

# INSTITUTE OF CHEMICAL TECHNOLOGY

(University under Section 3 of UGC Act- 1956)

**Elite Status and Centre of Excellence - Government of Maharashtra**

Nathalal Parekh Marg, Matunga, Mumbai - 400 019

## STATUTES OF THE INSTITUTE OF CHEMICAL TECHNOLOGY

### PLEDGE

I AM AN ICTian. In this, my institute, I take deep pride, but without vainglory; to it I owe solemn obligations that I am eager to fulfill. I Climb These steps into a grand shrine of knowledge and portal of excellence. I am privileged to be part of a great tradition, rich culture and ethos built by selfless services of great many individuals. I take great pride in its achievements and eminence. I will be in a company of knowledge seekers, givers and servers. It will be my endeavour to protect its reputation and legacy. I will participate in none but honest enterprise. I shall shun prejudice of all kinds and perform actions that are deemed righteous morally, ethically, professionally and legally. To my fellows I pledge, in the same full measure I ask of them, integrity and fair dealing, tolerance and respect, and devotion to the repute and the dignity of our institute; with the consciousness, always, that our special expertness carries with the obligation  
TO SERVE ICT, INDIA AND MANKIND WITH  
COMPLETE SINCERITY.

## **PREAMBLE**

The Institute of Chemical Technology (ICT) is located in the state of Maharashtra, India. The Institute was established on 1<sup>st</sup> October 1933 by the explicit desire and support from industrialists and philanthropists, as a Department of Chemical Technology (UDCT) of the University of Bombay (Mumbai), to cater to the requirements of Chemical and allied Industry with B.Sc. (Tech.) courses in Chemical Engineering and Textile Chemistry, which were 2- year Post- B. Sc. Programmes. Research was an integral part of the institute since its inception. The first three Ph.D.s in Engineering and Technology were granted by the institute in 1942. The institute grew in stature over the years. Several programmes in Chemical Technology related to all sectors of Chemical and allied industries were added after 1943 such as Foods and fermentation; Pharmaceuticals and fine chemicals; Dyes and intermediates; Oils, fats and waxes; Plastics, Paints and Varnishes with UG, PG and Ph.D. Programmes. ICT has a record of excellence in teaching, research, and industry interactions since its inception. It has been conferred Deemed-to-be-University status by the Ministry of Human Resource Development, Government of India under Section 3 of the UGC Act, 1956, vide Notification No. F.9-61/2005-U.3, dt. 12<sup>th</sup> September, 2008. It conducts courses and research in Chemical Engineering, in various branches of Chemical Technology, Biotech, Pharmacy, Materials Science and Energy. Over the last 80 years the former UDCT has grown into a full-fledged Institute with Deemed-to-be-University status.

In 1985, the University of Mumbai delegated some of the administrative and financial powers to the Director, Department of Chemical Technology, under the section 24, clause (1), sub clause (xii) of the Maharashtra Universities Act 1974, for smooth running of the Department, which the Honorable Chancellor of the University has assented, vide his letter No. CS/BU/DLP/18/A/85/1376, dated July 19, 1985. Subsequently, the UDCT was granted the status of Autonomous Department, with the concurrence of the Government of Maharashtra and the University Grants Commission (UGC), initially for a period of five years, with effect from June 01, 1994, which was extendable for a further period of five years from time to time after reviewing the position; vide the University's letter No.APD/162/2286 of 1994, dated June 15, 1994; UGC's letter No. F.1-1/94(JS-3)/P, dated May 27, 1994; and the Government of Maharashtra's letter no. UGC-1494/(2491)-UNI.1, dated May 9, 1994. The autonomy was extended in 1999 for a further period of 5 years. The UDCT was renamed as "University of Mumbai Institute of Chemical Technology" but acronym as (MUICT) on January 26, 2002; vide University's letter No. APD/162/4708/ of 1999; dated October 22, 1999. This was done in pursuance of the recommendations made by various national statutory bodies like UGC and All India Council of Technical Education (AICTE).

The Central Government implemented a programme entitled “Programme of Sub-Sector Development Programme for Technical Education Quality Improvement Programme (TEQIP)”, with financial assistance from the World Bank. The aim of this programme is to introduce excellence in technical education and produce engineers and technologists of international standards and reputation; thereby confidently projecting India as a developed nation. The Union Ministry of Human Resource Development selected MUICT as a lead institution under the TEQIP - Phase I vide letter No. TEQIP/NSC/2003/3008, dated March 03, 2003, from the National Project Implementation Unit (NPIU), NOIDA. The Government of Maharashtra granted approval to implement the World Bank assisted TEQIP of the Government of India in the selected Technical Institutions in the state; vide G.R. No. WBP-2004/(341/04)/TE-6, dated March 31, 2004. Any participating institute was required to have complete autonomy was an important condition of the programme. Hence, the Government of Maharashtra granted full autonomy expected under the TEQIP to the Institute; vide G.R. No. WBP 2004/ (341/04)/(2)/TE-6, dated June 21, 2004; and also constituted a Board of Governors of the Institute, vide G.R. No. WBP 2004/ (409/04)/ (2)/TE-6, dated June 22, 2004. Meanwhile, with full support of the State of Maharashtra and the University of Mumbai, the MUICT applied for a deemed university status to the UGC and Ministry of Human Resource & Development (MHRD) in 2007. The application was reviewed with a visit by the Expert Committee appointed specifically for the said purpose under the Chairmanship of Dr. P. Ramarao, former Secretary, Department of Science & Technology (DST) and former Vice Chancellor of University of Hyderabad. The Committee recommended that the MUICT be granted deemed university status and continued to be supported fully under all Central Government grant in-aid schemes from UGC, AICTE, DST, MHRD, etc. The institute has been granted Deemed to-be-University status under Section 3 of the UGC Act, 1956 by the Government of India vide Notification No. 9-61/2005-U.3, dated September 12, 2008. Subsequently, as a mandatory requirement, the University of Mumbai disaffiliated the Institute. Thus, the Mumbai University Institute of Chemical Technology (MUICT) is now known as the Institute of Chemical Technology (ICT).

The institute has been ranked first in India and fourth in the world in the field of Chemical Engineering in the January 2012 world survey by Professor Jude Somerfield of Georgia Institute of Technology. The Alumni of the institute have performed exceedingly well and have earned distinguished civilian honors. The graduates are highly sought after by leading world universities with full fellowships at Masters, Ph.D. and Post-Doctoral level. The State government, in consideration of its proven track record measured by the criteria, based on performance statistics by international yardsticks, bestowed the status of Elite institute and

Centre of Excellence to the ICT and an announcement was made by the Minister for Higher and Technical Education, Shri. Rajesh Tope in the floor of the Maharashtra State Assembly. The state government has also declared its commitment to treat the institute like Central elite or branded institutes like IITs, IISERs in terms of creation of infrastructure, facilities and service conditions of teaching Faculty and non-teaching Staff (Support Staff) at par with these elite institutions and also to make every effort to seek central funds. Further, the State Government has resolved that the Institute shall be eligible for special assistance from State and the State shall remain committed to support the institute for maintaining its status. The Government resolution has been notified vide GR No.- ICT-2012/(23/12)/TE-2, dt. April 20, 2012; this was adopted by the State Assembly on the same day.

