

Statutes of the National Institute of Technology, Andhra Pradesh, 2017

ANDHRA PRADESH

India

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Rule

STATUTES-OF-THE-NATIONAL-INSTITUTE-OF-TECHNOLOGY-ANDHRA PRADESH, 2017

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Statutes of the National Institute of Technology, Andhra Pradesh, 2017Published vide Notification No. G.S.R. 988(E), dated 2nd August, 2017Ministry of Human Resource Development(Department of Higher Education)G.S.R. 988(E). - In exercise of the powers conferred by sub-section (1) of section 26 of the National Institutes of Technology, Science Education and Research Act, 2007 (29 of 2007) the Central Government, with the prior approval of the Visitor, hereby makes the Statutes for National Institute of Technology, Andhra Pradesh, namely:-

1. Short title, extent and commencement.

(1)These Statutes may be called the Statutes of the National Institute of Technology, Andhra Pradesh, 2017.(2)They shall apply to the National Institute of Technology, Andhra Pradesh.(3)They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.

(1)In these Statutes, unless the context otherwise requires, -(a)"Act" means the National Institutes of Technology, Science Education and Research Act, 2007 (29 of 2007);(b)"Authorities", "Officers" and "Faculty Members" mean, respectively, the authorities, officers and faculty members of the Institute;(c)"Board means the Board of Governors of the Institute;(d)"Building and Works Committee" means the Building and Works Committee of the Institute constituted under Statute 12;(e)"Centre" means an academic unit of the Institute engaged in academic activities (like teaching, research, etc.) generally of an inter-disciplinary nature;(f)"Council means the Council of the

Institute;(g)"Department" means an academic unit of the Institute engaged in academic activities (like teaching, research, etc) generally relating to a particular discipline or area;(h)"Finance Committee" means the Finance Committee of the Institute constituted under Statute 10;(i)"Head of a Department or Centre", by whatever name called, means the person appointed to head the Department or Centre, as the case may be, under Statute 20;(j)"Programme" means an academic programme of the Institute;(k)"rules" mean the rules made under the Act;(l)"Schedule" means Schedule annexed to these Statutes.(2)Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.

3. Authorities.

- The following shall be the authorities of the Institute, namely:-(i)the Board of Governors as constituted under Section 11 of the Act;(ii)the Senate as constituted under Section 14 of the Act;(iii)the Finance Committee, as constituted under Statute 10; and(iv)the Building and Works Committee as constituted under Statute 12.

4. Board of Governors and meetings thereof.

(1)The bodies entitled to nominate or elect representatives of the Board shall be invited by the Registrar to do so within a period not exceeding eight weeks from the date on which such invitations are issued by him.(2)Casual vacancies on the Board shall be filled up by following the procedure specified under Sub- Statute (1).(3)The Board shall ordinarily meet four times during a calendar year.(4)Meetings of the Board shall be convened by the Chairperson, either on his own motion or at the request of the Director or on a requisition signed by not less than four members of the Board.(5)Six 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 in the next week at the same time and place or on such other day, time and place, as the Chairperson may determine, and if at such a meeting, a quorum is not present within half-an-hour from the scheduled time for holding a meeting, the members present shall form the quorum.(6)All questions considered at the meetings of the Board shall be decided by a majority of the votes of the members present including the Chairperson and if the votes be equally divided, the Chairperson shall have a casting vote.(7)The Chairperson, if present, shall preside over every meeting of the Board :Provided that in the absence of the Chairperson, the members present shall elect a member from amongst themselves to preside at the meeting.(8)A written notice of every meeting shall be sent by the Registrar to every member at least fifteen days before the date of the meeting mentioning therein the place, date and time of the meeting :Provided that the Chairperson may call a special meeting of the Board at short notice to consider urgent issues.(9)The notice may be delivered either by hand or sent by registered post or e-mail or fax, at the address of each member as recorded in the office of the Board and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.(10)Agenda of the meeting shall be circulated by the Registrar to all members at least ten days before the meeting.(11)Notices of motions for inclusion of any item on the agenda shall reach the Registrar at least one week before the meeting :Provided that the Chairperson may, permit inclusion of any item for which due notice has not been received.(12)The ruling of the Chairperson with regard to all questions of procedure shall be final.(13)The minutes of the proceedings of a

meeting of the Board shall be drawn up by the Registrar and circulated to all members of the Board present in India and the same along with any amendment suggested shall be placed before the Board in its next meeting for confirmation and after the minutes are confirmed and signed by the Chairperson, they shall be recorded in the minute book.(14)The minute book shall be kept open for inspection of the members of the Board and the Council at all times during office hours.(15)If a member of the Board fails to attend three consecutive meetings without leave of absence from the Board, he shall cease to be a member of the Board.(16)No matter concerned with finance shall be placed before the Board unless the same has been considered by the Finance Committee.(17)No matter which is required to be first considered by the Building and Works Committee shall be placed before the Board unless the same has been considered by the Building and Works Committee after obtaining the administrative approval of the Board.

5. Powers of the Board.

- In addition to the powers provided under sub-section (1) of section 13 of the Act, the Board shall be empowered,-(i)to abolish, re-designate or change the nomenclature of any post in the Institute;(ii)to make, modify or cancel any Statute with the approval of the Visitor from time to time :Provided that the new Statute, additions or amendments of existing Statute shall be applicable only after the assent of the visitor; and(iii)to make, modify and cancel all or any ordinances on recommendation of the Finance Committee or Senate of the Institute subject to the condition that making, modification and cancellation shall not be in contravention of the Act and the Statutes made thereunder.

6. Authentication of Orders of the Board.

- All orders and decisions of the Board shall be authenticated by the signature of the Director. In absence of the Director, the Registrar or any person-authorised by the Board in this behalf.

7. Senate.

(1)The Senate shall meet as often as necessary but ordinarily not less than four times during a calendar year.(2)Meetings of the Senate shall be convened by the Chairman of the Senate either on his own motion or on a requisition signed by not less than one fifth of the members of the Senate.(3)The meeting Governed on requisition shall be a special meeting to discuss only those items of agenda for which requisition is given and shall necessarily be chaired by the Director on convenient date and time.(4)One third of the total number of members of the Senate shall form a quorum for a meeting of the Senate.(5)The Director shall preside over every meeting of the Senate:Provided that in the absence of the Director, Deputy Director shall preside and in the absence of both the Director and the Deputy Director, the senior most Professor present shall preside over the meeting.(6)A written notice of every meeting together with the agenda shall be circulated by the Registrar to the members of the Senate at least a week before the meeting:Provided that the Chairman of the Senate may permit inclusion of any item for which due notice has not been given.(7)Notwithstanding the provisions of sub-statute (6), the Director may call an emergency meeting of the Senate at short notice to consider urgent special issues.(8)The ruling of the Chairman of the Senate with regard to all questions of procedure shall be final.(9)The minutes of the

proceedings of a meeting of the Senate shall be drawn up by the Registrar in consultation with Dean (Academics) and circulated to all the members of Senate present in India: Provided that no such minutes shall be circulated, if the Senate considers such circulation prejudicial to the interests of the Institute or the Central Government. (10) The minutes, along with amendments, if any, suggested shall be placed for confirmation at the next meeting of the Senate and after the minutes are confirmed and signed by the Chairperson of the Senate, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Senate, the Board and the Council at all times during office hours.

