which due notice could not be given.
- vi. The ruling of the Chairperson of the Academic Committee in regard to all questions of procedure shall be final.
- vii. The minutes of the proceedings of a meeting of the Academic Committee shall be drawn up by the Secretary and circulated to all members of the Academic Committee, provided that any such minute shall not be circulated if the Academic Committee considers such circulation prejudicial to the interests of the Institute. The minutes along with amendments, if any, suggested shall be placed for confirmation at the next meeting of the Academic Committee. After the minutes are confirmed and signed by the Chairman of the Academic Committee, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Academic Committee, and the Governing Body at all times during office hours.

5. Finance Committee.

A. Constitution

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

- i. the Chairman, BOG, ex-officio, who shall be the Chairman of the Committee;

- ii. two persons nominated by the Governing Body;
- iii. nominees of the Society who are members of the Governing Body.
- iv. the Director, and
- v. the Registrar/ Finance Controller who shall be the secretary of the Finance Committee.

B. Functions

The Committee shall perform the following functions:-

- i. examine and scrutinise the annual budget of the Institute prepared by the Finance Officer in consultation with the Director and make recommendations to the Governing Body;
- ii. give its views and make its recommendations to the Governing Body either on the initiative of the Governing Body or of the Director, or on its own initiative on any financial question affecting the Institute.

C. Working of the Finance Committee

- i. The Committee shall meet at least twice a year.
- ii. Three members of the Committee shall form a quorum for a meeting of the Committee.
- iii. The Chairman, if present, shall preside over the meeting of the Committee. In his absence, the director will preside over the meeting.
- iv. The provisions in these statutes regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Governing Body shall, so far as may be, followed in connection with the meeting of the Committee.
- v. A copy of the minutes of every meeting of the Committee shall be sent to the Governing Body.

6. Building and Works Committee.

Building and Works Committee shall consist of the following persons namely:

- (a) The Director, ex-officio, who shall be the Chairman of the Committee;
- (b) One person nominated by the Governing Body;
- (c) One member of the Society nominated by the Society from amongst its members;
- (d) The Registrar, ex-officio Member Secretary
- (e) One Senior Professor/ Dean, (Planning & Development Wing)
- (f) Available Senior Engineer(Civil), nominated by the BOG

The Committee shall perform the following functions and have the following powers:-

- i. It shall be responsible under the direction of the Governing Body for construction of all major capital works after securing from the Governing Body the necessary administrative approval and expenditure sanction.
- ii. It shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs, within the grant placed at the disposal of the Institute for the purpose.

- iii. It shall cause to be prepared estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like.
- iv. It shall be responsible for making technical scrutiny as may be considered necessary by it.
- v. It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works where necessary.
- vi. It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.

The Committee shall perform such other functions in the matter of construction of buildings and development of land for the Institute as the Governing Body may entrust to it from time to time.

In emergent cases the Chairman of the Committee may exercise the powers of the Committee. Such cases shall be reported by him to the Committee and the Governing Body at the next meeting of the Committee and of the Governing Body.

The Committee shall meet as often as necessary.

A copy of the minutes of every meeting of the Committee shall be sent to the Governing Body.

7. The Chairman

- i. The Chairman shall have the power to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts to which appointments can be made by the Governing Body.
- ii. The Chairman shall have the power to send members of the Staff of the Institute for training or for a course of instruction outside India subject to such terms and conditions as may be laid down by the Governing Body from time to time.
- iii. In emergent cases the Chairman may exercise the powers of the Governing Body and inform the Governing Body of the action taken by him for its approval.

8. Travelling Allowances

Members of the Governing Body and other authorities of the Institute and members of the Committees constituted under these Statutes or appointed by the Governing Body and other authorities and employees of the Institute shall be entitled to travelling allowance and daily allowance for attending the meetings of the authorities and their Committees as laid down by the Governing Body from time to time.

9. The Director

- i. The Director shall be the principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for imparting instructions and maintenance of discipline therein.
- ii. The Director shall submit annual reports and accounts to the Board.