The institute has following **VISION**

We shall perennially strive to be a vibrant institute with continuously evolving curricula to brighten the future of the chemical, biological, materials and energy industries of the nation, and rank amongst the very best in the world through active participation and scholarship of our faculty, students and alumni. We shall be creators of sprouting knowledge and design cutting-edge technologies that will have the greatest impact on society and benefit mankind at large.

In order to realize the Vision the institute has defined following **MISSION**

We shall generate and sustain an atmosphere conducive to germinating new knowledge at every available opportunity. The education we shall impart will enable our students to devise new solutions to meet the needs of all segments of society with regard to material and energy, while protecting the environment and conserving the natural resources. Our endeavors, while extending well beyond the confines of the classroom, will aim to enhance public welfare and our attempts to disseminate knowledge will spread to a greater multi- and cross-disciplinary platform to conduct research, discovery, technology development, service to industry and entrepreneurship, in consonance with India's aspirations to be a welfare state. We will team scientists and engineers with professionals in other disciplines to arrive at better solutions. We will provide all our students with a strong foundation to encourage them to be our ambassadors in the professional activities that they choose to undertake in service of society at national and international levels. Through our vision, we will serve the profession and society and strive to reach the summit as a team, and ultimately serve as role models to the younger generation.

It is, therefore, felt that necessary provisions should be made by the State Government to enable the Institute to effectively meet basic objectives of creating, preserving, and disseminating knowledge in appropriate fields of Science, Engineering and Technology, in a rapidly developing and changing society. To assist this endeavor, it is necessary to restructure the Institutional set-up. The Statutes have been prepared with this background.

## **1. SHORT TITLE AND COMMENCEMENT OF THE STATUTES AND NAME AND ADDRESS OF THE INSTITUTE**

- A.** These Statutes may be called the "Institute of Chemical Technology (ICT) Statutes".
- B. Commencement:** The Statutes shall come into force from such date as may be notified by the Government of Maharashtra.
- C.** The name of the institute shall be INSITUTE OF CHEMICAL TECHNOLOGY.
- D. Address of the institute:** Nathalal Parekh Marg, Matunga, Mumbai - 400 019.
- E. Expansion:** The institute shall be permitted to have multiple campuses, with the main office as in "D".

## **2. RIGHT TO INTERPRET**

In case of dispute as regards the construction, meaning and interpretation of these statutes, the Chancellor of the institute shall be the competent authority and its decision on all questions relating to the interpretation of these statutes shall be final and binding on all.

## **3. DEFINITIONS**

In the interpretation of these Statutes, unless there is something inconsistent with the subject or context requires -

a)	"Academic Council" means the Academic Council of the Institute.
b)	"AICTE" means the All India Council of Technical Education set up under the AICTE Act, 1987.
c)	"Alumni" means a person who has been conferred/ earned his degree/ diploma/ certificate by the Institute, including honorary doctorate.
d)	"Alumni Association" means the association of alumni, recognized by the institute.
e)	"Appointing Authority" means the authority competent to make the concerned appointment.

f)	"Approved Post" means a post in the Institute approved by the Board of Governors and State Government.
g)	"Authority" means the authority of the Institute as provided by or under the Statutes.
h)	"Board", means the Board of Governors of the Institute.
i)	"Building and Works Committee" means the Building and Works Committee of the Institute.
j)	"Central Government" means the Government of India.
k)	"Centre" means a research or academic Centre established by the Institute for specific objective. Where members could be drawn from different departments within the institute or from outside whose research interests are in consonance with those of other members or whose expertise will enhance the quality of research.
l)	"Chairperson" means the Chairperson of the respective Authority or Body of the Institute.
m)	"Chancellor" means Chancellor of the institute.
n)	"Commission" means the University Grants Commission (UGC) constituted under the UGC Act 1953.
o)	"Competent Authority" means the authority or functionary of the Institute competent to exercise the respective powers under the Statutes, Ordinances, Regulations, and Rules.
p)	"Department" means a Department of the Institute.
q)	"Disciplinary Authority" means the Authority or Functionary of the Institute, authorized to take the respective disciplinary action against an employee or student of the Institute.
r)	"Distinguished Professor" means a professor appointed by the institute in recognition of his outstanding and extensive contribution to academia and/ or research.
s)	"Employee" means an employee duly appointed in the employment of the Institute, by following prescribed procedure(s).
t)	"Faculty Members" means the academic staff of the Institute who are involved in teaching, research and consultation and are entitled for vacation.
u)	"Finance Committee" means the Finance Committee of the Institute.

v)	"Functionary", means the Functionary of the Institute holding an official/ designated title.
w)	"Grade Pay" and "Pay Band" mean Grade Pay and Pay Band approved by the Board of Governors for concerned post.
x)	"Government" means Government of Maharashtra
y)	"Head of the Department" means the person appointed by the Vice Chancellor to function as Head of respective department.
z)	"Head Warden" means a warden appointed by the Vice-chancellor of the Institute, under whose guidance wardens of other hostels of the Institute operate.
aa)	"Honorarium" means a nonrecurring payment granted to a person from the Institute's fund or other funding bodies as remuneration for special work of occasional or of intermittent nature.
bb)	"Honorary Fellow" means a person appointed by the institute in recognition of his outstanding contributions to the growth and prestige of the institute.
cc)	"Institute", means the Institute of Chemical Technology.
dd)	"MHRD" means Ministry of Human Resource Development, Government of India.
ee)	"MoA" means the Memorandum of Association for the Institute of Chemical Technology.
ff)	"Prescribed" means prescribed by the Statues, Ordinances, Regulations and Rules of the Institute.
gg)	"Registrar", means the Registrar of the Institute.
hh)	"Society" means the society of "Institute of Chemical Technology.
ii)	"State Government" means the Government of Maharashtra.
jj)	"Statutes", "Ordinances", "Regulations" and "Rules", means the Statutes, Ordinances, Regulations, and Rules of the Institute.
kk)	"Temporary Appointment" means an appointment made on purely temporary basis either on a permanent post or on a temporarily vacant post, or a tenure post or against a temporary position including research projects without any benefits at par with permanent staff.
ll)	"Vice Chancellor", means the Vice Chancellor of the Institute.
mm)	"Warden" means a warden of a hostel of the Institute.

#### **4. INSTITUTE OPEN TO ALL**

- (a) The Institute shall be open to persons of any sex and of whatever race, creed, caste or class, and no test or condition shall be imposed as to religious belief or profession in admitting students or appointing members, teachers or workers or in any other connection whatsoever.
- (b) The institute will accept donations, bequests, scholarships and any awards, including endowments in the interest of the institute and to promote the mission and goals. No bequest, donation or transfer of any property shall be accepted by the Institute which in the opinion of the Board involves conditions or obligations opposed to or restricting the spirit and object of this section.

#### **5. RESERVATION POLICY**

The Institute shall adopt in letter and spirit the policies and orders of the Government issued from time to time, in regard to the reservation and welfare of such categories as may be notified by the Government from time to time for appointments to different academic, non-academic and other posts and for the purpose of admission of students to different courses in the Institute and all other welfare schemes.