8. Powers of the Senate.

- Subject to the provisions of the Act, the Senate shall have the powers to - (i) frame and revise curricula and syllabi for the courses of studies for the various Departments and Centres; (ii) make arrangements for the conduct of examinations; appointment of examiners, moderators, tabulators and other matters relating to the examinations; (iii) declare the results of the examinations or to appoint Committees or officers to do so and to make recommendations to the Board regarding conferment or grant of degrees, diplomas and other academic distinctions or titles; (iv) appoint Advisory Committees or Expert Committees or both for the Departments or Centres of the Institute to make recommendations on academic matters connected with the working of the Departments or Centres; (v) appoint Committees from amongst the members of the Senate, other teachers of the Institute and experts from outside to advise on such specific and important academic matters as may be referred to any such Committee by the Senate; (vi) consider the recommendations of the Advisory Committees attached to various Departments or Centres and that of Expert and other Committees and take such action (including the making of recommendations to the Board) as warranted by each case; (vii) make periodical review of the activities of the Departments or Centres and take appropriate action (including the making of recommendations to the Board); (viii) supervise the working of the Library of the Institute; (ix) promote research and academic development or activity within the Institute and seek reports on such research or academic development or activity from the persons engaged therein; (x) provide for the inspection of the class rooms, Laboratories, Library and the residential hostels; (xi) plan co-curricular activities of students of the Institute; (xii) award stipends, scholarships, medals and prizes and make other awards in accordance with such conditions as may be attached to the awards; (xiii) make recommendations to the Board with regard to the creation or restructuring of Departments or Programmes or Centres and the abolition of existing Departments or Centres thereof; (xiv) make recommendations to the Board to disseminate knowledge through distance learning mode to various parts of the State or country or abroad; (xv) invite up to two student representatives during discussion of general nature not involving policy or disciplinary matters in the Senate meetings.

9. Chairman of the Senate to exercise powers in emergency.

- If, in the opinion of the Chairman of the Senate, any emergency has arisen which requires immediate action, he may take such action as he deems necessary and shall report the same for approval to the Senate in its next meeting.

10. Finance Committee.

(1) There shall be a Finance Committee consisting of the following members, namely:-(i) the Chairperson of the Board of Governors, ex-officio Chairman; (ii) the Director, ex-officio member; (iii) Joint Secretary dealing with National Institutes of Technology or his nominee and Financial Advisor (Human Resource Development) or his nominee, ex-officio members; (iv) two persons nominated by the Board from amongst its members; and (v) the Registrar, ex-officio, Member-Secretary: Provided that in addition to the above, the Chairman may invite an expert as special invitee, however, the special invitee may not have voting rights. (2) All financial proposals shall be placed before the Finance Committee prior to being placed before the Board for consideration and approval. (3) The Finance Committee shall meet ordinarily four times in a year preferably before the meeting of the Board of Governors. (4) Four members of the Finance Committee shall form a quorum for a meeting of the Finance Committee. (5) The Chairman, shall preside over the meetings of the Finance Committee and in his absence, the Director shall preside over the meetings. (6) The provisions in these Statutes regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board shall, so far as practicable may be, followed in connection with the meetings of the Finance Committee. (7) A copy of the minutes of every meeting of the Finance Committee shall be placed before the Board.

11. Powers of the Finance Committee.

- The Finance Committee shall have power to -(i) examine and scrutinise the annual budget of the Institute prepared by the Director and make recommendations to the Board; and (ii) give its views and make its recommendations of the Board on any financial proposals or issues affecting the Institute to the Board either on the initiative of the Board or of the Director, or on its own motion.

12. Building and Works Committee.

(1) There shall be a Building and Works Committee for each Institute, consisting of following members, namely:-(i) the Director, ex-officio Chairperson; (ii) Director or Deputy Secretary or his nominee dealing with the National Institutes of Technology in the Ministry and Director or Deputy Secretary or his nominee dealing with Finance of National Institutes of Technology in the Ministry as ex-officio members of the Central Government; (iii) one member nominated by the Board of Governors; (iv) Registrar, ex-officio, Member Secretary; (v) Dean, planning and development or similar position - Member; and (vi) one expert each from Civil and Electrical Engineering Wing of Central or State Government or any autonomous body of repute - Member. (2) The Building and Works Committee shall meet as often as necessary but ordinarily not less than four times in a year. (3) Four members shall form a quorum for a meeting of the Building and Works Committee. (4) The provisions in these Statutes regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, as far as practicable may be followed in connection with meetings of the Building and Works Committee also. (5) A copy of the minute of every meeting of the Building and Works Committee shall be placed before the Board together with the recommendations of the Finance Committee on specific proposal

or proposals which requires approval of the Board.

13. Powers and functions of the Building and Works Committee.

(1)The Building and Works Committee shall,-(i)under the directions of the Board, undertake construction of all major works, after the necessary administrative approval and expenditure sanction from the Board;(ii)have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to repair and maintenance, within the approved budgetary provision of the Institute;Provided that the Board shall define the minor work and minor repair and maintenance in terms of quantum or expenditure.(iii)cause to prepare estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like. The Building and Works Committee shall approve the cost estimates for minor works, minor repairs and maintenance;(iv)be responsible for making technical scrutiny of the design, estimates and specifications of the material as may be considered necessary;(v)be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works where necessary duly recommended by the Dean (Planning and Development) of the Institute;(vi)have the power to settle rates not covered by tender and settle claims and disputes with contractors;(2)If, in the opinion of the Chairperson of the Building and Works Committee, any emergency has arisen which requires immediate action to be taken, he shall take such action and report the same to the Building and Works Committee, Finance Committee and the Board at their next meetings.(3)The Building and Works Committee shall also perform such functions and exercise such powers as may be entrusted by the Board, from time to time.

14. Powers of the Chairperson, Board of Governors.

- In addition to the powers provided under the Act, the Chairperson of the Board shall have the following powers, namely:-(i)on the recommendations of the Selection Committee, fixing the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts to which the appointments can be made by the Board under the provisions of the Act;(ii)deputing members of the staff, except the Director, of the Institute for training or for a course of instruction, outside India subject to such terms and conditions as may be laid down by the Board from time to time:Provided that the visit abroad by the Director shall be approved by the Chairman, National Institutes of Technology, Science Education and Research Council;(iii)he shall execute the contract of service between the Institute and the Director on behalf of the Central Government, but he shall not be personally liable of anything under such contract; and(iv)taking action in emergent cases and to inform the Board of such action for confirmation and ratification.

15. Travelling allowances and sitting fees.

- The Members of the Board and other authorities of the Institute and members of the Committees constituted under the Act or these Statutes or appointed by the Board and other authorities shall be entitled to travelling allowance, daily allowance and sitting fee for attending the meetings of the authorities and their Committees as laid down by the Board from time to time.

16. Departments and Centres.

- The Institute shall be organised into such number of Departments and Centres, to be known by such names, as the Board may, within the budgetary provision, approve from time to time, on the recommendations of the Senate.

