



**Minutes of the Second Meeting of the Senate held on  
31<sup>st</sup> October, 2013**

The 2<sup>nd</sup> meeting of the Senate of NIT Manipur was held on 31<sup>st</sup> October, 2013 at 11.00 a.m. at the Conference Hall of NIT Manipur, Takyelpat, Imphal-795001 and the following members were present:

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| 1. Dr. S. Birendra Singh, Director, NIT Manipur                              | -Chairman              |
| 2. Prof. Sukumar Nandi, Deputy Director, IIT Guwahati                        | -Nominated Member      |
| 3. Prof. Sumitra Phanjaobam, Dept. of Physics, Manipur University, Canchipur | -Nominated Member      |
| 4. Prof. S.C. Saha, Dept. of Mech. Engg, NIT Agartala                        | -Member                |
| 5. Prof. D. K. Saikia, Director, NIT Meghalaya                               | -Distinguished Invitee |
| 6. Dr. N. C. Talukdar, Director, IBSD, Manipur                               | -Distinguished Invitee |
| 7. R.K. Lalit Singh, Registrar, NIT Manipur                                  | -Secretary             |

The following faculty members of NIT Manipur also attended the meeting as Invitees.

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|-----------------------------|----------------------------|
| 1. Dr. Kh. Manglem Singh    | Dean (i/c)                 |
| 2. Dr. Y. Rohen Singh       | HOD, Basic Sc & Humanities |
| 3. Mr. L. Suraj Kumar       | HOD, ECE                   |
| 4. Shuma Adhikari           | HOD, EEE                   |
| 5. Dr. Th. David Singh      | Admission (i/c)            |
| 6. Mr. N. Shyamananda Singh | Examination (i/c)          |
| 7. Mr. Khelchandra Thongam  | Department (i/c), CSE      |

Following members of the Committee were absent due to their personal reasons.

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|--|------------------------|
| 1. Prof. E. Bijoykumar, Dept of Economics, Manipur University, Canchipur | - Nominated Member     |
| 2. Prof. V. Ramachandran, Director, NIT Nagaland                         | -Distinguished Invitee |
| 3. Prof. V. Deshpande, Director, NIT Silchar                             | -Distinguished Invitee |
| 4. Prof. I. S. Khaidem, Former VC, Manipur University, Canchipur         | -Distinguished Invitee |

At the outset the Chairman welcomed the members and invitees of the Senate and introduced the new Registrar of NIT Manipur to all the members present. The Director specially thanked Prof D.K. Saikia, Dr. N.C. Talukdar, Prof. Sukumar Nandi and Prof. S.C. Saha for taking the trouble of coming down to attend the meeting.

The Director then initiated the discussion on the agenda items.

**Item No. 1**

**Confirmation of the action taken report on the minutes of the first Senate held on 25/06/2013 at NIT Manipur.**

**Resolution 2/1(a):** The Senate confirmed the minutes of the first Senate.

**Resolution 2/1(b):** The Senate noted the action taken report.

**Item No. 2**

**Manpower Requirement (Enclosure 1, Page 4)**

- |  |    |
|--|----|
| (a) Total Faculty for 420 capacity students<br>(5 Professor, 10 Associate professors, 23 Assistant Professors) | 38 |
| (b) Total Technical Assistants/Workshop Assistant<br>(11 Technical Assistants, 1 Workshop Assistant)           | 12 |
| (c) Total Laboratory Assistants/ Workshop Attendant<br>(9 Lab Assistants, 1 Workshop Attendant)                | 10 |
| (d) Library Manpower<br>(1 Deputy Librarian/1 Assistant Librarian, 2 Lib Asstt, 1 Lib Attendant)               | 04 |
- I. To recommend to fill up the above faculty posts
  - II. To recommend to fill up the above other academic posts
  - III. To recommend to increase the post of Basic Sciences and Humanities faculty by adjusting with faculty from Engineering
  - IV. To recommend to fill up the faculty posts from the panel/wait-list in the departments having acute shortage of faculty by adjusting the post of unfilled/unapplied Professor, Associate Professor and Assistant Professor in these departments.