#### **6. FUNCTIONS AND POWERS OF THE INSTITUTE**

The functions of the institute shall be;

Subject to the provision of these statutes, the Institute shall exercise the powers and perform the following functions, namely:

- a) To provide for education, training and research in such branches of engineering and technology, sciences and multi and cross disciplinary areas and other branches of knowledge and learning creation of new knowledge, and for the advancement of learning and dissemination of knowledge in such branches for the benefit of humanity, taking into consideration both national and global needs.
- b) To hold examinations and grant degrees, diplomas and other academic distinctions and titles;
- c) To confer honorary degrees, Institute Fellowships and/ or other distinctions;
- d) To fix, demand and receive fees and other charges;
- e) To supervise, regulate and maintain discipline of students of the Institute and those residing in hostel and to make arrangements for promoting their health, general welfare, cultural and corporate life;



- f) To institute academic and other posts and to make appointments thereto (except in the case of the Vice Chancellor and Chancellor).
- g) To frame Rules and Regulations and Ordinances, and to alter, modify or rescind the same, based on the Statutes approved by Government of Maharashtra.
- h) To manage and maintain any movable or immovable property belonging to or vested in the Institute, by way of lease/ purchase or any other means. The Institute will advise the Board of Society on matters regarding acquisition, governance and disposal of any immovable property on behalf of the institute with the approval of Board of Society.
- i) To seek and receive gifts, grants, donations or benefactions from the Governments and to also seek and receive bequests, donations and transfers of movable or immovable properties by way of purchase or lease or any other means from testators, donors or transferors, philanthropists, trusts, endowments, and foundations as the case may be;
- j) To co-operate 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, scholars and support staff and generally in such manner as may be conducive to their common objects;
- k) To institute and award fellowships, freships, scholarships, prizes and medals; and
- l) 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.
- m) To develop a spirit of camaraderie and value systems, which creates citizens with global outlook.

## 7. Board of Society (BoS)

There shall be Board of Society registered under the Society Registration Act – 1860 constituted by Government of Maharashtra.

The Board of Society shall consist of the following:

1.	Minister, Technical Education (ex-officio)	- Chairman
2.	Minister of State, Technical Education (ex-officio)	- Members
3.	ACS/ PS/ Secretary, Technical Education (ex-officio)	- Members
4.	J. Secretary/ D. Secretary, Technical Education (ex-officio)	- Members
5.	Director, Technical Education (ex-officio)	- Members

6.	Vice Chancellor, ICT	- Members
7.	Joint Director, Regional office of Technical Education (ex-office)	- Members Secretary

The Board of Society shall take decision in all matters regarding acquisition, management and disposal of any immovable property on behalf of the institute in consultation with Board of Governors.

## 8. BOARD OF GOVERNORS (BoG)

### A. Constitution of the Board of Governors

The Government of Maharashtra shall constitute the Board of Governors.

The Board of Governors shall consist of the following: -

1.	Vice-Chancellor	- Chairperson
2.	Pro Vice Chancellor (wherever applicable)	- Member
3.	Deans of Faculties not exceeding two (by rotation based on seniority)	- Members
4.	Three eminent academicians as nominated by the Chancellor	- Members
5.	One eminent academic to be nominated by the Central Government in consultation with UGC.	- Member
6.	Two teachers (from Professor, Associate Professor) by rotation based on seniority.	-Members
7.	One nominee of sponsoring society.	- Member
8.	Registrar of the institute	- Member Secretary

**Note: The Chancellor who shall, when present, preside over a meeting of Board of Governors and ruling of the chancellor when present regarding agenda items of the meeting shall be final.**

### B. Term of Appointment

The term of office of the members of the Board shall be three years from the date of his nomination/ appointment/ induction, except in the case of ex-officio members. The Board may invite eminent persons/ experts for board meetings for consultations from time to time.

- i) The term of office of an ex officio member shall continue so long as s/he holds the office by virtue of which s/he is a member.
- ii) The term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place s/he has been nominated.
- iii) Notwithstanding anything contained in this section, an outgoing member shall, unless the nominating authority otherwise directs, continue in office until another person is nominated as a member in his place. The same procedures shall be followed for filling casual vacancies on the Board.
- iv) The members of the board shall be entitled to such allowances, if any, from the Institute as may be decided by the Board from time to time.
- v) The bodies entitled to nominate or elect representative/s in the Board shall be invited by the Registrar to do so within a reasonable time not ordinarily exceeding eight weeks from the date on which such invitations are issued by him. The same procedure shall be followed for filling casual vacancies on the Board.

#### **C. Meetings of the Board of Governors:**

- a) The board shall meet four times or more during a calendar year.
- b) Meetings of the Board shall be convened by the Vice Chancellor or on a requisition signed by not less than five members of the Board. Chancellor of the institute if desires can call such meeting at any time.
- c) Eight members shall form a quorum for a meeting of the board.

Provided that if a meeting is adjourned for want of quorum, it shall be held on the same day, or in the next week, at the same time and place, or on such other day and such other time and place as the Vice Chancellor may determine and if at such a meeting a quorum is not present within half-an-hour of the time so decided for holding a meeting, the members present shall be a quorum,

- d) All agenda items considered at the meeting of the Board shall be decided by a simple majority of the votes of the members present including the Vice Chancellor. If the votes be equally divided, the Vice Chancellor shall have a second or casting vote.
- e) The Vice Chancellor shall preside at every meeting of the Board. In his absence the members present shall elect one from amongst themselves to preside at the meeting.

- f) A written notice of every meeting shall be sent by the Registrar to every member at least 15 days before the date of the meeting. The notice shall state the place, the date and time of the meeting.

Provided that the Vice-Chancellor with the permission of the Chancellor, may call a special meeting of the Board at a short notice to consider urgent special issues, and such special meeting shall have a quorum of 3 persons and the decisions taken in such meeting shall be ratified by circulation in less than 2 weeks thereof.

- g) The notice may be delivered either by hand or sent by Registered Post or by electronic communication or such other forms of communication defined by the law, at the physical or electronic mail (or text message) on the address of each member as recorded in the office of the Institute and if so sent shall be deemed to be duly delivered at the time at which notice would be delivered by any of above means.
- h) Agenda shall be circulated by the Registrar to the members at least seven days before the date of meeting.
- i) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least three clear days before the meeting. The Vice Chancellor may, however, permit inclusion of any item for which due notices have not been received.
- j) The ruling of the Vice Chancellor in regards to all agenda items of procedure shall be final.
- k) The minutes of the proceedings of the Board shall be drawn up by the Registrar and circulated to all members of the Board at their address in India within 15 days from the date of the meeting. The comments/ amendments shall be suggested by the members within 8 days from the date of circulation of the minutes. The minutes along with any amendment suggested shall be placed for confirmation at the next meeting of the Board. After the minutes are confirmed and signed by the Vice Chancellor, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Board at all times during office hours.

#### **D. Termination of Membership**

A member of the Board shall cease to be a member of the Board, if s/he deceases, resigns, becomes of unsound mind, becomes insolvent or is convicted by any court for a criminal offence involving moral turpitude or if s/he is removed by the authority who nominated him/her as a member or if s/he (other than the Vice Chancellor, Deans and those nominated by Academic Council) accepts a full-time appointment in the Institute,

or if s/he fails to attend three consecutive meetings of the Board without leave of absence.