17. The Director and his powers.

(1)The Director of the Institute shall be appointed by the Visitor on contract basis on the recommendation of a Search-cum-Selection Committee constituted by him consisting of at least five members. The Chairperson of the Council shall be its Chairperson and the Secretary of the Department of Higher Education or his representative shall be one its members besides three other experts in the field of technical education with experience at national and international level.(2)The Director shall be appointed for a period of five years and shall be governed by the terms and conditions of the Contract of Service entered into between the Institute and the Director in the form specified in Schedule `A.`(3)Subject to the budget provisions made for the specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down in the ordinances.(4)The Director shall have the power to appropriate funds with respect to different items constituting the recurring budget up to a limit specified for the Head of Department in the Central Government for each item:Provided that such appropriation shall not involve any increase in the budget and any liability in future years:Provided further that every such appropriation shall, as soon as possible, be reported to the Board.(5)The Director shall have the power to write off irrecoverable losses up to a limit of ten thousand rupees and of irrecoverable value of store items lost or rendered unserviceable due to normal wear and tear or obsolete up to a limit of twenty five thousand rupees subject to such stipulations as may be made by the Board from time to time.(6)The Director shall have the power to donate obsolete equipment or store items, as identified by a Committee constituted for this purpose by the Director, to any educational institution in the vicinity of the Institute up to such limits as may be decided by the Board from time to time.(7)The Director, where he is the appointing authority, shall have the power to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale, but not involving more than five increments, in respect of posts to which appointment may be made by him under the powers vested in him by the provision of the Act or these Statutes.(8)The Director shall have the power to employ Teaching Supporting Staff in the Laboratories, Technicians or Technical Instructors and Skilled Workmen, paid from contingencies from time to time, for not more than one year on such remuneration as may be decided by the Board.(9)The Director shall have the power to send members of the staff for training or to attend course of instruction inside India subject to such terms and conditions as may be specified by the ordinances.(10)The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.(11)If for any reason the Registrar is temporarily absent for a period not exceeding one month, the Director may take over or assign to any faculty member or member of staff of the Institute, any of the functions of the Registrar as he deems fit:Provided that if at any time the temporary absence of the Registrar exceeds one month, the Board may, if it thinks fit, authorise the Director to take over or assign the functions of the Registrar, for a period exceeding one month.(12)All contracts for and on behalf of the Institute

except the one between the Institute and the Director shall when authorised by a resolution of the Board passed in that behalf in writing and expressed to be made in the name of the Institute and every such contract shall be executed on behalf of the Institute by the Director, but the Director shall not be personally liable in respect of anything under such contract.(13)The Director may, during his absence from headquarters, specifically authorise in writing the Deputy Director or in his absence, one of the Deans or the Senior most Professor present to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and counter-sign bills on his behalf.(14)The Director may, at his discretion, constitute such Committees, as he may consider appropriate for smooth functioning of the Institute.(15)In the event of the occurrence of any vacancy in the office of the Chairperson by reason of his death, resignation or otherwise or in the event of the Chairperson being unable to discharge his functions owing to absence, illness or any other cause, the Director may discharge the functions assigned to the Chairperson under section 16 of the Act.(16)The Director may, with the approval of the Board delegate any of his powers, authorities or responsibilities vested in him by virtue of the Act and the Statutes to one or more members of Academic or Administrative Staff of the Institute.(17)The disciplinary powers for Director of the Institute shall be decided by the Board of Governors of National Institute of Technology, Andhra Pradesh from time to time.

18. The Deputy Director.

(1)The appointment of the Deputy Director shall be made by the Board on the recommendations of the Selection Committee constituted in terms of provisions under Statutes 23 (5) (a) of the Statutes of NIT Andhra Pradesh.(2)The appointment shall be for a period of three years initially which may be extended by two times for one year each on recommendation of the Board.(3)The Deputy Director shall be governed by the terms and conditions of the Contract of Service entered into between the Institute and the Deputy Director in the form specified in Schedule `B`. (4)The Deputy Director shall have all the powers of the Director during the vacancy in the post of Director of the Institute.(5)The Deputy Director shall assist the Director in academic and administrative work and in maintaining liaison with other institutions of higher learning and research, and also with industrial undertakings and other employers.

19. Deans.

(1)The Institute shall establish not more than six Deanships.(2)The Director shall appoint the Deans under intimation to the Chairperson, Board of Governors.(3)The Dean shall hold his post for two years extendable by one more year.(4)Only Professors or Associate Professors shall be eligible for becoming Deans.(5)Broad functions of Deans are enumerated in Schedule `C`.

20. Head of the Department or Centre.

(1)Each Department and Centre of the Institute shall be placed in charge of a Head, who shall be selected by the Director, from amongst the Professors and Associate Professors of that Department or Centre: Provided that if a Department or Centre has no Professor or Associate Professor, the Director may appoint an Assistant Professor of that Department or Centre to head the Department

or Centre.(2)The Head of a Department or Centre shall hold his post for a term of two years :Provided that after the expiry of his term of office, he shall continue to hold office till the appointment of his successor:Provided further that no person shall head a Department or Centre continuously for a period exceeding three years, unless he is specially appointed at least for a second term.(3)The Director may himself take temporary charge of a Department or place it under the charge of the Deputy Director or a Professor from another Department for a period not exceeding six months.(4)The Head of Department shall be responsible for the entire working of the Department subject to the general control and supervision of the Director.(5)The Head of Department shall be duty bound to see that the decisions of the authorities of the Institute and of Director are faithfully carried out and shall perform such other duties as may be assigned to him by the Director or the Senate.(6)When appointment to the post of Head of Department or Centre becomes due, the Director shall ascertain the willingness, of the persons eligible to be appointed as Head, for being so appointed, and shall generally select a person by rotation from among eligible and willing persons.(7)Whenever it is proposed to deviate from the principle of rotation, such appointment shall be made only with the prior approval of the Chairperson, Board of Governors and for reasons to be recorded in writing and shall also be reported to the Senate and the Board, along with reasons for deviation, in their next meetings.

21. Registrar.

(1)The Registrar shall be appointed for a fixed term of not exceeding five years on deputation or contract basis.(2)The Registrar shall act as Secretary of the Board, Senate and such other Committees to which he may be required by the Statutes to act as such.(3)The review of performance of the Registrar upon completion of one year of service may be carried out by the Committee to be constituted by the Board.

22. Classification of the members of the staff.

- Except in the case of employees paid from contingencies, the members of staff of the Institute shall be classified as under:-(i)Academic staff : Director, Deputy Director, Professor, Associate Professor, Assistant Professor and such other academic posts as may be decided by the Council of National Institute of Technology Science Education and Research and adopted by the Board from time to time;(ii)Technical staff : Principal Scientific Officer, Senior Scientific Officer, Scientific Officer, Principal Technical Officer, Senior Technical Officer, Technical Officer, Superintendent Engineer, Senior Executive Engineer, Executive Engineer, Junior Engineer, Assistant Engineer, Technical Assistant, Senior Technical Assistant, Technician, Senior Technician, Senior Work Assistant, Work Assistant, Senior Laboratory Assistant, Laboratory Assistant and such other Technical Staff as may be decided by the Council of National Institute of Technology Science Education and Research and adopted by the Board from time to time; and(iii)Administrative and others staff : Registrar, Deputy Registrar, Assistant Registrar, Librarian, Deputy Librarian, Assistant Librarian, Principal SAS Officer, Senior SAS Officer, SAS Officer, Medical Officer, Senior Medical Officer, Security Officer, Senior Assistant, Assistant, Superintendent, Senior Accountant, Accountant, Senior Superintendent, Stenographer, Senior Stenographer, Secretary, Senior Secretary, Pharmacist, Senior Pharmacist, Supporting Staff and such other Administrative and other staff as may be decided by the Council of

National Institute of Technology Science Education and Research and adopted by the Board from time to time.(2)Posts classified as Academic staff shall be vacation posts only.

