

**THE XIVth MEETING
OF
SENATE**

**NATIONAL INSTITUTE OF TECHNOLOGY
MEGHALAYA**

MINUTES

DAY : Wednesday

DATE: 18.04.2018

***VENUE: The Conference Room
NIT Meghalaya
Shillong***

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**Minutes of Fourteenth Meeting of the Senate held on 18.04.2018**

The XIVth Meeting of the Senate of NIT Meghalaya was held on 18th April 2018 at 10:00 a.m. in the Conference Room of the Institute at Bijni Complex, Shillong and the following members were present:

- | | |
|--|----------------|
| 1. Professor B.B. Biswal, Director, NIT Meghalaya | - Chairman |
| 2. Professor N. C. Shivprakash, Professor, IISC Bangalore | - Member |
| 3. Professor P.K. Basu, Retd. Professor, Calcutta University | - Member |
| 4. Professor (Mrs.) M.P.R. Lyngdoh, Former Principal, Shillong College | - Member |
| 5. Prof. A. Bhattacharjee, Dean(R&C), NIT Meghalaya | - Member |
| 6. Prof. G. Panda, Electrical Engineering, NIT Meghalaya | - Member |
| 7. Prof. H. C. Das, Mechanical Engineering, NIT Meghalaya | - Member |
| 8. Dr. A. Dandapat, Dean (AA), NIT Meghalaya | - Spl. Invitee |
| 9. Dr. Saikat Mukherjee, Assoc. Dean(SW), NIT Meghalaya | - Spl. Invitee |
| 10. Dr. Atanu Banerjee, HoD, Electrical Engineering, NIT Meghalaya | - Spl. Invitee |
| 11. Dr. D. S. Roy, HoD, Computer Sc. and Engineering, NIT Meghalaya | - Spl. Invitee |
| 12. Dr. B. Sarkar, HoD, Mechanical Engineering, NIT Meghalaya | - Spl. Invitee |
| 13. Dr. C. Marthong, HoD, Civil Engineering, NIT Meghalaya | - Spl. Invitee |
| 14. Dr. G. Dutta, HoD, Chemistry, NIT Meghalaya | - Spl. Invitee |
| 15. Dr. S. Mangang, HoD, Humanities and Social Sc, NIT Meghalaya | - Spl. Invitee |
| 16. Dr. K. Senthilkumar, HoD, Physics, NIT Meghalaya | - Spl. Invitee |
| 17. Dr. Ch.V. Rama Rao, HoD, ECE, NIT Meghalaya | - Spl. Invitee |
| 18. Mr. B. N. Choudhury, Registrar, NIT Meghalaya | - Secretary |

The other members, Professor P. Majumdar, Dr. P. Bharali and Prof. P. Mahanta could not attend the meeting due to prior commitments. Leave of absence was granted.

At the outset, the Chairman welcomed the members and the Special Invitees to the Fourteenth Meeting of the Senate. The Chairman then requested the Dean (AA) to take-up the agenda of the meeting.

Item No. 1: Confirmation of Minutes of the Thirteenth Meeting of the Senate of NIT Meghalaya held on 21.10.2017.

The Thirteenth Meeting of the Senate of the Institute was held on 21.10.2017 in the Conference Room of the Institute. The minutes of the meeting were circulated amongst the members of the Committee for their comments/ observations.

The Senate was requested to consider confirming the minutes.

R1/SENATE-XIV/18: The Senate **Resolved** to **Confirm** the minutes of the XIIIth Meeting of the Senate with the incorporation of some missing lines in PhD regulation clause: Sec-IV, Para-9. The changed part is as follows:

9. Withdrawal of candidature

9.1 If a scholar desires to withdraw his/ her candidature and continue as part time student, he/ she shall apply (Form X) to the chairman, Senate through the DRC/CRC and his/ her supervisor at any time only after one year of the PhD

registration. In case, the request of the candidate is permitted then the earliest date of thesis submission is shifted forward by 1.5 times of the remaining period.

Item No. 2 : Action Taken Report on the decision of the Thirteenth Meeting of the Senate.

Actions taken on the decisions of the Thirteenth meeting of the Senate were presented to the Senate.