**Resolution 2/2:** After detail discussion the Senate resolved that two set of requirement in the form of (a) present requirement and (b) projected requirement for 2014-15. The Senate recommended this for consideration. The Senate also recommended for taking assistant professors in place of Associate Professors and Professors if the posts were not filled up.

The Senate also recommended that a rolling Advertisement be placed in the website and as and when sufficient candidates are found, selection process be executed.

The Senate also felt that at present all Basic Sciences and Humanities subjects be put under one school such as "School of Basic Sciences and Humanities" for better management.

Considering present need of the institution the Senate also recommended that candidates in the waiting list of the last interview be considered for contract appointment in the departments having acute shortage of faculty.

**Item No. 3**

**B. Tech Programme**

- I. To approve Syllabi of B. Tech courses of CSE, ECE, EEE, CE, and ME (2014-) for Semesters I and II (**Enclosure 2, Page 6**)
- II. To form Syllabus Committee to prepare the syllabi of remaining semesters with Dean (academic), Head of department, a member from each department as Chairman and Members respectively. The syllabi should be prepared within 2 months from the date of formation of the committee.
- III. To approve BTech ordinance (**Enclosure 3, Page 19**)
- IV. To approve the electives of BTech –ECE (**Enclosure 4, Page 35**)
- V. To start new BTech Course in Electrical Engineering (EE)
- VI. To start new BTech Course in Electronics & Instrumentation Engineering (EIE)
- VII. To sign MOU with IIT Powai to establish VLSI Lab at NIT Manipur
- VIII. To increase the seat capacity of B. Tech in CSE from 30 seats to 60 seats
- IX. To recommend CSAB for admission in the first semester BTech not to admit more than 10% of the maximum student intake from a single state for OUTSIDE STATES.

**Resolution 2/3:** The Senate discussed the matter at length and following resolutions were taken.

**R 2/3 (I):** It was resolved that first year courses of 2013 batch should be made separately as the students are already in first year. Their courses should be prepared accordingly. For the batch 2014 and onward, the syllabus and curriculum should come up with whole four year structure for consideration.

**R 2/3 (II):** The Senate resolved that a committee at institute level should look into core courses in the undergraduate level. They should work together with department level committee for framing the overall course structure and syllabus.

**R 2/3 (III):** The Senate approved B. Tech. ordinance as attached in Enclosure 3, Page 19-34.

**R 2/3 (IV):** The Senate looked into the elective list and advised to modify with following points:



Firstly, the course number/code is given year wise with suggested format  $XXY_1Y_2Y_3$ , where XX for department code,  $Y_1$  for year of the course usually offered  $Y_2Y_3$  is subject code (eg. CS101 is computer science B. Tech. first year and subject no. 01).  $Y_1$  ranging from 1 to 4 will be for B. Tech. only,  $Y_1$  ranging from 5 to 6 will be for Master course, and however 5 level courses may be taken as elective for B. Tech. courses. level 7 is only for Ph. D. course. Ph. D. students also can take 5 and 6 level courses.

Secondly, L-T-P-C should be maintained for each course.

Thirdly, for elective courses at UG/PG level, a preamble is to be given.

Fourthly, a standard format is to be followed for all courses.

Finally, for earlier batches up to 2012, the earlier structure, L-T-P-C and code are to be followed according to the present form as a special case. New course structure with code, L-T-P-C and course structure will be effective from 2013 onwards.

**R 2/3 (V) & (VI):** The Senate looked these two with item number 4(I) together.

The Senate, starting several programs at UG and PG level in existing departments is going to be very difficult and not effective.

The Senate resolved that both UG and PG are difficult to recommend together. So it is recommended that either UG or PG can start in 2014-15 and the rest in next year i.e. in 2015-16.

The Senate also resolved that EE and EIE be under EEE and ECE departments respectively.

**R 2/3 (VII):** Establishment of VLSI lab facility will help in UG/PG courses. The academic content of the proposal is found to be acceptable and recommended.

**R 2/3 (VIII):** The Senate agreed to increase the seat capacity of B. Tech in CSE from 30 seats to 60 seats and recommended.