**E. Powers of the Board of Governors:**

The Board of Governors shall be the principal organ of management and principal executive body of the ICT and shall have the following powers, namely;

- a) To establish, on the advice of the Academic Council, Centres, Schools, Divisions and Departments for the academic work and functions of the Institute and to allocate areas of study, teaching, training and research to them;
- b) To create teaching, and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission, and Government of Maharashtra and the emoluments of such posts in consultation with the Finance Committee;
- c) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendations of the Selection Committees.
- d) To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the institute in consultation with the Academic Council;
- e) To provide for appointment of Visiting fellows and Visiting Professors, Adjunct Professor, Distinguished Professor, Distinguished Visiting Professor, Chair Professor and Emeritus Professor.
- f) To create administrative, technical and other necessary Support Staff posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
- g) To lay down the duties and conditions of service of nonteaching staff of the Institute.
- h) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such as pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Institutional Association, Institutions, Funds, Trusts and conveyances calculated to benefit the faculty, staff and the students of the Institute;
- i) To regulate and enforce discipline among the employees and students of the Institute and to take appropriate disciplinary action, wherever necessary;

- j) To approve the award of Degrees and Diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- k) To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Finance Committee;
- l) To purchase, take on lease or accept as gift or otherwise any land or buildings or works or fixed equipment which may be necessary or convenient for the purpose of the institute, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);
- m) To transfer or receive transfers of any movable property on behalf of the Institute;
- n) To raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded except based on any of the properties and assets of the Institute, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the Institute, all expenses incidental to the raising of money and to repay and redeem the money borrowed;
- o) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- p) To maintain a fund to which shall be credited:
  - i) All moneys provided by the Central or State / UT Government(s)/ University Grants Commission/ AICTE; Various Ministries, Foreign funding agencies including international foundations.
  - ii) All fees and other charges received by the Institute;
  - iii) All moneys received by the Institute as grants, gifts, endowments, donations, benefactions, bequest or transfers and
  - iv) All moneys received by the Institute in any other manner or from any other source;
- q) To open account or accounts of the Institute with any one or more scheduled banks and to lay down the procedure for operating the same;
- r) To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;

- s) To invest the funds of the Institute or money entrusted to the Institute in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
- t) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations;
- u) To manage, regulate and administer the revenue, finance, accounts, investments, properties, business and all other administrative affairs of the Institute and for that purpose to appoint such agent or agents as it may deem fit;
- v) To manage intellectual property rights, transfer technology, develop incubation centres, entrepreneurship centres and research parks.
- w) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the Institute;
- x) To establish, maintain and manage residencies for faculty and staff, hostels for the students and guest houses of the Institute;
- y) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the Institute and to rescind such recognition;
- z) To appoint such committees for such purpose and with such powers as the Board of Governors may think fit and to appoint and/ or co-opt competent persons on these Committees as it thinks fit;
- aa) To appoint in order to execute an instrument or transact any business of the Institute, any person as attorney of the Institute with such powers as it may deem fit.
- bb) To appoint new Auditor(s) for the ensuing year;
- cc) To select an emblem and to have a common seal for the Institute and to provide for the custody and use of such seal;
- dd) To delegate all or any of its powers to any Committee or sub- Committee constituted by it or to the Vice-Chancellor of the institute or any other person;
- ee) To conduct all governance, management affairs of the Institute not otherwise specifically provided for; and which may emerge in future due to technological development and e-governance.
- ff) To take all necessary decisions for the smooth and efficient functioning of the Institute.

- gg) To decide and publish vision and mission of the Institute and to monitor and carry out periodic evaluation of the progress of the Institute under the guidelines of vision documents.
- hh) To appoint experts in related fields as the case may be, reputed academicians, scientists, one of the major industries hiring ICT students as special invitees on the Board of Governors as and when required. However, special invitees will not have right of voting.
- ii) Take all possible measures for accreditation of all academic programmes.
- jj) To promote e-governance in all spheres of activities and implement proper MIS system for collection and utilization of all possible data related to the Institute.
- kk) To promote virtual and distance learning activities.
- ll) To establish a system for proper performance appraisals of the faculty as well as support staff.
- mm) To review and approve Career Advancement Scales to faculty and time bound promotions to other staff as per the guidelines of All India Council for Technical Education/ State Government, or any such funding agency established by the Government.
- nn) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students, through well-defined procedures, protocols and mechanisms.
- oo) To take all possible measures to generate internal revenue proportionate to salary aid through consultancy, research, training and testing in laboratories.
- pp) To promote professional activities with professional bodies and associations in the interest of the Institute.
- qq) To do all such things which are deemed necessary conducive or incidental for attainment of objectives of the Institute.

#### **F. Authentication of orders and decisions of the Board**

All orders and decisions of the Board shall be authenticated by the signature of the Registrar of the Institute or any other person authorised by the Board in this behalf.



## **9. Planning & Monitoring Board**

- a) The Board of Governors shall constitute Planning & Monitoring Board, which shall be the principal Planning Body of the Institute and shall be responsible for the monitoring of the development programmes of the Institute.
- b) The Vice-Chancellor shall be the Chairman of the Planning & Monitoring Board.
- c) The Registrar shall be the Secretary of Planning & Monitoring Board.
- d) The Planning & Monitoring Board would have the right to advise the Board of Governors and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the institute.
- e) The recommendations of the Planning & Monitoring Board shall be placed before the Board of Governors for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.
- f) Accomplished persons from various institutes and industries, related to the activities of the institute will be members, including one nominee of the UGC. The number should be decided by the Chairperson, who can also invite others depending on the nature of business.

## **10. THE CHANCELLOR**

The Chancellor shall be an eminent academician or scientist/ engineer of international repute having a fellowship of at least two academies in India or abroad, having earned a great reputation as a scholar and researcher of an international repute, measured by appropriate academic standards and parameters including civilian honours. Alternatively, s/he should be an Industrialist of international repute. The Chancellor shall be appointed by the Government of Maharashtra in consultation with the outgoing Chancellor and Board of Governors and the term of appointment shall be five calendar years.

## **11. VICE-CHANCELLOR (VC)**

The Board of Governors shall constitute the Search-cum-Selection committee to select the Vice-Chancellor of the Institute. The Vice-Chancellor shall be a distinguished engineer/ technologist or scientist of international repute having direct relevance to the activities of the institute. The person should be a fellow of at least two academies in India or abroad. S/he shall hold the title "R.T. Mody Distinguished Professor" of the Institute simultaneously while holding the position of Vice-Chancellor.

a.	The Chancellor of the Institute	- Chairman
b.	A nominee of the State shall be a person of eminence with fellowship of at least 2 national academies and distinguished services.	- Member
c.	The Chairman of the Board of Governors of any of the IITs/ IIMs/ IISc/ TIFR/ ISERs or an organization of equivalent status.	- Member
d.	Three external eminent academician or reputed industrialist nominated by the Board of Governors	- Members
e.	Three academicians of eminence from within or outside the country	- Members

1. The Vice-Chancellor shall be a whole time salaried officer.
2. The Vice-Chancellor shall hold the office for a term of 5 years. S/He shall be eligible for a second term, provided that in no case s/he shall hold office beyond the age of 70 years.  
Provided further that notwithstanding the expiry of the period of 5 years. S/he may continue in the office for not more than six months or till his successor is appointed and the latter assumes office, whichever, is earlier.
3. In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his absence due to illness or any other cause, the Senior most Dean available or, if there is no Dean, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.
4. The Vice-Chancellor shall cease to hold the post, if s/he becomes of unsound mind, becomes insolvent or is convicted by any court for a criminal offence involving moral turpitude or if s/he is removed by the authority who selected him/her or if s/he accepts a full-time appointment elsewhere.