R2/SENATE-XIV/18: The Senate **Noted** the actions taken on the resolutions of the XIIIth Meeting of the Senate.

Item No. 3: Item No. 3: Recommendations from IXth APC Meeting.

The Ninth Meeting of APC was held on, 10th April, 2018. The APC recommended courses/curriculum were placed for approval of the Senate. The recommendations of the APC are as tabulated below:

Sl. No.	Item	Brief Details	Recommendation
1.	Curriculum and courses of CE M.Tech programme in Structural Engineering	The DAC of the Department of Civil Engineering has prepared the curriculum for their new M.Tech programme in Structural Engineering, as per newly approved structure for M.Tech. Courses for 1 st semester are also prepared for consideration of the APC. (were presented in: Annex-I)	R3/APC-IX/18 <i>The APC resolved to recommend the curriculum structure and courses for approval by the Senate.</i>
2.	Curriculum and courses of CS M.Tech programme in Computer Science and Engineering	The DAC of the Department of Computer Science and Engineering has prepared the new curriculum, as per newly approved structure for M.Tech programme. New courses for 1 st semester are also prepared for consideration of the APC. (were presented in: Annex-I)	R4/ APC-IX/18 <i>The APC resolved to recommend the curriculum structure and courses for approval by the Senate.</i>
3.	Curriculum and courses of EC M.Tech programme in VLSI and Embedded Systems	The DAC of the Department of Electronics and Communication Engineering has prepared the new curriculum, as per newly approved structure for M.Tech programme. New courses for 1 st semester are also prepared for consideration of the APC. (were presented in: Annex-I)	R5/ APC-IX/18 <i>The APC resolved to recommend the curriculum structure and courses for approval by the Senate.</i>
4.	Curriculum and courses of EE M.Tech programme in Power and Energy Systems	The DAC of the Department of Electrical Engineering has prepared the new curriculum, as per newly approved structure for M.Tech programme. New courses for 1 st semester are also prepared for consideration of the APC. (were presented in: Annex-I)	R6/ APC-IX/18 <i>The APC resolved to recommend the curriculum structure and courses for approval by the Senate.</i>
5.	Curriculum and	The DAC of the Department of Mechanical	R7/ APC-IX/18

	courses of ME M.Tech programme in Fluids & thermal Engineering	Engineering has prepared the new curriculum, as per newly approved structure for M.Tech programme. New courses for 1 st semester are also prepared for consideration of the APC. (were presented in: Annex-I)	<i>The APC resolved to recommend the curriculum structure and courses for approval by the Senate.</i>
6.	400 level ME course for final year students	The DAC of the Department of Mechanical Engineering has prepared a new 400 level course for final year B.Tech students. (Annex-I) . ME 438: MECHANICAL MICRO-MACHINING (3-0-0: 3)	R87/ APC-IX/18 <i>The APC resolved to recommend the course for approval by the Senate.</i>

R3 (1)/SENATE-XIV/18: The Senate **Resolved to Approve** the M.Tech curriculum of Structural Engineering and the courses as presented. The Senate also suggested incorporating some advanced topics in course MA701 which will be based on discipline's need.

R3 (2)/SENATE-XIV/18: The Senate **Resolved to Approve** the M.Tech curriculum of Computer Science and Engineering and the courses with modification in the course name of **CS503**. The suggested name of the course is **Advanced Data Bases**.

R3 (3)/SENATE-XIV/18: The Senate **Resolved to Approve** the M.Tech curriculum of VLSI and Embedded Systems and the courses with minor addition in EC517. The Senate also suggested to remove the course EC521 from the elective list, which is not matching with programme.

R3 (4)/SENATE-XIV/18: The Senate **Resolved to Approve** the M.Tech curriculum of Power and Energy Systems and the course as presented.

R3 (5)/SENATE-XIV/18: The Senate **Resolved to Approve** the M.Tech curriculum of Fluids & thermal Engineering and the courses with modification in course name of ME561. The suggested name of the course is Fluid and Thermal Measurement Lab. The Senate also suggested changing the name of ME555 and relevant programming to be incorporated.

R3 (6)/SENATE-XIV/18: The Senate **Resolved to Approve** the course ME438.