23. Appointments.

(1)The posts at the Institute shall be filled by advertisement on all India basis :Provided that the ratio between the direct recruitment and promotion posts for posts other than that of the Director or the Deputy Director shall be as per the recruitment rules.(2)The reservation of posts shall be in accordance with the rules and instructions of the Central Government.(3)For the purposes of appointments in the Institute, the rules as approved by the Council or Central Government shall apply.(4)The Selection Committees, for filling posts under the Institute (other than the posts on contract basis) by advertisement or by promotion from amongst the members of staff of the Institute, shall be constituted in such manner as laid down by the Ministry of Human Resource Development, Government of India or the Board from time to time by Ordinances.(5)Selection Committees for filling up of posts under the Institute (other than on contract basis) by advertisement or by promotion from amongst the members of staff of the Institute shall be constituted in the following manner, namely:-a. The qualification and other terms and conditions of appointment of Academic Staff (excluding Director), or promotion shall be as specified in Schedule `E` and the Selection Committee for making recommendations for appointment of Academic Staff (excluding Director) shall consist of following members, namely:-

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| (1) Director or Deputy Director | - Chairman |
| (2) Visitor`s Nominee | - Member |
| (3) Two nominees of the Board one being an expert, but other than a member of the Board | - Member |
| (4) One expert nominee of Senate from outside the Institute | - Member |
| (5) Head of Department concerned | - Member |
- (for other than the post of Deputy Director and Professor)

b. The Selection Committee for Technical posts shall be as follows:

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| (1) Director or Deputy Director | - Chairman |
| (2) One Expert from outside the Institute | - Member |
| (3) Nominee of the Ministry of Human Resource Development | - Member |
| (4) Concerned Head of Department | - Member |
| (5) Registrar | - Member |

c. The Selection Committee for Administrative and Ministerial Staff shall be as under:

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| (1) Director or Deputy Director | - Chairman |
| (2) One Expert from outside the Institute | - Member |
| (3) Nominee of the Ministry of Human Resource Development | - Member |
| (4) Registrar | - Member |

d. The Selection Committee for Senior Administrative and other comparable posts carrying pay scale of Assistant Professor and above shall be as under:-

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|---|------------|
| (1) Director or Deputy Director | - Chairman |
| (2) One Expert from outside the Institute | - Member |
| (3) Nominee of the Ministry of Human Resource Development | - Member |
| (4) Nominee of the Board | - Member |
| (5) Registrar | - Member |

(6) In case the Selection is made for the Registrar or the equivalent post, the Board shall nominate a person as member of the Selection Committee and the Registrar not sit as member thereon. (7) Where a post is to be filled on contract basis or by invitation, the Board may, constitute such Ad-hoc Selection Committee, as circumstances of each case may require. (8) Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding twelve months, the procedure for the same shall be as specified by Ordinances. (9) Notwithstanding anything contained in these Statutes, the Board shall have the power to make appointments of persons having special skill or knowledge to suit the emergent need of the Departments or Centres: Provided that such appointments shall not be made for a period exceeding twelve months. (10) If the post is to be filled by advertisement, the Registrar shall advertise the terms and conditions of the post and the Screening Committee for the purpose of short listing the eligible and most desirable candidates and the Screening Committee shall screen all applications received within the date specified in the advertisement. (11) At the time of interview, the Selection Committee shall examine credentials of all candidates, who have been called for the interview, interview the eligible candidates and recommend the appointment of the most suitable candidate to the competent authority for approval. (12) The recommendations of the Selection Committee shall remain valid for a period of one year from the date of interview and if for any reason the recommendations are not approved by the competent authority or appointment orders not issued after the approval of recommendations within the said period of one year, the recommendations shall lapse and fresh advertisement shall be issued. (13) No act or proceedings of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee. (14) Unless otherwise provided for under these Statutes, the Selection Committee constituted for the purpose of making recommendations for appointment to a post shall continue to exercise its functions in relation to that post till the appointment is made against that post. (15) All appointments made at the Institute shall be reported to the Board at its next meeting. (16) The applications of the employees eligible for promotion or up-gradation under Modified Assured Career Progression shall be considered by the Departmental Promotion Committee before any promotion or up-gradation is recommended. (17) The Departmental Promotion Committee shall be as follows, namely:-

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|---|------------|
| 1. Director or Deputy Director | - Chairman |
| 2. Concerned Head of Department | - Member |
| 3. Head of Department from other Department | - Member |
| 4. Registrar | - Member |

24. General terms and conditions of service of permanent employees.

- Permanent employees of the Institute shall be governed by the following terms and conditions, namely:- (i) Subject to the provisions of the Act and the Statutes, all appointments to posts under the

Institute shall be made on probation for a period of one year and after completion of the probation period, the employee shall continue to hold his post till the end of the month in which he attains the prescribed maximum age: Provided that if the probation of an employee is found to be not satisfactory, the appointing authority shall have the power to extend the period of probation for a period not exceeding one year. (ii) The age of superannuation shall be as specified for various classes and categories of the employees of the Institute by the Central Government. (iii) The employees of the Institute shall be entitled to allowances in addition to pay, as admissible to the Central Government employees subject to the approval by the Central Government. (iv) The employees of the Institute shall be entitled to reimbursement of medical expenses incurred on themselves and their families as per the Central Services (Medical Attendance) Rules, 1944. (v) The employees of the Institute shall be governed by the Central Civil Services (Conduct) Rules, 1964 and the Central Civil Services (Classification, Control and Appeal) Rules, 1965 as mentioned in Statute 25. (vi) The employees shall be governed by the New Pension Scheme announced by the Central Government. (vii) The application of the employees of the Institute shall be forwarded for employment outside the Institute only three times in a year in accordance with the procedure specified in Schedule 'D'. (viii) The employees of the Institute shall be entitled to Leave Travel Concession as admissible to the Central Government employees. (ix) Overtime and night allowance shall be paid to the eligible employee of the Institute as is admissible to the Central Government employees.

25. Code of conduct for permanent employees.

- The code of conduct for employees shall be made by each Institute in consultation with the Central Government and till such time the code of conduct for employees is framed, the Institute shall follow the Central Civil Services (Conduct) Rules, 1964 and the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

26. General terms and conditions of services of temporary employees.

(1) The services of a temporary employee shall be liable to termination at any time by notice of one month in writing given either by the employee to the appointing authority, or by the appointing authority to the employee. (2) The other terms and conditions of service of such employee shall be such as may be specified by the appointing authority in the letter of appointment.

27. Appointments on contract.

(1) Notwithstanding anything contained in these Statutes, the Board with the prior approval of the Visitor may in special circumstances appoint an eminent person on contract for a period not exceeding five years. (2) Subject to the provisions of 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 three years. (3) For making such appointments, the Chairperson, Board of Governors shall constitute such ad-hoc Selection Committee, as the circumstances of each case may require: Provided that such constitution of Committee shall be reported to the Board for confirmation.

28. Provident Fund and Pension Schemes.

- Employees of the Institute shall be governed by the New Pension Scheme of the Central Government.

29. Resignation.

- Notwithstanding anything contained in the foregoing provisions of these Statutes, a member of the staff of Institute may resign, -(i) if he is a permanent employee, only after giving three months' notice in writing to his appointing authority, or by paying three months salary in lieu thereof; and (ii) if he is not a permanent employee, only after giving one month's notice in writing to the appointing authority or by paying one month's salary in lieu thereof: Provided that such resignation shall take effect only on the date on which the resignation is accepted by the appointing authority.

