

specified by the ordinances;

- (ii) If the medical authority grants fitness certificate for a lower post, the employee, if willing may be appointed on such post only if available; and
- (iii) The medical report should precede or coincide with the date of retirement.

### 32. ADVANCES

The permanent employees of the Institute shall be having facility of drawing advances for various purposes as admissible to Central Government Employees.

### 33. DEPUTATION

Deputation is permissible for appointment (temporary transfer) in public interest outside National Institute of Technology to other National Institute of Technology, Central Government, State Government, Universities or Autonomous Bodies including Public Sector undertaking and subject to the terms and conditions specified in the recruitment rules.

### 34. RESIDENTIAL ACCOMMODATION FOR EMPLOYEES

- (1) Every employee of the Institute may be allotted an unfurnished house within the campus of the Institute for residential use only, if available, in which he shall be required to reside, subject to such conditions as may be laid down by the House Allotment Rules of the Institute.
- (2) An employee of the Institute who has been allotted house for residential use, shall be charged license fee at the rate as fixed by the Board from time to time.
- (3) In addition to the license fee, water, electricity and charges for any other service rendered shall be recovered from an employee on actual basis or at such rates as may be determined by the Board from time to time.
- (4) The Board may, allot furnished or unfurnished accommodation without levying any license fee or levying such fee at concessional rates to any category of staff, if it considers it necessary to do so in the interest of the Institute.

### 35. LEAVE AND VACATION RULES

The leave for all the employees of the Institute shall be governed by the Central Civil Services (Leave) Rules 1972.

### 36. SCHOLARSHIPS, FELLOWSHIPS, MEDALS AND PRIZES

The Board may, on the recommendation of the Senate institute such scholarships, fellowships medals and prizes as it may consider necessary.

### 37. FEES

The Institute shall charge the following fees, namely:-

- (i) The tuition and the hostel fee shall comprise of two parts (a) fees determined by the National Institutes of Technology Council which shall be the common for all National Institutes of Technology and (b) fees which will be determined by the

concerned Boards of Governors which shall be applicable to the concerned institute.

- (ii) the Caution Money shall be refundable to student, scholars and fellows at the time of finally leaving the Institute, after deduction of relevant dues, if any and where no claim for a refund is received within two years of finally leaving the Institute, the Caution Money shall be credited into the Student Welfare Fund.
- (iii) The fee concession and scholarships as may be determined by the Central Government from time to time shall be applicable to all National Institutes of Technology.

### 38. STUDENTS' HOSTELS AND HALLS

- (1) Every Institute shall be a residential institution and all students and research scholars shall reside in the hostels and halls of residence built by the Institutes for the purpose:

Provided that in exceptional cases, for reasons to be recorded in writing, the Director may permit a student or scholar to reside with his parent or guardian, but where any such permission is accorded to a student or scholar, such student or scholar, as the case may be, shall be liable for the payment of such seat rent as he would have been liable for the payment of seat rent had he resided in the hostel.

- (2) Every resident in the hostels and halls shall conform to rules laid down by the Institute for the purpose.
- (3) For each hostel or hall of residence there shall be a Warden and such number of Assistant Wardens and other staff as may be determined by the Board from time to time.
- (4) The members of the Academic Staff shall be appointed by the Director as Warden and Assistant Warden.
- (5) Wardens and Assistant Wardens shall be entitled to rent free unfurnished quarters corresponding to the type of quarters to which they are normally entitled.
- (6) The Board shall lay down rules for the management of the hostels and halls of residence.

### 39. CONFERMENT OF HONORARY DEGREES

The Institute may confer honorary degrees for a few exceptional and outstanding persons for their illustrious contribution in their respective fields:

Provided that all proposals for the conferment of honorary degrees shall be made by the Senate and shall be approved by the Board.

[No. F. 22-5/2006-TS. III (Pt.)]

N. K. SINHA, Jt. Secy.

## THE NATIONAL INSTITUTES OF TECHNOLOGY

### SCHEDULE 'A' [See Statute 17(2)]

"WHEREAS in terms of Section 17 (1) of the National Institute of Technology Act, 2007 (hereinafter called the Act) and Statute 17(2) (in case of NIT, \_\_\_\_\_) (hereinafter called Statutes), the Visitor has been pleased to approve the appointment of the appointee as the Director of the Institute on contract for five years and the appointee has accepted such appointment upon the terms and conditions hereinafter appearing. NOW THESE PRESENTS WITNESSETH and the parties hereto respectively agree as follows:-

[1] This agreement of service shall be deemed to have been entered into subject at all times to the provisions of the Act, and Statutes covering the Institutes as in force from time to time as applicable to permanent confirmed employees.