Item No. 4: Constitute a New Academic Programmes Committee

The Academic Programmes Committee (APC) constituted on 25-10-2016 was for a term of one year. As per Academic Ordinance, "The Academic Programmes Committee (APC) shall be constituted by the Senate with one faculty member from each department as member and the Dean of Academic Affairs (DAA) as its Chairman. The APC shall assist the Senate in formulating the Curriculum Structures, deciding on new academic programmes and such other policy matters related to the academic programmes."

The Senate was requested to constitute a new APC for a period of 1 year.

R4/SENATE-XIV/18: The Senate **Resolved to Constitute** a new APC comprising of the following members, for a period of 1 year, with immediate effect:

Dean (AA) -Chairman

HoDs / Nominee -Members

Item No. 5: Proposal for new B. Tech Curriculum:

Institute wishes to review and upgrade the undergraduate (B.Tech) curriculum. To take a wider view, The Institute conducted a one day workshop for curriculum development for B.Tech Programme. The aim of the workshop was to design state-of-the-art curriculum for B.Tech programme. The Curriculum Development Workshop was held on 19th March 2018. The report of the Curriculum Development Workshop along with structure was presented as **Annex-II**.

The Senate was requested to consider the proposal for New B.Tech curriculum.

R5/SENATE-XIV/18: The Senate **Resolved to Approve** the new B. Tech Curriculum as presented. The Senate appreciated the effort made for designing new curriculum.

Item No. 6: B.Tech Seat Matrix-2018

The Ministry of Human Resource Development (MHRD) has sent a directive to all 31 NITs and the Indian Institute of Engineering Science and Technology (IIST), Shibpur to increase the participation of women in these central technical institutes.

The directive states that each of these institutes will have to admit minimum 14% women in the academic year 2018-19. The institutes have been asked to create supernumerary seats for such admissions this year, if required.

With the directives, the seat matrix for B.Tech admission will be as follows.

	Quota (State/All India)	Category	GE	GE-PwD	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
CE	State	Female	1	0	0	0	2	0	0	0	3
		Gender Neutral	0	0	0	0	0	1	0	0	1
		Non-Female	1	0	0	0	10	0	0	0	11
	Other than Meghalaya	Female	2	0	0	0	0	0	1	0	3
		Gender Neutral	0	0	0	1	0	0	0	0	1
		Non-Female	5	0	2	0	1	0	3	0	11
30											
CS	State	Female	1	0	0	0	1	1	0	0	3
		Gender Neutral	0	0	0	0	0	0	0	0	0
		Non-Female	1	0	2	0	9	0	0	0	12
	Other than Meghalaya	Female	1	0	0	0	0	0	1	0	2
		Gender Neutral	0	0	0	0	0	0	0	0	0
		Non-Female	6	0	2	0	1	0	4	0	13
30											
EC	State	Female	1	0	0	0	2	0	0	0	3
		Gender Neutral	0	0	0	0	1	1	0	0	2

	Other than Meghalaya	Non-Female	2	0	0	0	8	0	0	0	10
		Female	1	0	1	0	0	0	1	0	3
		Gender Neutral	1	0	0	0	0	0	1	0	2
		Non-Female	5	1	1	0	1	0	2	0	10

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ME	State	Female	0	0	0	0	2	1	0	0	3
		Gender Neutral	0	0	0	0	0	0	0	0	0
		Non-Female	2	0	1	0	9	0	0	0	12
	Other than Meghalaya	Female	1	0	0	0	0	0	1	0	2
		Gender Neutral	1	0	0	0	0	0	0	0	1
		Non-Female	7	0	2	0	1	0	2	0	12

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EE	State	Female	1	0	0	0	2	0	0	0	3
		Gender Neutral	0	0	0	0	0	0	0	0	0
		Non-Female	1	0	1	0	10	0	0	0	12
	Other than Meghalaya	Female	1	0	0	1	0	0	0	0	2
		Gender Neutral	0	0	0	0	0	0	0	0	0
		Non-Female	5	1	2	0	2	0	4	0	14

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R6/SENATE-XIV/18: The Senate **Resolved to Approve** the B. Tech 2018 seat matrix prepares as per the directives from MHRD.