## **A. Powers of the Vice-Chancellor**

- a) The Vice Chancellor shall be the Principal Executive Officer of the institute and shall exercise general supervision and control over the affairs of the institute and shall be mainly responsible for implementation of the decisions of all the authorities of the Institute.
- b) S/He shall be the Ex-officio Chairman of the Academic Council, the Finance Committee, and the Planning & Monitoring Board.
- c) To convene or cause to be convened meeting of the various authorities of the Institute.
- d) To transfer any moveable property subject to the financial limits decided by the Board from time to time.
- e) To write-off any obsolete moveable property subject to the financial limits prescribed by the Board of Governors from time to time.
- f) The Vice-Chancellor may, if s/he is of the opinion, that during a case of emergency an immediate action is called for on any matter, s/he shall exercise any power conferred upon any authority, including the Board of Governors of the Institute under its Rules and Regulations, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him on such matters.  

Provided that if the action is taken using the powers of Board of Governors, The Vice Chancellor shall immediately inform the Board members of action taken by circulation and put up the action taken report for the approval of BoG in next meeting of Board.
- g) It shall be the duty of the Vice-Chancellor to ensure that Rules and Regulations of the Institute are duly observed and implemented.
- h) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Vice-Chancellor.
- i) Shall exercise all other powers as may be delegated to him by the Board of Governors.
- j) Shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.
- k) To re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Governors.
- l) To decide on the recommendations of the Selection Committee, to grant additional increments to the minimum of the scale to an exceptionally deserving candidates at the time of appointment.

- m) To send members of the Staff of the Institute for training or a course of instruction outside India subject to such terms and conditions as may be laid down by the Board from time to time.
- n) The Vice-Chancellor, if appointed from incumbent faculty of the institute, will be allowed to guide research at all levels and have research laboratories, or continue to have the research laboratories in the department or centre in the Institute or else, s/he will be allowed to have independent lab facility related to his area of expertise.
- o) To take emergency decisions vested in Academic Council to expedite matters and put them for ratification by the Academic Council.

## 12. ACADEMIC COUNCIL (AC)

The Board of Governors shall constitute the Academic Council and the constitution of this committee will be formed as per Deemed-to-be-University Act.

**A.** The Academic Council shall be the principal academic body of the Institute and shall, subject to the provision of the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests within the Institute and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by these Statutes and the Rules of the Institute.

### **B.** Composition of the Academic Council

The Academic Council shall consist of the following persons, namely:

1.	Vice-Chancellor	- Chairperson
2.	Pro Vice-Chancellor (wherever applicable)	- Members
3.	Deans(s) of Faculties	- Members
4.	Heads of the Departments	- Members
5.	Ten Professors, other than the Heads of the Departments (by rotation of seniority)	- Members
6.	Three Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority.	- Members
7.	Three Assistant Professors, from the Departments by rotation of seniority.	- Members
8.	Three persons from amongst educationists of repute or persons	- Members

	from any other field related to the activities of the Institute, who are not in the service of the Institute, nominated by the Vice Chancellor.	
9.	Three persons, who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge.	- Members
10.	The Registrar	- Member Secretary

Note: The representation of different categories shall be only through rotation and not through election. It shall also be ensured that no particular department/ center/ school dominates the membership of the Council.

**C. Term of Membership:**

The term of members other than the ex-officio members shall be two years.

**D. Powers and Functions of the Academic Council:**

The Academic Council shall have the following powers and duties, namely;

- a) To consider the matters of academic interest either on its own initiative or at the instance of the Board of Governors or those proposed by the departments/ centers/ schools and to take proper action thereon,
- b) To exercise general supervision over the academic work of the Institute and to give directions regarding methods of instruction, evaluation, and improvements in academic standards;
- c) To promote research within the Institute, acquire reports on such researches from time to time;
- d) To prescribe courses of study leading to degrees and diplomas of the Institute;
- e) To make arrangements for the conduct of examinations;
- f) To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- g) To maintain proper standards of the examinations;
- h) To recognize diplomas and degrees of various universities and other institutions and to determine equivalence with the diplomas and degrees of the Institute,
- i) To suggest measures for the co-ordination amongst departments/ centers/ schools of the Institute.

- j) To make recommendations to the Board of Governors on:
  - i. Measures for improvement of standards of teaching, research and training;
  - ii. Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
  - iii. To recommend to the Board of Governors, the establishment or abolition of departments/ centers/ schools;
  - iv. To frame rules covering the academic functioning of the Institution deemed to be university, admissions, examinations, award of fellowships and studentships, freeships, concessions, attendance, discipline, residence, etc.;
- k) To appoint sub-committees to advise on specific matters;
- l) To consider the recommendations of the sub-committees and to take of such action as the circumstances of each case may require;
- m) To take periodical review of the activities of the Departments/ Centers/ Schools and to take appropriate action with a view to maintain and improve the standards of instruction;
- n) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Governors; and
- o) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

#### **E. Meetings of the Academic Council**

- a) The Academic Council shall meet as often as may be necessary but not less than three times during an academic year.
- b) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- c) Each member, including the Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Vice-Chancellor shall have a casting vote.
- d) Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution has been passed in the meeting of the Academic Council,

provided that at least one-half of the total number of the members of the Academic Council have recorded their views on the resolution.

- e) The provisions in these statutes regarding notices of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, so far as may be, followed in connection with meeting of the Committee.

### 13. FINANCE COMMITTEE

The Board of Governors shall constitute the Finance Committee and the constitution of this committee will be formed as per Deemed-to-be-University act.

#### A. Composition of the Finance Committee:

The Finance Committee shall consist of the following members:

1.	Vice Chancellor	- Chairperson
2.	Pro Vice-Chancellor (wherever applicable)	- Members
3.	A person nominated by society or trust	- Members
4.	Two nominees of the Board of Governors, one of whom shall be a member of the Board	- Members
5.	A representative of Central Government	- Member
6.	A representative of the state government.	- Member
7.	Finance Officer	- Member Secretary

#### B. Terms of Office of the Finance Committee:

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years.

#### C. Powers and Functions of the Finance Committee:

- a) To consider the annual accounts and financial estimates and submit them to the Board of Governors for approval;
- b) To consider and recommend the annual budget and revised estimates to the Board of Governors;
- c) To fix limits of the total recurring expenditure and the total nonrecurring expenditure of the year based on the income and resources of the Institute.
- d) To recommend fee structures of various courses to the BoG.

Note: No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.

**D. Meetings of the Finance Committee:**

- a) The Finance Committee shall meet at least thrice a year to examine the accounts and to scrutinize the proposals for expenditure. Four members shall constitute the quorum for the meeting.
- b) The provisions in these statutes regarding notices of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, so far as may be, followed in connection with meeting of the Finance Committee.

**14. BUILDING AND WORKS COMMITTEE**

The Board of Governors shall constitute the Building and Works Committee and the constitution of this committee will be formed as per Deemed-to-be-University Act.

**A. Constitution**

The Building & Works Committee shall consist of the following persons:

1	Dean, Infrastructure and Buildings	- Chairperson
2	Superintending Engineer, Public Works Department, Maharashtra State (Government Representative)	- Member
3	Director, Engineering Services and Projects/ Chief Engineer, Local Self-Governing Institutions	- Member
4	One Reputed Architect, nominated by the Board	- Member
5	One member of the Board nominated by the Board of Governors	- Member
6	Deputy Secretary, Higher & Technical Education, Government of Maharashtra	- Member
7	Finance Officer	- Member
8	University Engineer	- Member Secretary

If any vacancy occurs in the Committee, it shall be filled in by nomination by the Chairperson of the Board.



Other suitably qualified members may be co-opted with the permission of the Board.