[2] The appointee shall be on service under the agreement for a period of five years with effect from date of joining the post. Provided that if the appointee on conclusion of the period of service mentioned above is below 65 years of age, his service shall continue till the 30<sup>th</sup> June of the year in which the appointee concludes the said period of service or till he attains the age of 65, whichever is earlier.

[3] The appointee shall be the Principal academic and Executive Officer of the Institute and shall serve the Institute as the whole time Director of the Institute with powers and duties provided in the said Act and Statutes.

[4] The appointee shall devote his whole time to the service of the Institute and will be subject to the Conduct Rules and other provisions of the said Act and the Statutes. Any information obtained by 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 Officials Secrets Act, 1923, as amended from time to time.

[5] During the period of his service except in respect of any period of suspension and also of any period of leave without pay, the appointee shall be entitled subject to the Indian Income Tax to an initial pay of Rs..... in the scale of Rs..... provided that if any time the appointee proceeds on deputation out of India, his pay and allowances during the period his deputation will be such as may be decided by the Board of Governors. In addition, the appointee shall draw allowances like Dearness Allowance, City Compensatory Allowance etc. as may be admissible from time to time as per rules of the Institute.

[6] During his service under these presents the appointee shall subscribe to the Contributory Provident Fund-cum-Gratuity of the Institute according to the provisions made in the Statutes and subject to such modifications in these provisions as may be made from time to time and shall also be entitled to the contribution of the Institute as admissible to the permanent confirmed employees as per the Statutes. In the event of the appointee being employer of any other National Institute of Technology and enjoying the benefits either under Contributory Provident Fund-cum-Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme, he shall join the corresponding Scheme of the Institute with transfer of this accumulation as admissible under the Statutes. In case the appointee is the employee of the Institute he shall continue to be governed by Contributory Provident Fund-cum-Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme as immediately prior to this contract appointment and shall be entitled to benefits of the scheme for the period of his service under this contract like other permanent employees of the institutes as per the Statutes.

[7] Notwithstanding anything hereinbefore contained, the appointee shall unless otherwise decided by the Institute be entitled to receive the whole or in part as may be determined by the Institute the benefits of any improvements in the revision of scale of pay and in retirement benefits that may be affected by the Institute subject to the date of these presents in the terms and conditions of the service of members of the branch of Institute, service to which he may for the time being belong, the decision of the Institute in respect of such improvement in the terms and conditions of their service of appointee shall operate so as to modify to that extent the provisions of these presents.

[8] The appointee shall be entitled to leave as admissible to permanent non-vacation employees of the Institute under the Statutes.

[9] The appointee shall be entitled to furnished free of license fee office cum residential accommodation in the campus of the Institute as may be sanctioned by the Board of Governors of the Institute.

[10] The appointee shall be eligible for privilege in relation to medical attendance and treatment as provided for in the Statutes.

[11] The appointee shall be paid travelling expenses for joining the Institute as admissible to an officer of the Central Government of equivalent rank under the Transfer Travelling Allowances Rules of the Central Government deeming the appointment of the appointee as on transfer in the public interest.

If the appointee is required to travel in the interest of Institute work, he shall be entitled to travelling allowance and the scale provided for in the T. A. Rules of the institute in force from time to time. Similarly the appointee shall be entitled to leave travel concession for visiting his hometown as per the Rules of the Institute.

[12] Any amount received by the appointee from books and articles published by him at his cost shall be left to him as an encouragement for continuing his work in that line. He would also be allowed to do consultancy and retain benefits of the same as per rules laid down by the Board from time to time.

[13] The service of appointee may during the period of contract, be terminated by the Institute at any time by three calendar months notice in writing given at any time during service under this contract without any cause assigned. Provided always the Institute may in lieu of the notice herein provided to give the appointee a sum equivalent to the amount of his basic pay for three months. The appointee may terminate his service by giving to the Institute three calendar months notice in writing.

[14] The appointee will be allowed the status of Professor of the Department of his speciality and take part in teaching and research in the said Department subject to his Convenience.

[15] In respect of any matter for which no provision has been made in this agreement the appointee will be governed by the said National Institutes of Technology Act, 2007 or any modification thereof for the time being in force and the Statutes made thereunder for time being in force.

IN WITNESS WHEREOF on the day and the year first above written, the Chairman of the Board of Governors of the Institute has hereinto set his hand and the appointee has hereinto set his hand.