- iii. The Director shall exercise such other powers and perform such other duties as may be assigned to him by the Governing Body and the Statutes.
- iv. The Director may delegate any of his / her powers to any officer or officers in the service of the Society with the approval of the Governing Body.
- v. The Director shall act as the Member Secretary of the Governing Body and such other Committees as the Society or the Governing Body may decide.
- vi. Subject to the budget provisions made for the specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Governing Body from time to time.
- vii. The Director shall have the power to reappropriate funds with respect to different items constituting the recurring budget up to a limit of Rs. ----- for each item provided that such reappropriation will not involve any liability in future years. Every such reappropriation shall as soon as possible be reported to the Governing Body.
- viii. The Director shall have the power to write off irrecoverable losses up to Rs. -----/- and of irrecoverable value of stores lost or rendered unserviceable due to fair wear and tear up to Rs. Ten Lakhs per year in any individual case subject to such stipulations as may be made by the Governing Body from time to time.
- ix. The Director shall have the power to employ technicians, workmen and other supporting staff paid from contingencies.
- x. The Director shall have the power to send members of the staff for training or for a course of instruction inside India subject to such terms and conditions as may be laid down by the Governing Body from time to time.
- xi. The Director may, during his absence from headquarters, authorise one of the senior Professor present, to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and counter-sign bills on his behalf and authorise him for assuming such powers of Director as may be specifically delegated to the senior Professor present by him in writing.
- xii. The Director may, at his discretion, constitute such committees as he may consider appropriate.
- xiii. The Director may, with the approval of the Governing Body delegate any of his powers, responsibilities and authorities vested in him by Statutes to one or more members of academic or administrative staff of the Institute.
- xiv. In the event of the post of the Director remaining vacant or the Director being absent or unable to perform his duties for any reason, it shall be open for the Governing Body to direct any officer or officers in the service of the Society to exercise temporarily such powers and perform such functions and duties of the Director as the Board may deem fit.
- xv. The Director shall be empowered to appoint Head of the Departments/sections, Hostel superintendents and also empowered to make inter departmental/ sectional transfer of non-teaching employees in the interest of the institute. However, prior approval of the Governing Body is required in case of faculty members

10. Classification of Members of the Staff of the Institute

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

- (a) Academic which term shall include Director, Professor, Associate Professor, Assistant Professor, Workshop Superintendent, Scientific Officer, Research Assistants, Librarian, Deputy Librarian and such other academic posts as may be decided by the Governing Body.
- (b) Technical which term shall include Foreman, Supervisor (Workshop), Mechanic, , Laboratory technicians, Technical Assistant, Draftsman, Physical Training Instructor and such other technical posts as may be decided by the Governing Body.
- (c) Administrative and others which term shall include Registrar, Administrative officer, Accounts Officer, Audit Officer, Stores Officer, Estate Officer, Medical Officer, , Chief Store Keeper, Steward, Office Superintendent and such other Administrative and other staff as may be decided by the Governing Body.

11. Appointments

All posts at the Institute shall normally be filled by advertisement but the Governing Body shall have the power to decide on the recommendations of the Director that a particular post be filled by invitation or by promotion from amongst the member of the staff of the Institute.

Selection Committees for filling posts under the Institute (other than the posts on contract basis) by advertisement or by promotion from amongst the members of staff of the Institute shall be constituted in the manner laid down below namely :-

- (a) In the case of Academic posts, the Selection Committee shall as per AICTE guidelines/ norms.
- (b) In the case of technical and administrative posts selection committee is to be constituted by the Governing Body.

All appointments made at the Institute shall be reported to the Governing Body at its next meeting.

12. Terms and Conditions of Service of Permanent Employees

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

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

- ii. Provided that the Governing Body may for sufficient reasons relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or class of cases subject to such conditions, if any as may be laid down by the Governing Body.
- iii. Subject to the provisions of the Statutes, all appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Statutes, till the end of the month in which he attains the age of 65 years for academic staff and 60 years for others. Provided that where the Governing Body considers that in the interests of students and for the purposes of teaching and guiding the research scholars any member of the academic staff should be re-employed, it may reemploy such a member till the end of the semester or the academic session or for a period as may be considered appropriate in the circumstances of each case.
- iv. The appointing authority shall have the power to extend the periods of probation of any employee of the Institute for such periods as may be found necessary, provided that if after the period of probation the official is not confirmed and his probation is also not formally extended, he shall be deemed to have continued on a temporary basis and that his services may then be terminable on a month's notice or on payment of a month's salary in lieu thereof.
- v. An employee of the Institute shall devote his whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of his duties, but the prohibition herein contained shall not apply to academic work and consultative practice undertaken with the prior permission of the Director, which may be given subject to such conditions as regards the acceptance of remuneration as may be laid down by the Governing Body.
- vi. 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.
- vii. The appointing authority shall have the power to terminate the services of any member of the staff by 3 month's notice or on payment of 3 months' salary in lieu thereof, if on medical grounds, certified by a medical authority nominated by the Governing Body, his retention in service is considered undesirable by such appointing authority.
- viii. The Governing Body shall have the power to terminate the services of any member of the staff on grounds of retrenchment or economy by giving to the persons concerned six months notice in writing or on payment of six months salary in lieu thereof.
- ix. An employee of the Institute may terminate his engagement by giving to the appointing authority three* month's notice provided that the appointing authority may for sufficient reasons either reduce this period or call upon the employee concerned to continue till the end of the academic session in which the notice is received.
- x. The Director may place a member of the staff appointed at the Institute under suspension:-