**B. The 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 recommended by the Finance Committee 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 minor works and works pertaining to maintenance and repairs, within the grant placed at the disposal of the Institute for the purpose.
- c) It shall cause to prepare estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like.
- d) It shall be responsible for making technical scrutiny as may be considered necessary by it.
- e) 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.
- f) It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.
- g) The Committee 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.
- h) 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 Board at the next meetings of the Committee and of the Board.
- i) The Committee shall meet as often as necessary but at least twice a year.
- j) Four members shall form a quorum for a meeting of the Committee.
- k) The provisions in these statutes regarding notices of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, so far as may be, followed in connection with meeting of the Committee.
- l) A copy of the minutes of every meeting of the Committee shall be sent to the Board through the Vice-Chancellor.

**15. Standing Committee on Administration (SCA)**

There shall be a Standing Committee on Administration constituted by the Board of Governors to advice and recommend on various administrative issues. The committee shall have following members:

1	Chairman, to be nominated by the Vice-Chancellor	- Chairperson
2	President, Alumni Association	-Vice Chairperson
3	Two distinguished Alumni	- Members
4	Senior most Professor of Institute among the members of the Board of Governors	- Member
5	Dean, Student and Alumni Affairs	- Member
6	Two distinguished industrialists (both from outside alumni association)	- Members
7	Registrar	- Member Secretary

**Powers and functions of SCA**

- a) To recommend about policies to be adopted by the Institute with a view to have effective and efficient utilization of available man power.
- b) To formulate, lay down guidelines, policies ensuring healthy and harmonious employee relations.
- c) To consider representations from the association of employees concerning common issues.
- d) To recommend appropriate measures for providing cordial and peaceful working environment.
- e) To suggest appropriate remedies for resolution of dispute related to service conditions.
- f) To make efforts to resolve disputes related to service conditions of the employees of the institute,
- g) To recommend about career progression and improvements in service conditions of employees.

The recommendations of the SCA may be acted upon by the Vice-Chancellor in consultation with the Board of Governors, if necessary.

**16. DEANS & ASSOCIATE DEANS**

- a) There shall be Deans and Associate Deans appointed by the Vice-Chancellor to monitor various activities and programmes and to plan the development of the Institute. The number of Deans/ Associate Deans shall be decided by the Vice-Chancellor depending on the volume and spread of activities.
- b) The Deans shall assist the Vice-Chancellor in performing his duties.
- c) The Associate Dean, shall assist the Dean, in performing duties.
- d) The Deans and Associate Deans as may be required, shall be appointed to oversee and monitor the following activities and other such areas as s/he may deem fit -  
Academic Programmes, Student and Alumni Affairs, Human Resource Development, Research, Consultancy, Resource Mobilization, Infrastructure and Campus Development, Buildings, etc.
- e) A person appointed as Dean shall be a faculty member of the Vocational Academic Staff of the Institute in the Professor's scale.
- f) A person appointed as Associate Dean shall be a faculty member of the Vocational Academic Staff of the Institute who could be in the Associate Professor's scale.
- g) The term of a Dean or Associate Dean shall be three years, from the date of his appointment, and is eligible for reappointment; provided that the Vice Chancellor may terminate the tenure of a Dean/ Associate Dean at any time, s/he is not satisfied with the functioning of the latter.
- h) The Deans/ Associate Deans shall have powers and perform duties as given in the Ordinance.
- i) The Deans/ Associate 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 policies approved by the Board, and forward them to the appropriate authorities for consideration.
- j) All the Deans with the Vice-Chancellor as the Chairperson, shall form a Council of Deans. The Council shall meet as frequently as possible to discuss various issues and ensure proper co-ordination.
- k) Deans may appoint ad-hoc committees in consultation with the Vice Chancellor for specific issues from time to time.

Note: One person may hold only one functional position at a given point of time, unless the circumstances necessitate holding of more than one position by one individual, if the Vice-Chancellor deems it appropriate.

The circumstances in such cases and reasons for such arrangements shall be recorded in writing.

## 17. HEAD OF THE DEPARTMENT / CENTRE/ SCHOOL

- (i) There shall be a Head of the Department or Centre or School for each of the Department/ Centre/ School in the Institute, who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Assistant/Associate Professor as Head of the Department.

- (ii) The term of the Head of the Department shall normally be 3 years and s/he shall be eligible for reappointment.

- (iii) The powers and functions of the Head of the Department shall be prescribed by Rules of the Institute.

Note: one person may hold only one functional position at a given point of time, unless the circumstances necessitate holding of more than one position by one individual, if the Vice-Chancellor deems it appropriate.

The circumstances in such cases and reasons for such arrangements shall be recorded in writing.

## 18. REGISTRAR

- a) The Registrar shall be a whole time salaried officer of the Institute and shall be appointed by the Board of Governors on the recommendations of the Selection Committee consisting of the following:-

1	Vice-Chancellor	- Chairperson
2	One nominee of the Chancellor	- Member
3	Two nominees of the Board of Governors	- Members
4	One expert appointed by the Board of Governors who is not an employee of the Institute.	- Member

- b) The Registrar, an officer at the level of Professor, shall be academic staff with good knowledge about the administration of the Institute and shall have an exposure to the academic activities of the Institute.
- c) When the office of the Registrar is vacant or when the Registrar is absent by any reason whatsoever, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.
- d) The Registrar shall be ex-officio Secretary of the Board of Governors and the Academic Council, but shall not be deemed to be a member of any of these bodies.
- e) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his directions.
- f) The Registrar shall cease to hold the post, if s/he becomes of unsound mind, becomes insolvent or is convicted by any court for a criminal offence involving moral turpitude or if s/he is removed by the authority who selected him/her or if s/he accepts a full-time appointment elsewhere.
- g) The following shall be the duties of the Registrar: -
  1. To be the custodian of the records and the funds and such other property of the institute as the Board of Governors may commit to his charge;
  2. To conduct the official correspondence on behalf of the authorities of the Institute;
  3. To issue notices convening meetings of the authorities of the Institute and all Committees and sub-Committees appointed by any of these authorities;
  4. To maintain the minutes of the meetings of all the authorities of the Institute and of all the Committees and sub-committees appointed by any of these authorities;
  5. To represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and perform pleadings or depute his representatives for this purpose;
  6. To enter into agreement, sign documents and authenticate record on behalf of the Institute, other than MoUs for academic and research collaborations.
  7. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institute;
  8. To perform such other duties as may be specified in the Rules or as may be assigned by the Board of Governors or the Vice-Chancellor from time to time.

## 19. CONTROLLER OF EXAMINATIONS

- a) The Controller of Examinations shall be a whole time salaried officer of the Institute and shall be appointed by the Board of Governors on the recommendations of the Selection Committee consisting of the following:-

1	Vice-Chancellor	- Chairperson
2	One nominee of the Chancellor	- Member
3	Two nominees of the Board of Governors	- Members
4	One expert appointed by the Board of Governors who is not an employee of the institute.	- Member

- b) The emoluments and other terms and conditions of service of the Controller of Examinations shall be prescribed by Rules of the Institution.
- c) To make arrangements for and supervise the examinations conducted by the Institute and to organize and coordinate the convocation activities;
- d) The Controller of Examinations shall ensure that all the specific directions of the Board of Governors, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
- e) The Controller of Examinations shall be a permanent invitee to the meeting of the Academic Council.
- f) The Controller of Examinations shall cease to hold the post, if s/he becomes of unsound mind, becomes insolvent or is convicted by any court for a criminal offence involving moral turpitude or if s/he is removed by the authority who selected him/her or if s/he accepts a full-time appointment elsewhere.