Item No. 7: DASA Seat Matrix

For the admission under DASA programme, one seat in each B.Tech discipline was offered in 2017-18. It is proposed that two seats in each discipline may be offered for the academic session 2018-19.

R7/SENATE-XIV/18: The Senate **Resolved to Approve** the seat distribution for DASA admission as proposed.

Item No. 8: International Student admission through ICCR

Indian Council for Cultural Relations (ICCR) under Ministry of External affairs, Govt. of India requests for admission of International Students under various scholarship scheme of the Govt. of India. Last year 12 students were shortlisted and 10 students took admission.

It was proposed, for the academic session 2018-19, maximum **15 seats** may be made available for ICCR students equally among 5 engineering Departments.

R8/SENATE-XIV/18: The Senate **Resolved to Approve** the increase in seats for international students taking admission through ICCR.

Item No. 9: Early submission clause in PhD regulation.

The present Early submission clause in PhD regulation is as follows:

11.6, Early Submission:

If a research scholar desires to submit a Ph.D. Thesis prior to the completion of minimum stipulated time as prescribed in clause 8 of PhD regulation, he/she should satisfy the following criteria:

- i) Completed one and half years after comprehensive exam (from Date of comprehensive viva/seminar)
- ii) Published at least two (2) papers in SCOPUS Journals as first author.
- iii) Have recommendations of extended DRC (two other Dept. members/experts, nominated by Chairman, RC)

The Candidate should make request application through supervisor to DRC at least 3 months prior to pre-submission of thesis.

Proposed changes:

11.6, Early Submission:

If a research scholar desires to submit a Ph.D. thesis prior to the completion of minimum stipulated time as prescribed in clause 8 of PhD regulation, he/she should satisfy the following criteria:

- i) Completed one and half years after PhD registration**
- ii) Published at least three (3) papers in SCI Journals as first author.**
- iii) Have recommendations of extended DRC (two other Dept. members/experts, nominated by Chairman, RC)

The Candidate should make request application through supervisor to DRC at least 3 months prior to pre-submission of thesis.

R9/SENATE-XIV/18: *The Senate **Resolved to Approve** the changes proposed for early submission clause in Ph.D regulations with the inclusion of “SSCI journals” under point (ii), which are required for social sciences.*

Item No. 10: Academic Calendar 2018-19

Draft Academic Calendar of the Institute for the Academic Year 2018-19 was presented before the Senate for approval.

Proposed Academic Calendar 2018-19

AUTUMN SEMESTER (July-December, 2018)

1	UG, PG & PhD Admission	July 23-27, 2018
2	Course Registration	July 30-31, 2018
3	Commencement of Classes	Aug 1, 2018
4	Registration with Fine	Aug 1-8, 2018
5	Last Date of Registration	Aug 8, 2018
6	Last Date for Change in Course Registration (Elective course)	August 16, 2018
7	Mid Term Examinations	September 24-Oct 02, 2018
8	Annual Technical Festival (Cognitia)	October 12-13, 2018
9	Last Day of Classes	November 16, 2018
10	Laboratory Examinations (for old batches)	November 19- 22, 2018

11	End Term Examinations	November 26-Dec 04, 2018
12	Pre-Registration Counselling	December 03-04, 2018
13	Display of Grades	December 08-11, 2018
14	Declaration of Results	December 14, 2018
15	Winter Break (for UG students)	December 08- January 23, 2019

SPRING SEMESTER (January-June, 2019)

1	Registration	January 24-25, 2019
2	Commencement of Classes	January 28, 2019
3	Registration with Fine	January 28-Feb 7, 2019
4	Last Date of Registration	February 7, 2019
5	Last Date for Change in Course Registration	February 11, 2019
6	Institute Cultural Festival (Shishir)	February 22-23, 2019
7	Mid Term Examinations	March 18-25, 2019
8	Institute Day	April 01, 2019
9	Last day of Classes	Apr 30, 2019
10	Laboratory Examinations (for old batches)	May 1-3, 2019
11	End Term Examinations	May 6-15, 2019
12	Preregistration Counselling	May 14-15, 2019
13	Display of Grades	May 15-18, 2019
14	Declaration of Results	May 22, 2019
15	Summer Break/Internship programme (for UG students)	May 20- July 27, 2019