Signed and delivered for the  
National Institute of Technology,  
by the Chairperson,  
Board of Governors of the Institute

In the presence of Signature of Witnesses with addresses Signed and delivered by the said  
appointee In the presence of ..... Signature of  
..... witnesses with addresses  
Director, NIT.....

**SCHEDULE 'B'**  
**[See Statute 18(3)]**

**CONTRACT OF SERVICE FOR THE POST OF DEPUTY DIRECTOR**

An AGREEMENT for service made this.....day..... date of  
.....one thousand nine hundred ..... between  
..... (herein after called the appointee) of the one part and the National  
Institute of Technology incorporated under the National Institutes of Technology Act, 2007 (29  
of 2007).

"WHEREAS in terms of Section 17(1) of the National Institute of Technology Act, 2007 (hereinafter called the Act) and Statute 18(3) (in case of NIT, \_\_\_\_\_) (hereinafter called Statutes), the Visitor has been pleased to approve the appointment of the appointee as the Deputy Director of the Institute on contract for a period of three years initially which may be extended by two times for one year each on the recommendation of the Board and the appointee has accepted such appointment upon the terms and conditions hereinafter appearing. NOW THESE PRESENTS WITNESSETH and the parties hereto respectively agree as follows:-

[1] This agreement of service shall be deemed to have been entered into subject at all times to the provisions of the Act, and Statutes covering the Institutes as in force from time to time as applicable to permanent confirmed employees.

[2] The appointee shall be on service under the agreement for a period of three years extendable by two years on year to year basis with effect from ..... (that is date of joining the post) provided that if the appointee on conclusion of the period of service mentioned above is below 65 years of age, his service shall continue till the 30th June of the ..... year in which the appointee concludes the said period of service or till he attains the age of 65, whichever is earlier.

[3] The appointee shall serve the Institute as the whole time Deputy Director of the Institute with powers and duties provided in the Act and Statutes. He shall report to the Director for discharge of his duties.

[4] The appointee shall devote his whole time to the service of the Institute and will be subject to the Conduct Rules and other provisions of the said Act and the Statutes. Any information obtained by 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 Officials Secrets Act, 1923, as amended from time to time.

[5] During the period of his service except in respect of any period of suspension and also of any period of leave without pay, the appointee shall be entitled subject to the Indian Income Tax to an initial pay of Rs..... in the scale of Rs..... provided that if any time the appointee proceeds on deputation out of India his pay and allowances during the period his deputation will be such as may be decided by the Board of Governors. In addition the appointee shall draw

allowances like Dearness Allowance, City Compensatory Allowance etc. as may be admissible from time to time as per rules of the Institute.

[6] During his service under these presents the appointee shall subscribe to the Contributory Provident Fund-cum-Gratuity of the Institute according to the provisions made in the Statutes and subject to such modifications in these provisions as may be made from time to time and shall also be entitled to the contribution of the Institute as admissible to the permanent confirmed employees as per the Statutes. In the event of the appointee being employer of any other National Institutes of Technology and enjoying the benefits either under Contributory Provident Fund -cum- Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme, he shall join the corresponding Scheme of the Institute with transfer of this accumulation as admissible under the Statutes. In case the appointee is the employee of the Institute he shall continue to be governed by Contributory Provident Fund-cum-Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme as immediately prior to this contract appointment and shall be entitled to benefits of the scheme for the period of his service under this contract like other permanent employees of the institutes as per the Statutes.

[7] Notwithstanding anything hereinbefore contained the appointee shall unless otherwise decided by the Institute be entitled to receive the whole or in part as may be determined by the Institute the benefits of any improvements in the revision of scale of pay and in retirement benefits that may be affected by the Institute subject to the date of these presents in the terms and conditions of the service of members of the branch of Institute, service to which he may for the time being belong, the decision of the Institute in respect of such improvement in the terms and conditions of their service of appointee shall operate so as to modify to that extent the provisions of these presents.

[8] The appointee shall be entitled to leave as admissible to permanent non-vacation employees of the Institute under the Statutes.

[9] The appointee shall be entitled to furnished free of license fee accommodation in the campus of the Institute as may be sanctioned by the Board of Governors of the Institute.

[10] The appointee shall be eligible for privilege in relation to medical attendance and treatment as provided for in the Statutes.

[11] The appointee shall be paid travelling expenses for joining the Institute as admissible to an officer of the Central Government of equivalent rank under the Transfer Travelling Allowance Rules of the Central Government deeming the appointment of the appointee as on transfer in the public interest.

If the appointee is required to travel in the interest of 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. Similarly the appointee shall be entitled to leave travel concession for visiting his hometown as per the Rules of the Institute.