**R 2/3 (IX):** Considering all pros and cones, the item was not considered by the Senate.

#### Item No. 4

##### Postgraduate Courses

- I. To give administrative approval to start MTech (CSE, ECE, EEE) and MSc (Phy, Che and Math) from July/August 2014
- II. To form Syllabus Committee to prepare the syllabi with Dean (academic), Head of department, a member from each department as Chairman and Members respectively. The syllabi should be prepared within 2 months from the date of formation of the committee.
- III. To approve the MTech Ordinance (**Enclosure 5, Page 45**)
- IV. To Approve MA/MSc Ordinance (**Enclosure 6, Page 66**)

##### Resolution 2/4:

**R 2/4 (I):** The M. Tech. course in CSE and M.Sc. courses in Mathematics, Physics and Chemistry were recommended. However for M. Tech. courses in EEE and ECE, R 2/3 (IV) and (VI) to be noted.

**R 2/4 (II):** The Senate resolved that for PG, department level committee must be formed to prepare course structure and syllabus in consultation with external experts and put up through the procedure laid down in the ordinance for consideration. However, the course code and course structure etc. are to be noted as in R 2/3 (IV).

**R 2/4 (III):** The Senate approved M. Tech. ordinance as attached in Enclosure 5, Page 45-65.

**R 2/4 (IV):** The Senate approved MA/MSc ordinance as attached in Enclosure 6, Page 66-80.

#### Item No. 5

##### PhD Courses

- I. To approve PhD syllabi (**Enclosure 7, Page 81**)
- II. To approve PhD ordinance (**Enclosure 8, Page 130**)
- III. To approve the Doctoral Committee of PhD students (**Enclosure 9, Page 147**)
- IV. To approve Guides and Co-guides (**Enclosure 9, Page 147**)
- V. To recommend to provide scholarship to PhD scholars who qualified GATE/NET (**Enclosure 10, Page 160**)
- VI. To arrange a separate examination/oral/viva to provide scholarship to PhD scholars who do not qualify GATE/NET
- VII. To approve to take new admission of PhD in CSE, Phy, Che, Math, and English for session starting in January 2014.

##### Resolution 2/5:

**R 2/5 (I):** The Senate approved Ph D syllabus as attached in Enclosure 7, Page 81-129.

**R 2/5 (II):** The Senate approved Ph D ordinance as attached in Enclosure 8, Page 130-146.

**R 2/5 (III) & (IV):** The Senate took note of the process of admission and procedure for allotment of supervisor. Considering the scholars who joined Ph D before the Ph D ordinance was framed, their PhD DC, guides/co-guides were approved in principal under special consideration as one time measure. However, faculty having only Ph D



must be the member of the DC and the senior most members must be the Chairman of the DC. The Senate chairman will approve the final list.

**R 2/5 (V) & (VI):** The Senate discussed this at length. The Senate also looked into the CSIR JRF/SRF scheme for without NET/GATE option and resolved the following.

Student having NET (LS) and GATE above cut off as mentioned in the GATE score card be given scholarship as per MHRD norms.

For students not in above category, may be given assistantship as per CSIR JRF/SRF (without NET) i.e., First two years Rs. 12,000/-pm, rest three years Rs. 14,000/-pm. This was recommended considering that they were selected as per open advertisement and proper selection procedure. They are also assisting in laboratory and tutorial classes.

**R 2/5 (VII):** The Senate looked into the case sincerely and observed that January 2014 will be very difficult for the completion of admission process.

The Senate approved admission in July 2014, the advertisement should be given on or before February 2014 and admission process be completed by June 2014.

#### Item No. 6

##### Faculty Development Programme

- I. To sign MOU for PhD programme with IIT Guwahati/Kharagpur for the faculty of NIT Manipur to do PhD at NIT Manipur with guides/co-guides from IIT Guwahati/Kharagpur
- II. To sign MOU with Assam University, Silchar for PhD programme for regular & contract faculty and staff to do PhD at Assam University, Silchar.
- III. To sign MOU with IIT Guwahati and other neighbouring NITs for faculty exchange programme and student exchange programme
- IV. To give permission to internal faculty/staff to join PhD programme of NIT Manipur.