SUMMER TERM (June-July, 2019)

1	Registration	May 20-22, 2019
2	Commencement of Classes	May 31, 2019
3	Mid Term Examinations	June 20-21, 2019
4	End Term Examinations	July 18-19, 2019
5	Display of Grades	July 22-23, 2019
6	Declaration of Results	July 24, 2019

R10/SENATE-XIV/18: *The Senate **Resolved to Approve** the Academic Calendar 2018-19 as proposed.*

Item No. 11: B.Tech Final Year Projects

As a part of academic curriculum, B.Tech final year students have to execute project to fulfil degree requirement. It is observed that many students are repeating existing work and they are not carrying out the project seriously. Even their project report presentation is very poor.

It was proposed that B.Tech project will be based on some real problems / industry oriented problems. It is expected that 80% of the projects will be able to develop products either in soft form or in hard form.

R11/SENATE-XIV/18: *The Senate **Resolved to Approve** the proposal as planned.*

Item No. 12: A Report on Supplementary Examination

Institute conducts supplementary exams at the beginning of each semester. The students who do not qualify in any course get a chance to re-appear for END term exam (100) marks. It was initiated with the concept that “poor” students can study during the break after END Term exam and they can improve in the supple exam held after semester break. Statistics of last supple exam is given below.

Registered Students	Absent	Fail	Pass
193	41	75	77

Pass = 39.8%

Fail +Absent = 60.1%

The brief statistics shows that the motive of conducting supple exam is mostly defeated.

Possible reasons:

1. During vacation, students are not studying.
2. Most of the students are from weak background. No one is there to guide him/her when they are at home.
3. Engineering is professional course-It needs discussions among fellows, which is possible in hostel. The students who are non-hostellers are not performing well.
4. Evaluation pattern of any theory course is; END Term-100, Mid Term-50, Class Test-30, and Assignment etc-20. Some students get good marks in END Term but they do not submit assignments and do not appear/scores low in Mid Term. As a result they fail and are not able to recover in supple exam.
5. Most of the students are having backlog in Math courses and ME101 (Engineering Mechanics) course which are very basic and conceptual courses. Foundation in these courses is not strong.

Analysis:

1. Once a student gets low grade or fails then he/she losses interest in the course.
2. Students are not studying during vacation but he/she is taking a **chance** by appearing in supple exam.
3. Some students are also not taking END term seriously because it is in their mind that if I fail then supple exam is there!
4. Students are not emphasizing on the internal evaluation (Mid Term, Class Test, and Assignment) which is also 100 marks!

Proposal:

It is studied that most of the premier Institutes (like IITs) do not conduct supple exam. If supple exam is not there then students will be more serious for continuous evaluation. Faculty advisors need to play an important role for weak students. Following steps are proposed for the improvement of weak students.

1. Supplementary examination may be stopped.
2. Emphasis will be given on continuous evaluation.
3. Extra tutorial classes to be arranged for weak students, especially for the 1st year students.

4. Faculty advisors should take care of weak students and should talk to concerned faculty.
5. Supplementary exam for Mid Term exam may be taken based on medical or emergency ground.
6. If a student is absent for continuous 5 days, it should be informed to HoD and concerned Faculty advisor.
7. Before stopping supplementary examination, a special examination may be arranged for all students who are having backlogs.

The Senate was requested to make its observations and recommendations.

R12/SENATE-XIV/18: *The Senate **Resolved to Approve** the proposal to stop Supplementary Examination and suggested to arrange one special examination for the students who are having backlogs.*

Item No. 13: Reporting Items

- a) New Faculty:** List of new faculties who joined the Institute after Oct, 2018 was presented to the Senate.

R13 (a)/SENATE-XIV/18: *The Senate **Noted** the list of new faculties.*

b) NIRF Ranking:

National Institutional Ranking Framework (NIRF), Ministry of Human Resource Development has published “India Ranking-2018” on 3rd Apr. The Institute has been placed at 98th position under “Engineering” category. The Institute is maintaining position in the top 100 and moving 2 places up.