- (a) where a disciplinary proceeding against him is contemplated or is pending, or
- (b) where a case against him in respect of any criminal offence is under investigation or trial. Provided that where a member of the staff is detained in custody for a period exceeding fortyeight hours, whether in connection with a criminal offence or under any law for the time being in force providing for preventive detention, such member of the staff shall be deemed to have been placed by the Director under suspension with effect from the date on which he was so detained.

During the period of suspension, the member of the staff shall be entitled to the subsistence allowance.

- xi. The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:-
 - a. Censure;
 - b. Withholding of increments or promotion;
 - c. Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders,
 - d. Reduction to lower service, grade or post or to a lower time-scale, or to a lower stage in a time-scale;
 - e. Compulsory retirement;
 - f. Removal from service which shall not be a disqualification for future employment under the Institute;
 - g. Dismissal from service which shall ordinarily be a disqualification for future employment under the Institute.

A member of the staff aggrieved by any order imposing penalty passed by the Director against him shall be entitled to prefer an appeal to the Governing Body against the order.

- xii. The employees of the Institute shall be entitled to travelling and daily allowances according to the scales laid down by the Governing Body from time to time.
- xiii. The employees of the Institute shall be entitled to various leaves such as casual leave, earned leave, medical leave, maternity and study leave as decided by the Governing Body from time to time.
- xiv. The employees of the Institute shall be entitled to facilities such as medical reimbursement, vacation, loans/ advances, as decided by the Governing Body from time to time.

13. **Terms and Conditions of Service of Temporary Employees**

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

of service of such employees shall be such as may be specified by the appointing authority in his letter of appointment.

14. Appointment in Adhoc/Part time Positions

Appointment on tenure based contracts can be made through a Standing Committee (Comprising of Director, HOD and two experts) without advertising the posts. The same can be renewed by the Director for maximum period of two years. Part time appointment, on as required basis can be given by the Director.

15. Employees Provident Fund

An Employees Provident Fund shall be maintained and administered for the employees of the Institute in accordance with the provisions set out by Govt. of India.

16. Departments

The Institute shall have the following Departments:-

- i. Civil Engineering
- ii. Computer Science and Engineering
- iii. Electrical Engineering
- iv. Electronics and Communication Engineering
- v. Information Technology
- vi. Mechanical Engineering
- vii. Humanities and Social Sciences
- viii. Mathematics
- ix. Chemistry & Environment Sciences
- x. Physics

17. Head of a Department

- i. Each Department of the Institute shall be placed in charge of a Head who shall be selected by the Director from among the Professors, Associate Professors and Assistant Professors. Provided that when in the opinion of the Director the situation so demand, the Director may himself take temporary charge of a Department or place it under the charge of a Professor from another Department.
- ii. The Head of a Department shall be responsible for the entire working of the Department subject to the general control of the Director.
- iii. It shall be the duty of the Head of a Department to see that the decisions of the authorities of the Institute and of Director are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director.

18. Institution of Fellowships, Scholarships, Exhibitions, Medals and Prizes

To be decided by the Governing Body on the advice of Academic Committee of the Institute.

19. Fees

The following shall be the fees charged by the Institute:

- i. Admission fee (one time)
- ii. Mandatory disclosure book (One time)
- iii. Tuition fee (Quarterly)
- iv. Library fee (one time)
- v. Miscellaneous Institute Development Fee
- vi. Institute Caution Deposit (one time, refundable)

Hotel facility is optional and one availing it will have to pay following fees:

- i. Seat rent (per month)
- ii. Advance mess charges and maintenance (per month)
- iii. Caution deposit (one time refundable after four years)

- Notwithstanding the above provision, the Governing Body will have the power to take action, not included in the statute, in case of special situations.
- Based on the recommendation of the Board of Governors, Society will have power to reconstitute the statutes as and when required.