##### Resolution 2/6:

The Senate appreciated this proposal and discussed in details and following observations were made.

**R 2/6 (I) & (II):** The Senate approved the proposals.

**R 2/6 (III):** The Senate approved the proposal and felt it is too early to consider. The effort is to be made case to case basis and put up for consideration. In this connection the course curriculum is to be framed in parallel with the prospective institute's curriculum so that student exchange program will be more effective and applicable.

**R 2/6 (IV):** This is already taken care in the ordinance.

#### Item No. 7

##### Conferences and other facilities

- I. Approval for Full funding for attending, presenting, chairing National and International Conferences
- II. Approval for financial assistance upto Rs 3.00 Lakh in three years under faculty development programme
- III. Approval for subscription of journals, purchase of books, and professional membership as per institute's guidelines
- IV. Reimbursement of mobile telephone bill upto Rs 750.00 per month for Deans, HODs, wardens, Registrar, Deputy registrar, Asstt Registrars and all regular Class I Officers.
- V. Reimbursement of relocation charges from within India to join the institute
- VI. Approval for providing Honorarium of Rs 15,000.00 per month to the teachers who have been awarded Bhatnagar Award OR are having fellowship of two national academies. A faculty is entitled for only one honorarium.
- VII. Approval for providing incentive for writing books by faculty members in national/international publishers.
- VIII. Funding for attending national/international conferences/ symposium/ seminars/workshops by research scholars and students
- IX. Approval for providing Laptop to all Class I officers of NIT Manipur.

##### Resolution 2/7:

The Senate discussed this matter at length and felt that faculty and others should have incentives like other institutes. Accordingly following may be considered for them.

Faculty members may avail their professional development assistance (PDA) as per 6 CRC (Rs. One lakh p.a. for a block of three years) for

- (a) attending conferences/ seminar/workshop
- (b) registration fee for e-conferences
- (c) purchase of research books
- (d) subscription to society/association
- (e) subscription to digital journal for research.



However, list of conferences/seminar/workshop to be prepared with proper procedure and examination. The list will be prepared by the respective department and send to the Chairman, Senate for approval.

**R 2/7 (IV) & (V):** This is not related to Senate and will be decided by administration as per norm.

**R 2/7 (VI) & (VII):** These items are deferred and may be considered as and when such cases arises.

**R 2/7 (VIII):** Researchers of CSIR, UGC etc. get contingencies up to Rs. 20000/- p.a. Considering that institute scholars do not get this, an amount of Rs. 10000/- p.a. may be given to regular research scholar as partial support for attending conference/seminar/workshop etc.

**R 2/7 (IX):** This is not related to Senate.

#### Item No. 8

##### Miscellaneous items

- I. To approve Code and Conduct ordinance (**Enclosure 11, Page 161**)
- II. To approve Hostel ordinance (**Enclosure 11, Page 161**)
- III. To approve various forms (**Enclosure 12, Page 172**)
- IV. To approve the screening criteria of short listing of candidates (**Enclosure 13, Page 250**)
- V. To discuss acute shortage of faculty in three branches - CSE (Faculty- 1 on deputation, 3 on contract), ECE (Faculty, 4 on contract) and EEE ( 2 on contract) for next session starting in January 2<sup>nd</sup> week 2014

VI. To recommend to replace 3-Tier Scheme by 4-Tier Scheme in the forthcoming faculty advertisement and recruitment (**Enclosure 14, Page 253**)