## 20. Delegation of Powers

Subject to the provisions in these statutes, any authority or officer of the Institute, with the approval of the Board of Governors, may delegate its power to any other authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers. Delegated powers cannot be sub-delegated or re-delegated without the express approval of the authority in which the powers originally vested.

## 21. ADMISSIONS AND FEES STRUCTURE

- a) Admission of Non-Resident Indians (NRI) / Persons of Indian Origin (PIO) / Foreign Students to the Institute shall be governed by the guidelines / Regulations framed by the AICTE Government of Maharashtra and the Central Government in this behalf from time to time.
- b) The Institute shall preserve the records of admission at least for five years.
- c) The fee structure for various programmes of study in the Institute shall also be fixed in accordance with the Fee Regulations framed by the Government or by the Commission in this behalf from time to time.
- d) The fee structure shall be displayed in the handbook and on the Institution's website.

## 22. CLASSIFICATION OF MEMBERS OF THE STAFF OF THE INSTITUTE

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

- a) Academic, which term shall include Vice-Chancellor, Professor, Associate Professor, Assistant Professor, Workshop Superintendent, Scientific Officer, Scientist, Librarian, Deputy Librarian and such other academic Posts as may be decided by the Board.
- b) Technical which term shall include Safety Officer, Supervisor, Mechanic, Horticultural Assistant, Technical Assistant, Draftsman, Physical Training Instructor, Laboratory Assistant, Library Assistant and such other technical posts as may be decided by the Board.
- c) Administrative and others, which term shall include Dy. Registrar, Assistant Registrar, Accounts officer, Finance Officer, Stores Superintendent, Estate Officer, Medical Officer, and other Medical Staff, Chief Stores Keeper, Office Superintendent and such other administrative and other staff as may be decided by the Board.
- d) The following shall be the disciplinary and appellate authorities for the staff members of the Institute;

<b>Class</b>	<b>Disciplinary Authority</b>	<b>Appellate Authority</b>
Group "A"	Chancellor	Board of Governors
All other posts	Vice-Chancellor	Chancellor

## 23. APPOINTMENTS

- a) All posts at the Institute shall be filled by advertisement but the Board shall have the power to decide on the recommendations of the Vice Chancellor that a particular post be filled by invitation from amongst the members of the staff of the Institute or from outside Institute.
- b) The duties, essential qualifications and other requirements of eligibility for the posts shall as given in **Schedule 'A'**.
- c) While making appointments, the Institute shall make necessary provision for the reservation of posts in accordance with the policy laid down by the State Government.

## 24. TERMS AND CONDITIONS OF SERVICE OF PERMANENT EMPLOYEES

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

Since the institute is granted an Elite Status and recognition as Centre of Excellence, any changes made in the service conditions and benefits in the IITs/ IISc and such Institutes of national importance shall be adopted by the Institute *mutatis mutandis* in order to maintain its status by approval of the Government.

- a) Every appointment shall be subject to the conditions that the appointee is certified as being in sound health and mentally fit for service in India by a medical authority nominated by the Board.
- b) 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 s/he attains the age of 65 years in case of academic staff. In case of non-academic staff, the age of superannuation shall be as per the rules of the Government.

Provided that where the Board 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 as may be considered appropriate in the circumstances of each case.

Provided further, that where it becomes necessary to re-employ any such member beyond the end of the semester or academic session as the case may be, the Vice Chancellor may with the previous approval of the Board of Governors, re-employ any such member for a period up to three years in the first instance and up to two years



thereafter and in no case exceeding the end of the academic session in which s/he attains the age of 70 years.

Provided also that in no circumstances such member shall be re-employed for any purposes other than those of teaching and guiding the research scholars.

- 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 after the period of probation, the official is not confirmed and his probation is also not formally extended s/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.
- d) The permanent staff members of the Institute shall contribute to provident fund/ pension funds. The conditions will be applicable as decided by the Government of Maharashtra from time to time.
- e) Rules with regard to retirement and voluntary retirement shall be as applicable to the State Government employees.
- f) An employee of the Institute shall devote his/her 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/her duties, but the prohibition herein contained shall not apply to academic work and consultative practice undertaken with the prior permission of the Vice-Chancellor, which may be given subject to such conditions as regards acceptance of remuneration as may be laid down by the Board.
- g) 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.
- h) The appointing authority shall have the powers to terminate the services of any member of the staff by 3 months' notice or on payment of 3 month's salary in lieu thereof, if on medical grounds, certified by a medical authority nominated by the board, his/her retention in service is considered undesirable by such appointing authority.
- i) The Board shall have the power to terminate the service 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.
- j) An employee of the Institute may terminate his engagement by giving to the appointing authority three months' 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.

- k) The disciplinary authority may place a member of the staff appointed at the Institute under suspension -
- i. Where a disciplinary proceeding against him/her is contemplated or is pending, or
  - ii. Where a case against him/her 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 forty-eight 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 Vice Chancellor under suspension with effect from the date on which s/he was so detained.

- l) During the period of suspension, the member of the staff shall be entitled to the following payments, namely-
1. A subsistence allowance at an amount equal to the leave salary which the staff member would have drawn if s/he had been on leave on half average pay or on half pay and in addition, dearness allowance, if admissible on the basis of such leave salary:  
Provided that where the period of suspension exceeds six months, the Vice Chancellor shall be empowered to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:
    - i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of first six months, if, in opinion of the Vice Chancellor the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the staff member;
    - ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50% of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the Vice Chancellor the period of suspension has been prolonged due to the staff member;
    - iii) The rate of dearness allowance will be based on the increased, or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clauses (i) and (ii) above,
  2. Any other compensatory allowances admissible from time to time on the basis of pay of which the staff member was in receipt on the date of suspension subject to the fulfilment of other conditions laid down for the drawl of such allowances.

However, no payment shall be made unless the staff member furnishes a certificate that s/he is not engaged in any other employment, business, profession or vocation.

m) The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:-

- i) Censure;
- ii) Withholding of increments or promotion;
- iii) Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;
- iv) Reduction to lower services, grade or post or to a lower stage in a time scale;
- v) Compulsory retirement;
- vi) Removal from service which shall not be a disqualification for future employment under the Institute,
- vii) dismissal from service which shall ordinarily be a disqualification for future employment under the Institute,

No order imposing on any member of the staff any of the penalties specified at (iv) to (vii) above shall be passed by any authority subordinate to that by which s/he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him/her.

No order imposing on any member of the staff any of the penalties specified at (i) to (iii) above shall be passed by any authority subordinate to that by which s/he was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the Appointing Authority.

Notwithstanding the above provisions it shall not be necessary to follow the procedure mentioned above in the following cases:

- a) Where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his/her conviction on a criminal charge;
- b) Where the authority empowered to dismiss or remove the person or to reduce him/her in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause; or
- c) Where the Chancellor is satisfied that in the interests of the security of the State it is not expedient to give to that person such an opportunity.

If any question arises whether it is reasonably practicable to give to any person an opportunity of showing cause under clause (m) above, the decision thereon of the authority empowered to dismiss or remove such person or to reduce him/her in rank, as the case may be, shall be final.

- n) A member of the staff aggrieved by any order imposing penalty passed by the Vice-Chancellor against him/her shall be entitled to prefer an appeal from the decision to the Chancellor and a member of the staff aggrieved by any order passed by the Chancellor against him inflicting a penalty on him/her shall be entitled to prefer an appeal to the Board against the order.