Among 31 NITs, the Institute is in 18th position and it is in Top among all 11 new NITs. Based on TLR, Institute is in 4th position among all NITs.

R13 (b)/SENATE-XIV/18: *The Senate **Expressed its Appreciation** over the Institute’s constant ranking in NIRF since 2016.*

Item No. 14: Items for Ratification

a) Autumn Semester and Supplementary Results:

A summary of the results of Autumn Semester, 2017 and Supplementary examination-2018 were presented.

The Senate was requested to ratify the decision taken by the Director for publishing result.

R14 (a)/SENATE-XIV/18: *The Senate **Resolved to Ratify** the result analysis of Autumn & Supple Exams as presented. The Senate also suggested to present result in % format for better understanding.*

b) Participation in “Study in India” Programme:

EdCIL (India) Limited, under the Ministry of Human Resource Development, Government of India, has launched a "Study in India" Education campaign. For participation, MHRD requested NIT Meghalayato participate in the programme as the Institute ranked under NIRF ranking 2016 & 2017. Institute has provided the following information regarding seat matrix and Fees structure and waiver to promote the programme, after Director's approval.

Tuition Fee Waiver seat allocation*

A	B	C	D	E	F	G1	G2	G3	G4
Stream (UG/PG/Ph D etc.)	Name of the Course/ Discipline (BA/ B.Com etc.)	Eligibility Criteria with Cut-off, if any	Total seats to be offered to foreign students*	Tuition Fee per seat* (per semester)in USD	Total Fee per seat* (per semester)in USD	100% waiver in Tuition Fees	50% waiver in Tuition Fees	25% waiver in Tuition Fees	0% waiver in Tuition Fees
UG	B.Tech in CS	Minimum of 75% marks in 12 class examination and must have the subjects Physics, Chemistry, Mathematics in 12 class .	5	\$ 2000 for SAARC countries and \$ 4000 for non- SAARC countries	\$ 2500 for SAARC countries and \$ 4500 for non- SAARC countries	6	6	7	6
	B.Tech in CE		5						
	B.Tech in EC		5						
	B.Tech in EE		5						
	B.Tech in ME		5						
PG (M.Tech)	M.Tech in CS	BE/ B. Tech. in relevant branch of engineering or a Masters Degree in Science in relevant discipline/ Computer Application with at least 60% marks or equivalent grade	5	\$ 1000 for SAARC countries and \$ 2000 for non- SAARC countries	\$ 1500 for SAARC countries and \$ 2500 for non- SAARC countries	6	6	7	6
	M.Tech. in CE (with spl)		5						
	M.Tech. in EC (with spl)		5						
	M.Tech. in EE (with spl)		5						
	M.Tech. in ME (with spl)		5						
PG (M.Sc)	M.Sc. In Physics	B.Sc. Degree with Physics Honours/major or Electronics Honours/major with Physics minor. Must have 60% or 6.5 CGPA	5	\$ 750 for SAARC countries and \$ 1500 for non- SAARC countries	\$ 1250 for SAARC countries and \$ 2000 for non- SAARC countries	3	4	4	4
	M.Sc. in Chemistry	Chemistry as Honours/Major in B.Sc. with 60% or 6.5 CGPA (out of 10) CGPA in Honours/Major in B.Sc	5						

	M.Sc. in Mathematics	Mathematics or Statistics as Honours/Major in B.Sc. with 60% or 6.5 CGPA out of 10	5						
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Senate was requested to ratify the decision.

R14 (b)/SENATE-XIV/18: *The Senate **Resolved to Ratify** the decision made by the Chairman of Senate.*

Other Items placed with the permission of the chair.

Item No. 15: Changes in Ordinance-III

Assoc. Dean (SW) proposed to make some changes in Ordinance-III-Students Council Ordinance:

The following changes were proposed:

1. Structure of the Student Council is changed-President; Vice Presidents from faculty members are introduced. Executive and Working Bodies are modified.
2. Responsibilities of members are re-defined.
3. Minor change in the election process of General Convenor and Joint General Convenor.

Detail Ordinance with the changes was placed before the house and the Senate was requested to approve. Revised Ordinance is enclosed as **Annex-1**.