VII. To approve scholarship ordinance (**Enclosure 15, Page 255**)

##### Resolution 2/7:

**R 2/8 (I):** The Senate approved code and conduct ordinance as attached in Enclosure 11, Page 161-172.

**R 2/8 (II):** The Senate approved hostel ordinance as attached in Annexure-I, Page 244-249.

**R 2/8 (III):** The Senate approved various forms with modification as attached in Enclosure 12, Page 173-243.

**R 2/8 (IV) and (V) :** The Senate took note of these.

**R 2/8 (VI) :** The Senate recommended to replace 3-tier norm by 4-tier norm (See Table below for 4-tier norm).

#### Norms of 4-tier Cadre Structure of Faculty Posts in the National Institute of Technology (NITs)

Sl No.	Designation, Pay Band and Academic Grade Pay	Essential Qualification and Relevant Experience
1	Assistant Professors (on contract) PB-3 of Rs15600-39100 with AGP of Rs6000/- p.m.	<p>(i) Assistant Professors to be recruited on contractual basis are not part of the regular faculty cadre in NITs. Appointment at this level may be made on contract basis to enable bright young PhD scholar to teach and earn experience in premier institutions.</p> <p>(ii) At the entry level they may be placed in Pay Band PB-3 of Rs15600-39100/- p.m. with seven non-compoundable advance increments.</p> <p>(iii) To encourage fresh PhDs to join the teaching system, at least 10% of the total faculty strength should be recruited at this level. However, relaxation in respect of educational qualifications could be given upto 25% of total Assistant Professors recruited. The reasons for such relaxations should be duly recorded and reported to the Board of Governors of the respective institutions.</p> <p>(iv) After one year of post PhD experience, these Assistant Professors shall be placed in AGP of Rs7000/- p.m.</p>
2	Assistant Professors PB-3 of Rs15600-39100 with AGP of Rs8000/- p.m.	<p>(i) To be appointed in PB-3 to be placed at Rs22500/- with AGP of Rs8000/- p.m. For direct recruits, minimum pay in the Pay Band to be fixed at Rs30,000/-.</p> <p>(ii) For appointment as Assistant Professor, one should have a PhD with first class at the preceding degree or equivalent in the appropriate branch with a very good academic record throughout and at least three years industrial/research/teaching experience excluding however the experience gained while pursuing PhD.</p> <p>(iii) Assistant Professor on completion of 3 years of service shall move to Pay Band of Rs37400-67000 (PB-4) with an</p>

			Academic Grade Pay (AGP) of Rs9000/- and will, however, continue to be designated as Assistant Professor.
3	Associate Professors PB-4 of Rs37400-67000 with AGP of Rs9500/- p.m.	(i)  (ii)	To be appointed in PB-4 (Rs37400-67000) with AGP of Rs9500/- p.m. For direct recruits, minimum pay in the PB-4 to be fixed at Rs42,800/-.  For appointment as Associate Professor, one should have a PhD with first class at the preceding degree or equivalent in the appropriate branch with a very good academic record throughout and a minimum of six years Teaching Industry/Research experience, or which at least three years' should be at the level of Assistant Professor, Senior Scientific Officer/Senior Design Engineer.
4	Professors PB-4 of Rs37400-67000 with AGP of Rs10500/- p.m.  Professors: HAG Scale (Rs67000-79000) without any AGP	(i)  (ii)  (iii)  (iv)	For appointment as Professor, one should have a PhD with first class at the preceding degree or equivalent with a very good academic record and a minimum of 10 years experience of which at least 4 years should be at the level of Associate Professor.  For Direct Recruits, Minimum pay in the Pay Band to be fixed at Rs48,000/0.  Upto a maximum of 40% of the sanctioned posts of Professors after regular service of 6 years as Professor can be awarded HAG Scale of Rs67000-79000 without and GP in all NITs after fulfilling the eligibility conditions given in the guidelines for implementation of HAG scales in this Ministry's letter No.34-9/2012-TS.III dated 22.3.2013.  While implementing the HAG scales, those Professors of NITs and CFTIs who are appointed as Directors in the NITs system by the MHRD, shall deemed to have been placed in the HAG scale notionally from the day they took charge as Directors in NITs or from the day the guidelines were issued by the Ministry vide its letter No.F.23-1/2008-TS.II dated 18.8.2009, whichever is later.

R 2/8 (VII): The Senate approved scholarship ordinance as attached in Enclosure 15, Page 255.

The meeting ended with a vote of thanks to the Chair.




(Dr. S. Birendra Singh)  
Director, NIT Manipur  
Ex-Officio Chairman, Senate  
National Institute of Technology Manipur