30. Retirement.

(1) At any time after an employee has completed twenty years qualifying service, he may, by giving notice, of not less than three months, in writing to the appointing authority, retire from service as per the terms and conditions laid down by the Central Government, from time to time, for its own employees. (2) The appointing authority has the right to retire the employee before superannuation as premature retirement in accordance with the provision of the Central Civil Services (Pension) Rules, 1972. (3) An employee may retire from service on account of any bodily or mental infirmity that permanently incapacitates him from service subject to the following conditions, namely :-(i) the employee shall submit his application to the Registrar through proper channel and produces a medical certificate from medical authority as may be specified by the Ordinances; (ii) if the medical authority grants fitness certificate for a lower post, the employee, if willing may be appointed on such post, only if available; and (iii) the medical report shall precede or coincide with the date of retirement.

31. Advances.

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

32. Deputation.

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

33. Residential accommodation.

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

34. Leave.

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

35. Scholarships, Fellowships, Medals and prizes.

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

36. Fees.

- The Institute shall charge the following fees, namely:-(i) the tuition and other fees shall comprise two parts (a) tuition fees determined by the Council be common for all National Institutes of Technology; and (b) other fees which shall be determined by the Boards of Governors; (ii) the caution money, which shall be refundable to student, scholars and fellows at the time of finally leaving the Institute, after deduction of relevant dues, if any and where no claim for a refund is received within two years of finally leaving the Institute, the caution money shall be credited into the Student Welfare Fund; (iii) the fee concession and scholarships as may be determined by the Central Government from time to time.

37. Students hostels and halls.

(1) The Institute shall be a residential institution and all students and research scholars shall to the extent possible reside in the hostels and halls of residence built by the Institute for the purpose: Provided that in exceptional cases, for reasons to be recorded in writing, the Director may permit a student or scholar to reside with his parent or guardian, but where any such permission is accorded to a student or scholar, such student or scholar, as the case may be, shall be liable for the payment of such rent as he shall have been liable for the payment of rent had he resided in the hostel. (2) Every resident in the hostels and halls shall conform to rules laid down by the Institute for the purpose. (3) For each hostel or hall of residence there shall be a Warden and such number of

Assistant Wardens and other staff as may be determined by the Board from time to time.(4)The members of the Academic Staff shall be appointed by the Director as Warden and Assistant Warden.(5)Wardens and Assistant Wardens shall be entitled to rent free unfurnished residential accommodation corresponding to the type of accommodation to which they are normally entitled.(6)The Board shall lay down rules for the management of the hostels and halls of residence.

38. Conferment of honorary degrees.

- The Institute may confer honorary degrees for a few exceptional and outstanding persons for their illustrious contribution in their respective fields:Provided that all proposals for the conferment of honorary degrees shall be made by the Senate and shall be approved by the Board.National Institute of Technology

`A`

[See Statute 17(2)]"Whereas in terms of sub-section (1) of section 17 of the National Institute of Technology, Science Education and Research Act, 2007 (hereinafter called the Act) and sub-statute (2) of Statute 17 (in case of NIT, Andhra Pradesh) (hereinafter called Statute), the Visitor has been pleased to approve the appointment of the appointee as the Director of the Institute on contract for five years and the appointee has accepted such appointment upon the terms and conditions hereinafter appearing. NOW This Presents Witnesseth and the parties hereto respectively agree as follows:-[1] This agreement of service shall be deemed to have been entered into subject at all times to the provisions of the Act, and Statutes covering the Institute as in force from time to time as applicable to permanent confirmed employees.[2] The appointee shall be on service under the agreement for a period of five years with effect from the date of joining the post:Provided that if the appointee on conclusion of the period of service is below 70 years of age, his service shall continue till the 30th June of the year in which the appointee concludes the said period of service or till he attains the age of 70 years, whichever is earlier.[3] The appointee shall be the Principal academic and Executive Officer of the Institute and serve the Institute as the whole time Director of the Institute with powers and duties provided in the said Act and Statutes.[4] The appointee shall devote his whole time to the service of the Institute and shall be subject to the Conduct Rules and other provisions of the said Act and the Statutes and information obtained by appointee during or in connection with his service and the work upon which he is engaged shall be treated as secret and confidential and appointee shall be deemed in all respects to be subject to the Indian Officials Secrets Act, 1923, as amended from time to time.[5] During the period of his service except in respect of any period of suspension and also of any period of leave without pay, the appointee shall be entitled subject to the Indian Income Tax to an initial pay of Rs..... in the scale of Rs..... provided that if any time the appointee proceeds on deputation out of India, his pay and allowances during the period his deputation shall be such as may be decided by the Board of Governors and in addition, the appointee shall draw allowances like Dearness Allowance, City Compensatory Allowance etc. as may be admissible from time to time as per Rules of the Institute.[6] During his service under this contract, the appointee shall subscribe to the Contributory Provident Fund-cum-Gratuity of the Institute according to the provisions made in the Statutes and subject to such modifications in this provisions as may be made from time to time and shall also be entitled to

the contribution of the Institute as admissible to the permanent confirmed employees as per the Statutes and in the event of the appointee being employer of any other National Institute of Technology and enjoying the benefits either under Contributory Provident Fund-cum-Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme, he shall join the corresponding Scheme of the Institute with transfer of this accumulation as admissible under the Statutes. In case the appointee is the employee of the Institute he shall continue to be governed by Contributory Provident Fund-cum-Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme as immediately prior to this contract appointment and shall be entitled to benefits of the scheme for the period of his service under this contract like other permanent employees of the institutes as per the Statutes.[7] Notwithstanding anything herein before contained, the appointee shall unless otherwise decided by the Institute be entitled to receive the whole or in part as may be determined by the Institute the benefits of any improvements in the revision of scale of pay and in retirement benefits that may be affected by the Institute subject to the date of this presents in the terms and conditions of the service of members of the branch of Institute, service to which he may for the time being belong, the decision of the Institute in respect of such improvement in the terms and conditions of their service of appointee shall operate so as to modify to that extent the provisions of this presents.[8] The appointee shall be entitled to leave as admissible to permanent non-vacation employees of the Institute under the Statutes.[9] The appointee shall be entitled to furnished free of license fee office cum residential accommodation in the campus of the Institute as may be sanctioned by the Board of Governors of the Institute.[10] The appointee shall be eligible for privilege in relation to medical attendance and treatment as provided for in the Statutes.[11] The appointee shall be paid travelling expenses for joining the Institute as admissible to an officer of the Central Government of equivalent rank under the Transfer Travelling Allowances Rules of the Central Government deeming the appointment of the appointee as on transfer in public interest: Provided that the appointee is required to travel in the interest of Institute work, he shall be entitled to travelling allowance in the scale provided for in the Travel Allowances (T. A.) Rules of the institute in force from time to time and similarly, the appointee shall be entitled to leave travel concession for visiting his hometown as per the relevant rules of the Institute.[12] Any amount received by the appointee from books and articles published by him at his cost shall be left to him as an encouragement for continuing his work in that line and he shall also be allowed to do consultancy and retain benefits of the same as per rules laid down by the Board from time to time.[13] The service of appointee may during the period of contract, be terminated by the Central Government at any time by three calendar months notice in writing given at any time during service under this contract without any cause assigned. Provided that the Institute may in lieu of the notice herein provided to give the appointee a sum equivalent to the amount of his basic pay for three months and the appointee may terminate his service by giving to the Institute three calendar months notice in writing.[14] The appointee shall be allowed the status of Professor of the Department of his speciality and take part in teaching and research in the said Department subject to his convenience.[15] In respect of any matter for which no provision has been made in this agreement the appointee shall be governed by the said Act or any modification thereof for the time being in force and the Statutes made thereunder for time being in force. In Witness Whereof on the day and the year first above written, the Chairperson of the Board of Governors of the Institute has herein to set his hand and the appointee has hereinto set his hand. Signed and delivered for the National Institute of Technology, Andhra Pradesh by the Chairperson, Board of Governors of the