[12] Any amount received by the appointee from books and articles published by him at his cost shall be left to him as an encouragement for continuing his work in that line. He would also be allowed to do consultancy and retain benefits of the same as per rules laid down by the Board from time to time.

[13] The service of appointee may during the period of contract, be terminated by the Institute at any time by three calendar months notice in writing given at any time during service under this contract without any cause assigned. Provided always the Institute may in lieu of the notice herein provided to give the appointee a sum equivalent to the amount of his basic pay for three months. The appointee may terminate his service by giving to the Institute three calendar months notice in writing.

[14] The appointee will be allowed the status of Professor of department of his specialization to the part in teaching and research in the Department of ..... subject to his Convenience.

[15] In respect of any matter for which no provision has been made in this agreement the appointee will be governed by the said National Institutes of Technology Act, 2007 or any modification thereof for the time being in force and the Statutes made thereunder for time being in force.

IN WITNESS WHEREOF on the day and the year first above written, the Chairman of the Board of Governors of the Institute has hereinto set his hand and the appointee has hereinto set his hand.

Signed and delivered for the  
National Institute of Technology,  
by the Chairperson,  
Board of Governors of the Institute

In the presence of

Signature of Witnesses with addresses

Signed and delivered by the said appointee

In the presence of Signature of ..... witnesses with addresses

Deputy Director, NIT .....

**SCHEDULE 'C'**  
[See Statute 19 (5)]

**DEANSHIPS**

The institute may have not more than six deanships. There may be following Deanships in National Institute of Technology with the approval of the Board of Governors:

Dean Academic  
Dean Planning and Development  
Dean Student Welfare  
Dean Faculty Welfare  
Dean (Research and Consultancy)

Deanship is of functional position and not administrative one and such be discharged in its right spirit. Dean must be nominated by the Director only from amongst the Professors/Associate Professors, but should not be Head of the Department.

The Tenure of Deanship shall ordinarily be two years extendable by one more year, but Director with the approval of the Chairperson, Board of Governors may relieve any or all Dean before such period.

**DUTIES AND RESPONSIBILITIES OF DEANS**

The following duties and responsibilities have been entrusted to the Deans

### 1. Dean (Academic)

He/she will advise the Director in:

- (a) Admission and enrolment of students;
- (b) Finalisation of academic calendar, time-tables, registration of students for course work and examinations, class room arrangements and all other requirements for proper conduct of class work;
- (c) Conduct of class tests and co-coordinating the finalization of session's evaluations and for ensuring the timely declaration of results;
- (d) Supervision of the maintenance of up-to-date academic records of all categories of students;
- (e) Publication and distribution of the syllabi;
- (f) Organizing meeting of all the Institute level academic bodies;
- (g) Arranging the issue of all academic certificates, medals and prizes to the students;
- (h) To arrange for conduct of those examinations which are to be conducted by the Institute as stipulated in the Institute regulations.
- (i) To formulate policies for the conduct of research and steps to maintain suitable standard by implementing the Board of Governors/Senate decision.
- (j) To execute the policy of the Senate in the conduct of P.G., Ph.D. and other research programmes including the examination of the thesis.
- (k) To co-ordinate for the conduct of Convocation.
- (l) All proposals to modify the teaching programmes will be considered by BOAC, for which Dean (Academic) i.e. the Chairman and if approved will be sent to the Senate for formal approval.
- (m) To admit sponsored Early Faculty Induction Programme and Quality Improvement Programme candidates.
- (n) To suggest the Director to take suitable steps from time to time to strive for the high academic standards.

### 2. Dean (Planning and Development)

He/she will advise the Director in the following:

- (a) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission of plan & estimates related to Civil, electrical, Works, sanitary, network system, etc.
- (b) Maintenance of all necessary statistical data regarding plan & projects required for compilation of various reports periodically required to be sent to Ministry of Human Resource Development and other agencies.
- (c) Monitoring the physical targets and utilisation of funds in respect of Projects & Consultancy and in the preparation of relevant papers for submission of progress reports.
- (d) Formulating proposal for new courses and in organizing meetings of faculty members and external experts for this purpose in this regard;
- (e) In the efforts to expand and monitor the activities of consultancy, testing and sponsored research of Institute and to ensure submission of progress reports;
- (f) In coordinating the formulation and conduct of non-formal and continuing education and extension programmes.
- (g) To arrange for the agenda and organization of the meeting for procurement of equipments related to projects and testing & consultancy.
- (h) Providing necessary data for the budget and new estimates & plans to the Building & Works Committee to the Registrar.