R15/SENATE-XIV/18: *The Senate **Resolved to Approve** the changes as presented.*

Item No. 16: Changes in Sponsored and Consultancy Project Guidelines.

Dean (R & C) proposed to make some changes in Sponsored Project and Consultancy Project guidelines.

The following changes were proposed:

a) Under Sponsored Project Guidelines

2.1 Overhead Charges

The cost of a project will consist of Actual Expenses due to procurement of equipment, materials, payment to employees, external of consultants and students, transport etc. and the Institute **Overheads. Usually, twenty percent (20%) of the cost of the project will be charged as overhead payable to the Institute, if not mandated otherwise as per the policy of the funding agency.** The amount received on account of overhead charges will be administered by the Institute as follows:

- a. **35%** of the fund will go to the ~~Institute Development~~ Corpus Fund
- b. **15%** of the fund will go to the respective Department.

- c. 10% of the fund will go to the Employee Welfare Fund.

The remaining 40% may be utilized by the Project Team for the professional development its members i.e. partial support for conference, membership of learned societies, enhancement of existing research facilities. Proper justification of the requirements shall be provided for utilization of the amount and all financial regulations shall be observed.

Detail Ordinance with the changes was placed before the house and the Senate was requested to approve.

b) Under Consultancy Project Guidelines

7. Consultancy and related services offered will be divided mainly into two categories:

Category E: Expert Advice and Development Projects:- This type of project will be Expertise intensive and based on the expertise of the Consultant.

Category T: Testing Projects:- This type of project will be Infrastructure intensive and will be based on extensive usage of the institute infrastructure. Minor/routine fabrications in the workshop will come under this purview.

8. Utilisation of the resources generated *.

The resources earned by a teacher through consultancy should be divided between the teacher and the institution in the manner give below.

- i. ~~Amount received up to 30% of the monthly gross salary (basic salary + grade pay + DA + Academic Allowance) — 90% will go to the faculty member and 10% will go to the Employee Welfare Fund.~~
- ii. ~~Amount received beyond 30% and up to the monthly gross Salary — 65% will go to the faculty member, 25% will go to the Institute Development Fund and 10% will go to the Employee Welfare Fund.~~
- iii. ~~Amount received beyond the monthly gross salary — 50% will go to the faculty member, 40% will go to the Institute Development Fund and 10% will go to the Employee Welfare Fund.~~

*** Ref. Pay Revision Committee Report, 2008, Page-72,**

9. ~~SERVICE TAX ON CONSULTANCY FEES:~~

~~Service Tax is compulsory on all consultancy services. The rate of service Tax in force now is 12.24% of the total consultancy fees. Service Tax is to be paid by the party which obtains the services i.e. the clients. So, it is essential that the coordinators of the consultancy projects inform the clients the amount payable by the clients as Service Tax in addition to the consultancy charge. For example, if the consultancy fee charged to the clients is Rs. 100/- , the clients will also pay an~~

additional amount of Rs. 12.24 as Service Tax so collected will be deposited in to the Govt. accounts of central Excise Department.

Item	Consultancy Project	Routine Testing
Total money received (T)	T	T
GST (G)	G	G
Total contracted amount (C)	T-G	T-G
Institute share (I)	0.30C	0.40 C
Remaining amount (P)	0.70 C	0.60 C
Total expenditure	E	E
Balance amount for distribution (R)	P - E	P - E

The distribution of the balance amount (R) for both consultancy project and routine testing is given below:

Sl No	Department/Office	Distribution (%)
1	Office of the Director	3
2	Office of the Dean (R&C)	3
3	Office of the Registrar	2.5
4	Respective Department(s)	9
5	Employee Welfare fund	7.5
6	PI/ Coordinator	75

In case of workshops/ conferences/ seminars or similar activities organized by the departments or the Institute, 5% of the external funding received would be deducted as Institute overhead expenses and this amount will be deposited in the Corpus fund of the Institute.

Detail Guidelines were placed before the house and the Senate was requested to approve. Revised Guideline is enclosed as Annex-2.

R15/SENATE-XIV/18: The Senate **Resolved to Approve** the changes as presented.

The meeting concluded with thanks to and from the Chair.

Sd/-

Dr. Anup Dandapat
Dean (Academic)