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

‘B’

[See Statute 18(3)]contract of Service for the Post of Deputy DirectorAn Agreement for service made this.....day..... date ofTwo thousand between (herein after called the appointee) of the one part and the National Institute of Technology, Andhra Pradesh incorporated under the National Institute of Technology, Science Education and Research Act, 2007 (29 of 2007). "Whereas in terms of sub-section (5) of section 17 of the National Institutes of Technology, Science Education and Research Act, 2007 (hereinafter called the Act) and sub-statute (3) of Statute 18 (in case of NIT, Andhra Pradesh) (hereinafter called Statute), the Board of the Institute has approved the appointment of the appointee as the Deputy Director of the Institute on contract for a period of three years initially which may be extended by two times for one year each on the recommendation of the Board and the appointee has accepted such appointment upon the terms and conditions hereinafter appearing. now these presents witness and the parties hereto respectively agree as follows:-[1] This agreement of service shall be deemed to have been entered into subject at all times to the provisions of the Act, and Statutes covering the Institute as in force from time to time as applicable to permanent confirmed employees.[2] The appointee shall be on service under the agreement for a period of three years extendable by two years on year to year basis with effect from (that is date of joining the post) provided that if the appointee on conclusion of the period of service mentioned above is below 65 years of age, his service shall continue till the 30th June of the academic year in which the appointee concludes the said period of service or till he attains the age of 65 years, whichever is earlier.[3] The appointee shall serve the Institute as the whole time Deputy Director of the Institute with powers and duties provided in the Act and the Statutes and he shall report to the Director for discharge of his duties.[4] The appointee shall devote his whole time to the service of the Institute and shall be subject to the Conduct Rules and other provisions of the said Act and the Statutes and any information obtained by the appointee during or in connection with his service and the work upon which he is engaged shall be treated as secret and confidential and appointee shall be deemed in all respects to be subject to the Indian Officials Secrets Act, 1923, as amended from time to time.[5] During the period of his service except in respect of any period of suspension and also of any period of leave without pay, the appointee shall be entitled subject to the Indian Income Tax to an initial pay of Rs..... in the scale of Rs..... provided that if any time the appointee proceeds on deputation out of India his pay and allowances during the period his deputation will be such as may be decided by the Board of Governors and in addition the appointee shall draw allowances like Dearness Allowance, City Compensatory Allowance etc. as may be admissible from time to time as per rules of the Institute.[6] During his service under this contract, the appointee shall subscribe to the Contributory Provident Fund-cum- Gratuity of the Institute according to the provisions made in the Statute and subject to such modifications in these provisions as may be made from time to time and shall also be entitled to the contribution of the Institute as admissible to the permanent confirmed employees as per the Statute. In the event of the appointee being employer of any other National Institutes of Technology and enjoying the benefits either under Contributory Provident Fund -cum- Gratuity Scheme or General Provident

Fund-cum-Pension-cum-Gratuity Scheme, he shall join the corresponding Scheme of the Institute with transfer of this accumulation as admissible under the Statute. In case the appointee is the employee of the Institute he shall continue to be governed by Contributory Provident Fund-cum-Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme as immediately prior to this contract appointment and shall be entitled to benefits of the scheme for the period of his service under this contract like other permanent employees of the institutes as per the Statute.[7] Notwithstanding anything hereinbefore contained the appointee shall unless otherwise decided by the Institute be entitled to receive the whole or in part as may be determined by the Institute the benefits of any improvements in the revision of scale of pay and in retirement benefits that may be affected by the Institute subject to the date of these presents in the terms and conditions of the service of members of the branch of Institute, service to which he may for the time being belong, the decision of the Institute in respect of such improvement in the terms and conditions of their service of appointee shall operate so as to modify to that extent the provisions of these presents.[8] The appointee shall be entitled to leave as admissible to permanent non-vacation employees of the Institute under the Statutes.[9] The appointee shall be entitled to furnished free of license fee accommodation in the campus of the Institute as may be sanctioned by the Board of Governors of the Institute.[10] The appointee shall be eligible for privilege in relation to medical attendance and treatment as provided for in the Statutes.[11] The appointee shall be paid travelling expenses for joining the Institute as admissible to an officer of the Central Government of equivalent rank under the Transfer Travelling Allowance Rules of the Central Government deeming the appointment of the appointee as on transfer in public interest:Provided that the appointee is required to travel in the interest of Institute work, he shall be entitled to travelling allowance in the scale provided for in the T. A. Rules of the institute in force from time to time. Similarly the appointee shall be entitled to leave travel concession for visiting his hometown as per the relevant rules of the Institute.[12] Any amount received by the appointee from books and articles published by him at his cost shall be left to him as an encouragement for continuing his work in that line and he shall also be allowed to do consultancy and retain benefits of the same as per rules laid down by the Board from time to time.[13] The service of appointee may during the period of contract, be terminated by the Central Government at any time by three calendar months notice in writing given at any time during service under this contract without any cause assigned:Provided that the Institute may in lieu of the notice herein provided to give the appointee a sum equivalent to the amount of his basic pay for three months and the appointee may terminate his service by giving to the Institute three calendar months notice in writing.[14] The appointee shall be allowed the status of Professor of the Department of his specialization and take part in teaching and research in the said Department subject to his convenience.[15] In respect of any matter for which no provision has been made in this agreement the appointee will be governed by the said National Institutes of Technology Science Education and Research Act, 2007 or any modification thereof for the time being in force and the Statutes made thereunder for time being in force.In Witness Whereof on the day and the year first above written, the Chairperson of the Board of Governors of the Institute has hereinto set his hand and the appointee has hereinto set his hand.Signed and delivered for theNational Institute of Technology, Andhra Pradeshby the Chairperson,Board of Governors of the InstituteIn the presence ofSignature of Witnesses with addressesSigned and delivered by the said appointeeIn the presence of Signature of witnesses with addressesDeputy Director, NIT Andhra Pradesh.