No appeal under this sub-statute shall be entertained unless it is submitted within a period of three months from the date on which appellant receives a copy of the order appealed against provided that the Appellate Authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

- o) The authority to whom an appeal against an order imposing penalty lies under point No. (n) may, on its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case and pass such order as it deems fit as if the member of the staff concerned had preferred an appeal against such order. Provided that no action under this sub-statute shall be initiated more than six months after the date of the order to be reviewed.

- p) Notwithstanding anything contained in this Statute, the Board of Governors may, on its own motion or otherwise after calling for the records of the case, review any order which is made under this Statute or is appealable there under, and –

- a) Confirm, modify or set aside, the order,
- b) Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order,
- c) Remit the case to the authority which made the order or to any other authority directing such further action or enquiry as s/he considers proper in the circumstances of the case, or
- d) pass such other orders as s/he deems fit; provided that
  - i. an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which s/he may wish to make against such enhanced penalty;
  - ii. if the Board of Governors proposes to impose any of the penalties specified in sub-statute 24 (m) in a case where proper enquiry has not

been held and thereafter on consideration of the proceedings of such enquiry and after giving the member of the staff concerned an opportunity of making any representation which s/he may wish to make against such penalty, pass such orders as s/he may deem fit.

- q) The decision of the appellate authority under *sub-statute 24 (n) or (o)* shall, subject to the provisions of *sub-statute 24 (p)*, be final.
- i) When a member of the staff of the Institute who has been dismissed, removed or suspended is re-instated, the authority competent to order the re-instatement shall consider and make a specific order:
- a) Regarding the pay and allowances to be paid to the member of the staff of the Institute for the period of his/her absence from duty, and
  - b) Whether or not the said period shall be treated as a period spent on duty.
- ii) Where such competent authority holds that the member of the staff of the Institute has been fully exonerated, or in the case of suspension, that it was wholly unjustified, the member of the staff of the Institute shall be given full pay to which s/he would have been entitled had s/he not been dismissed, removed or suspended, as the case may be, together with any allowance of which s/he was in receipt prior to his/her dismissal, removal or suspension.
- iii) In other case, the member of the staff of the Institute shall be given such proportion of such pay and allowances as such competent authority may prescribe.
- Provided that the payment of allowances under clause (ii) or clause (iii) shall be subject to all other conditions under which such allowances are admissible.
- iv) In case falling under clause (ii) the period of absence from duty shall be treated as a period spent on duty for all purposes.
- v) In case falling under clause (iii) the period of absence from duty shall not be treated as a period spent on duty unless such competent authority specifically directs that it shall be so treated for any specified purpose.
- r) The employees of the Institute shall be entitled to travelling and daily allowances according to the scales laid down by the Board from time to time.
- s) The employees of the Institute shall be governed by the Conduct Rules as laid down in ***Schedule 'B'***.
- t) The employees of the Institute shall be entitled to reimbursement of medical expenses incurred on themselves and their families as per the rules approved by Board of Governors from time to time.

- u) It shall be for the Council to decide as to the class of employees of the Institute who shall be entitled to vacation.

Notwithstanding anything stated hereinabove the Board of Governors shall adopt all changes/ amendments in the service conditions of centrally funded technical institute such as IITs and the institutions of national importance such as TIFR, IISc from time to time applicable by virtue of its Elite status and by approval of the Government.

## **25. TERMS AND CONDITIONS OF SERVICE OF TEMPORARY EMPLOYEES**

- a) 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.
- b) The other terms and conditions of service of such employee shall be such as may be specified by the appointing authority in his/her letter of appointment.

## **26. APPOINTMENT ON CONTRACTS**

- a) Notwithstanding anything contained in these statutes, the Board may in special circumstances appoint an eminent person on contract for a period not exceeding 5 years, with a provision of renewal for further period, provided that every such appointment and terms thereof, shall be subject to the prior approval of the Board of Governors. He/ she will be called Emeritus Professor, Adjunct Professor.
- b) Subject to the provisions contained in the Act, the Board may appoint any person on contract in the prescribed scales of pay and on terms and conditions applicable to the relevant post for a period not exceeding 5 years with a provision of renewal for further period. For making such appointments, the Chancellor, may at his discretion, constitute such ad hoc Selection committees, as the circumstances of each case may require.

## **27. APPOINTMENT OF DISTINGUISHED, ENDOWMENT AND CHAIR PROFESSORS**

The terms and conditions of these appointments shall be as specified in the respective MoU between the concerned donor and the institute. In case of Chairs established by the Institute, the terms and conditions shall be as decided by the Board on case to case basis.

## **28. VACATION AND LEAVE**

- a) Non-academic employees of the Institute shall be entitled to leaves as per the Maharashtra Civil Service Rules. Academic staffs are entitled to vacation as well as additional types of leaves such as Special Leave, Duty Leave, Study Leave, Sabbatical Leave, etc. as specified in UGC Regulation 2010 for Teachers and other Academic Staff in Universities and Colleges.
- b) When an employee joins the Institute from any of the other Institutes or any Central University the leave to his/her credit on the date immediately before the date of such joining shall be carried forward and credited to his/her leave account in the Institute subject to the prescribed limit of accumulation of leave.

## **29. RESIDENTIAL ACCOMMODATION FOR STAFF**

- a) Employees of the Institute may be allotted an unfurnished house for residential use, if available, in which s/he shall be required to reside, subject to such conditions as may be laid down by the Board.
- b) S/he shall be charged license fee, charges for water, electricity and any other services rendered shall be recovered from the employee at such rates as may be determined by the Board in consultation with Building and Works Committee.

Such employees shall not be eligible for house rent allowance which shall be deposited in the maintenance fund of the Institute and utilized for the same.

- c) Explanation: For the purpose of this Statute the expression "allot" means to grant a license to an employee of the Institute to occupy a house or a portion thereof owned or leased by the Institute, for use by him/her as residence.

## **30. HALLS AND HOSTELS**

- a) Students, research scholars and research fellows may be allotted accommodation in the Halls of Residence and Hostels owned and maintained by the Institute for the purpose.  
  
In exceptional cases, the Vice-Chancellor may permit student, scholar or fellow to reside with his parent or guardian, but where any such permission is accorded to a Student, scholar or a fellow, such student, scholar or fellow, as the case may be, shall be liable for the payment of seat rent as s/he would have been liable for the payment of seat rent had he resided in the Hostel.
- b) Every resident in the Halls and Hostels shall conform to rules laid down by the Wardens' committee and approved by the Vice Chancellor/ Academic Council for the purpose.

- c) Each hostel shall have a warden and such number of Associate/ Assistant wardens and other staff as may be determined by the Vice Chancellor from time to time. One of the wardens will be appointed as Head Warden by the Vice Chancellor.
  - d) The offices of Warden and Associate/ Assistant wardens shall be held by the members of Academic staff of the Institute. The appointments shall be made by the Vice-Chancellor.
  - e) Wardens and Associate/ Assistant Wardens shall be entitled to license fee- free unfurnished quarters corresponding to the type of quarters to which they are normally entitled as teachers of the Institute. In addition, they shall be paid an allowance at such rates as may be decided by the Vice Chancellor from time to time.
  - f) The governance of the Halls of Residence and Hostels shall be in accordance with the rules laid down by the Vice-Chancellor.
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