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[See Statute 19 (5)]DeanshipsThe institute may have not more than six Deanships. There may be following Deanships in National Institute of Technology, Andhra Pradesh with the approval of the Board of Governors:Dean AcademicDean Planning and DevelopmentDean Student WelfareDean Faculty WelfareDean (Research and Consultancy)Deanship is a functional position and not an administrative one and as such has to be discharged in its right spirit and the Dean shall be nominated by the Director only from amongst the Professors or Associate Professors, but should not be Head of the Department.The Tenure of Deanship shall ordinarily be two years extendable by one more year, but Director with the approval of the Chairperson, Board of Governors may relieve any or all Dean before such period.Duties and Responsibilities of DeansThe Deans shall have the following duties and responsibilities, namely:-

1. Dean (Academic)

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

2. Dean (Planning and Development)

He/she will advice the Director in the following:(a)Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission of plans and estimates related to civil and electrical and other works.(b)Maintenance of necessary statistical data regarding plans and projects required for compilation of various reports periodically required to be sent to the Ministry of Human Resource Development and other agencies.(c)Monitoring the physical targets and utilisation of funds in respect of projects and consultancies and in the preparation of relevant papers for submission of progress reports.(d)Formulating proposals for new courses and in organising meetings of faculty members

and external experts for this purpose in this regard;(e)Assist the Director in the supervision of the construction and the maintenance work of buildings, roads, water supply, sanitation, lawns and gardens, communication networks, water coolers, air conditioners, telephones, etc.(f)In the efforts to expand and monitor the activities of consultancy, testing and sponsored research of Institute and to ensure submission of progress reports;(g)In coordinating the formulation and conduct of non-formal and continuing education and extension programmes.(h)To arrange for the agenda and organization of the meeting for procurement of equipments related to projects and testing and consultancy.(i)Providing necessary data for the budget and new estimates and plans of the Building & and Works Committee to the Registrar.

3. Dean (Students Welfare)

(a)He or she will advice the Director in organising the students` counseling.(b)He or she will be responsible for the publication of students` Magazines, News Bulletins, News Letters etc.(c)He or she will advice the Director in matters related to students; discipline and welfare.(d)He or she will assist the Director in matters related to the Students activities.(e)He or she will co-ordinate the Ncc, Nss, Games, Swimming Pool, Sports, Cultural and Co-curricular and Extra-curricular activities of the students.(f)He or she will keep a record of Alumni and correspond with them.(g)He or she will conduct the enquiries against students indulging in indiscipline.(h)He or she will correspond with Parents or Guardians of Students about their progress and individual problems or welfare.(i)Co-ordinate co-curricular activities (technical festivals, quizzes etc.) for the students.

4. Dean (Faculty welfare)

He or she will advice the Director in matters related to-(a)Deputation of faculty to various Institutions under Quality Improvement Programme under rules applicable to them.(b)Advice the Director regarding deputation of the faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching or training assignments, etc.(c)The Committee meetings of the evaluation of papers submitted or to be submitted to various Conferences or Seminars by the faculty members.(d)Assist the Director in organising training programmes for faculty.(e)Assist the Director in maintaining discipline and work ethos among various departments and between faculty members.(f)Will assist the Director in maintaining the high academic standards and achieving academic excellence in the Institution.(g)Exercise supervision over faculty discipline, integrity and commitment.

5. Dean (Research and Consultancy)

He or she will advice the Director in matters related to -(a)Framing of rules for industrial sponsored research and consultancy.(b)Creation and maintenance of database regarding faculty expertise.(c)Facilitate through his or her office faculty in procuring equipments necessary to conduct research/consultancy work, recruitment of project staff.(d)Provide guidance for submitting proposals to funding agencies such as Department of Science and Technology, Bhabha Atomic Research Centre, Board of Research in Nuclear Sciences, Indian Space Research Organisation, Defense Research and Development Organisation, Aeronautics Research and Development Board,

Ministry of Information Technology, etc.

`D`

[See Statute 24(vii)]Forwarding Of Applications For Employment ElsewhereApplications for employment shall be forwarded only as per the norms approved by the Board of Governors:The following norms shall be observed regular applications of employees for jobs in Government or Private Sector or elsewhere:-

1. General Principles:

(i). A permanent employee, having good promotion prospects, is under a normal obligation to devote his energies whole-heartedly to the duties of his post and it shall not be unjust if his application for other employment is withheld and not forwarded.(ii). Application of a temporary employee should not be withheld unless there are compelling grounds to be recorded and communicated to such temporary employee. Application from a temporary employee, who may have good prospects of being made permanent in due course, should be dealt with on merits.(iii). Employees who have been given some technical training at Government or Institute expense, should continue to serve the Institute at least for the bond period and withholding of application in such a case is justifiable. Board may decide the policy in such cases.(iv). Where an employee cannot be spared without serious detriment to important work in hand, his application can be withheld.

2. Application for posts advertised by Union Public Service Commission

Institute employees can apply directly to posts advertised by Union Public Service Commission but should keep the Head of the Department and Director informed. Subsequently, he should seek the permission for such appointment, but before appearing for the interview.

3. Posts in other National Institutes of Technology or Central Universities or Autonomous Organisations and other comparable Institutions of Higher Education:

(a)The application from a permanent employee should accompany with an undertaking that he will either join back the National Institute of Technology, Andhra Pradesh or resign from post held by him after three years.(b)Temporary employee should give an undertaking to resign in the event of his selection and acceptance of the new appointment.Foreign assignments against open advertisements:(a)The employee can apply with prior permission of the Chairperson, Board of Governors to be confirmed by the Board of Governors.(b)If the time is short, an advance copy can be sent to the concerned agency with a copy to the Chairperson, Board of Governors for approval through proper channel.(c)Such employee shall not be considered as an official nominee of National Institute of Technology, Andhra Pradesh.Posts not Advertised or Circulated.The application shall not be forwarded.Registration with Employment Exchange.Temporary employees can register with permission, but should resign when selected.Permanent employees can register:(a)only for higher posts under the Government or Public Sector Undertaking or Autonomous Body,(b)on production of

a No Objection Certificate, from the National Institute of Technology, Andhra Pradesh and (c) an undertaking that he will after the completion of three years of joining the new post either rejoin to the National Institute of Technology or resign. (d) when an employee rejoins his parent office, he will not be granted a "no objection certificate" for a period of three years to register his name with the Employment Exchange again. Employee under Suspension or Charge Sheeted. No application should be forwarded if the employee is under suspension or a disciplinary proceedings is pending against the employee or a charge sheet has been issued/ filed in the court or sanction for his/her prosecution has been accorded. Employees whose conduct is under Investigation. An application of an employee whose conduct is under investigation may be forwarded with brief comments on the nature of allegations and with a note that he would not be released if the employee is placed under suspension or a disciplinary proceedings is pending against the employee or a charge sheet is issued / filed in the court or sanction for his/her prosecution is accorded before his selection. "Schedule `E` [See Statute 23 (5) (a)] Qualification and Other Terms and Conditions of Appointment of Academic Staff

Sl.No.	Designation, Pay Band and Academic Grade Pay	Essential Qualification	Essential Requirements	Cumulative Essential Credit Points
(1)	(2)	(3)	(4)	(5)
1.	*Assistant Professor (On contract) Pay Band-3 with Grade Pay of Rs. 6000	Ph.D.	NIL	NIL
2.	*Assistant Professor (On contract) Pay Band-3 with Grade Pay of Rs. 7000	Ph.D.	one year post Ph.D. experience of Teaching and Research in Institution of repute or Industry	10
3.	*Assistant Professor Pay Band-3 with Grade Pay of Rs. 8000 with a minimum pay of Rs. 30000	Ph.D.	three years after Ph.D. or six years total teaching and research experience in reputed academic Institute / Research and Development Labs or relevant industry.	20
4.	Associate Professor Pay Band-4 with Grade Pay of Rs. 9500 with a minimum pay of Rs. 42800	Ph.D.	six years after Ph.D. of which at least three years at the level of Assistant Professor with Academic Grade Pay of Rs. 8000; Or nine years total working experience, of which three years should be after Ph.D., with at least three years at the level of Assistant Professor with Academic Grade Pay of Rs. 8000.	50
5.	Professor Pay Band-4 with Grade Pay of Rs. 10500 with minimum pay of Rs. 48000	Ph.D.	ten years after Ph.D. or thirteen years total working experience, out of which seven years should be	80

			after Ph.D. At least three years at the level of Associate professor with Academic Grade Pay of Rs.9500 or four years at the level of Associate Professor with Academic Grade Pay of Rs.9000 or combination of Rs.9000 and Rs.9500 or equivalent in an Institution of repute or Research & Development lab or relevant industry.
			Six years as Professor with Academic Grade Pay of Rs.10000 or Rs.10500 or a combination of Rs.10000 and Rs.10500 in an Institute of National Importance.
6.	Professor (Higher Administrative Grade Scale) Rs.67000-79000	Ph.D.	150

Note 1:(1)Any change in the grade pay will be through open advertisement and on recommendation of duly constituted selection committee, except where specifically exempted in these rules.(2)All new entrants shall have Ph.D. in the relevant or equivalent discipline and shall have first class in the preceding degrees.(3)For existing faculty members who completed their Ph.D. along-with their normal teaching load of Institute or quality improvement programme, the enrolment period of Ph.D. will be counted as teaching experience.(4)Contribution to Institute Administration shall be recommended by concerned Head or Chairman and approved by the Director. Contribution to departmental Administration shall be recommended by concerned Head and approved by the Director.(5)For the departments which are not having any vacancy, movement in higher Academic Grade Pay or cadre shall be carried out as per specified selection process but it will be restricted to only for serving faculty members of the respective departments.(6)The permanent faculty members who have put in more than ten years experience, but have not acquired Ph.D. qualification as on the date of these notification shall be mapped into four-tier flexible system as one time measure as per following norms:(a)Permanent faculty with age fifty or above:(i)The Assistant Professors with Academic Grade Pay of Rs.7000 shall be mapped at the level of Assistant Professor with Academic Grade Pay of Rs.8000, provided they have at least 10 credit points in their lifetime.(ii)The Assistant Professors with Academic Grade Pay of Rs.8000 shall be mapped at the level of Associate Professor with Academic Grade Pay of Rs.9500, provided they have at least 25 credit points in their lifetime.(iii)The Associate Professors with Academic Grade Pay of Rs.9000 shall be mapped at the level of Associate Professor with Academic Grade Pay of Rs.9500, provided they have at least 25 credit points in their lifetime:Provided, they have been found suitable through a Selection Committee duly constituted under the Statute.(b)Permanent faculty members less than fifty years of age shall be sponsored for Ph.D. in any of the Indian Institutes of Technology or National Institutes of Technology duly provided a facility to take study leave of three-years from their respective National Institute of Technology and on completion of the Ph.D., they shall compete to get into the four tier system as per the new recruitment rules.(7)For faculty in the department of Architecture following shall be essential qualification without insisting on credit point requirements at Assistant Professor level:(i)M.Arch. or M.Plan. with one year professional experience: Assistant Professor at Academic Grade Pay of Rs.6000;(ii)M.Arch. or M.Plan. with two years of professional experience:

Assistant Professor at Academic Grade Pay of Rs.7000;(iii)For higher cadres the educational qualifications and credit point requirement shall remain same as given in the table for Engineering and Sciences.Note 2: Credit Point SystemThe following shall be the credit point system:

S.No.	Activity	Credits points
1.	One external Sponsored Research and Development Projects completed or ongoing or Patent granted	8 credit points per project or 8 credit points per patent as inventor (in case of more than one person in a Project, the Principal Investigator gets 5 credit points and the rest to be divided equally among other members)
2.	Consultancy projects	2 credit points @ Rs.5 lakhs of consultancy, subject to maximum of 10 Credit points
3.	Ph.D. completed (including thesis submitted cases)	8 credit points per Ph.D. student (in case there are more than one supervisor, then the Guide (1st Supervisor) gets 5 credit points per student and the rest to be divided equally among other supervisor
4.	One Journal papers in Science Citation Index or Scopus (Paid Journals not allowed)	4 point per paper since the last promotion. First author or Main supervisor will get 2 point and rest will be divided among others.
5.	One Conference paper indexed in Science Citation Index or Scopus or Web of science Conference or any internationally renowned conference	1 credit points per paper up to a maximum of 10 credit points. First author or Main Supervisor will get 0.6 and rest will be divided among the rest.
6.	Head of the Department, Dean, Chief Warden ,Professor Incharge (Training and Placement), Advisor (Estate), Chief Vigilance Officer, PI (Exam), TEQIP (Coordinator)	2 points per semester up to a max of 16 credits points since the last promotion.
7.	Warden, Assistant wardens, Associate Dean, Chairman or Convener institute academic committees, Faculty Incharge Computer Center or Information and Technology Services or Library or Admission or student activities and other Institutional activities	1 credit point per semester up to a maximum of 8 credits points since the last promotion.
8.	Chairman and Convener of different standing committee and special committee (Ex officio status will not be considered). Faculty incharges (Each for one year duration) of different Units or equivalent	0.5 credit point per Semesters up to a maximum of 3 credits points since the last promotion.
9.	Departmental activities identified by Head of the	0.5 credit point per Semesters up to a

	Department like lab in charges, or department level committee for a minimum period of one year.	maximum of 3 credits points since the last promotion.
10.	Workshop or Faculty Development Program or short term courses of min 05 working days duration offered as coordinator or convener	2 credit points per course up to a maximum of 8 credits points since the last promotion.
11.	For conducting national programs like Global Initiative of Academic Networks etc. as course coordinator	
	Program of two weeks duration	2 credit points per course up to a maximum of 4 credit points since the last promotion.
	Program of one week duration	1 credit point per course up to a maximum of 2 credit points since the last promotion.
12.	National or International conference organized as Chairman or Secretary	3 credit points per program up to a maximum of 6 credits points since the last promotion.
13.	Length of service over and above the relevant minimum teaching experience required for a given cadre	2 credit points per semester with maximum of 10 credit points since the last promotion.
14.	Establishment of New Lab(s)	4 credit points since the last promotion.
15.	Theory Teaching of over and above 6 credit hrs. course	1 credit point or credit hrs. up to a maximum of 6 credit points since the last promotion.
16.	Post Graduate Dissertation guided	0.5 credit point per project to a maximum of 10 points since the last promotion.
17.	Under Graduate Projects	0.25 credit point per project up to a maximum of 4 points since the last promotion.
18.	Text or Reference Books published on relevant subjects from reputed international publishers	6 credit points per book up to a maximum of 18 points since the last promotion.
19.	Text or Reference book published on relevant subjects from reputed national publishers or book chapters in the books published by reputed international publishers	2 credit points per unit up to a maximum of 6 points since the last promotion.
20.	Significant outreach Institute out activities	1 credit point per activity up to a maximum of 4 credit points since the last promotion.
21.	Fellow IEEE, FNA, FNAE, FNASc	10 credit points
22.	Placement percentage (only for the placement cell officers or Faculty in charge of Placement)	

Above 85%	4 credit points per year upto a maximum of 20points since the last promotion.
75% - 84%	2 credit points per year upto a maximum of 10points since the last promotion.
(% to be based on total number of students	passing out and single job offer)