



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

**No. MS/HD/145/2009/227  
Dated : 8<sup>th</sup> December, 2009**

**M E M O**

The undersigned is to convey that the Committee of Deans & Heads of Department/Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 discussed the issue relating to attendance of the students in the class and made the following observation/decision :

Prof. B. K. Mathur briefed the Committee about the implementation of biometric attendance system in class rooms and laboratories. As Phase-I of the implementation process, biometric attendance system will be introduced in first year teaching laboratories. Bar coded scanners will be provided to those class rooms and laboratories. Students can use their ID cards at the moment to register their attendance. The electronic system of attendance will also be linked with the ERP system of the Institute. Prof. Mathur informed the Committee that we will get a fair idea after implementation of Phase I and thereafter we can improve the attendance system if required. In the meanwhile laboratory in-charges of all Departments/Centres/Schools will be trained as to how to run electronic attendance system of students. Prof Mathur will prepare a detailed operational guidelines and circulate it to all Departments/Centres/Schools. HoDs in turn will call all class representatives and impress upon the importance of attendance. The Director brought to the notice of the Committee a very important issue that failure in first year subjects like Mechanics, Electrical Engineering, Thermodynamics, Mathematics, Physics etc. is increasing and this needs to be addressed. He also suggested that we should involve M.Tech and PhD scholars in solving problems in the class rooms. This will have a great impact in teaching, learning and examination process.

This is for information and necessary action.

Registrar

To  
Prof. B. K. Mathur  
Prof. R. N. Banerjee  
All Heads of Department /Centre/School

Copy to :

1. All Deans
2. Deputy Registrar, Academic
3. Secretary to Director
4. Secretary, Office of the Deputy Director
5. Secretary, Office of the Registrar



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

**No. MS/HD/145/2009/228  
Dated : 8<sup>th</sup> December, 2009**

**M E M O**

The undersigned is to convey that the Committee of Deans & Heads of Department/Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 discussed the issue relating to Internship of students during vacation and made the following observation/decision :

Prof. B. K. Mathur informed the Committee that the students send e-mail directly to foreign universities requesting summer internship and many faculty members of those foreign universities started asking us the genuineness of such requests. IIT Delhi and IIT Bombay have already banned summer internship in universities abroad. It is up to the Institute to decide whether such summer internship in foreign universities is permissible or not. In the past requests for summer internship in universities abroad were routed through Faculty Advisor, Head of the Department concerned and Prof.-in-Charge, Training & Placement but now this is not taking place. In the process T&P is not able to track the summer internship programme in foreign universities.

In view of the above the Committee decided that we should send students abroad for such internship to those universities where we have active memorandum of understanding. All such requests should be processed through Department concerned and Prof.-in-Charge, T&P. Institute will not extend any financial support for travels etc. to the students going to foreign universities for internship. Internship is a part of the curriculum for the 3<sup>rd</sup> year students whereas it is not the case with the 2<sup>nd</sup> year students. Hence, T&P will not issue NOC henceforth to 2<sup>nd</sup> year students to take up internship abroad. However, students should be encouraged to do internship under the direct control of faculty members and in the process they can publish research papers. The Committee also felt that we should review the internship done by the students in industries and the evaluation process.

This is for information and necessary action.

Registrar

To  
Prof. B. K. Mathur  
All Heads of Department /Centre/School

Copy to :

1. All Deans
2. Deputy Registrar, Academic
3. Secretary to Director
4. Secretary, Office of the Deputy Director
5. Secretary, Office of the Registrar

HD/145-3/SD/09



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

**No. MS/HD/145/2009/229  
Dated : 8<sup>th</sup> December, 2009**

**M E M O**

The undersigned is to convey that the Committee of Deans & Heads of Department/Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 discussed the issue relating to Students' feedback and made the following observation/decision :

It was brought to the notice of the Committee that the ERP team is collecting feedback from the students covering 165 courses across the Institute. The deadline given was 27.11.2009 but the response received as on 24.11.2009 is not very good. Therefore, the Committee deliberated (i) whether we can extend the time up to 10.12.2009 and (ii) whether receipt of feedback can be a precondition for declaration of results and what are its implications.

The Committee decided that the date can be extended up to 10<sup>th</sup> December 2009 but before informing the extension of time students can be told in the Examination Halls to give feed back immediately. Thereafter, notice for extension of time may be issued if required. Moreover it should be ensured by the ERP team that students should be in a position to give their feed back on internet.

The Committee reiterated that students' feed back is very important in order to improve our curriculum and therefore students need to be convinced in the class rooms and impressed upon the relevance of students' feed back by the faculty members instead of making it compulsory. This should be taken up at the Department level for effective implementation.

The Committee also requested the ERP team to gear up the Grade Entry process. The Director requested Deputy Registrar, Establishment to immediately authenticate the digital signature of the faculty members so that online Grade Entry process will go smoothly. Prof. R. N. Banerjee was requested to sort out network / server problem, if any, with the help of CIC.

This is for information and necessary action.

Registrar

To  
Prof. R. N. Banerjee  
All Heads of Department /Centre/School  
Deputy Registrar (Establishment)

Copy to :

1. All Deans
2. Deputy Registrar, Academic
3. Secretary to Director
4. Secretary, Office of the Deputy Director
5. Secretary, Office of the Registrar

HD/145-3/SD/09



# INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/HD/145/2009/230  
Dated : 8<sup>th</sup> December, 2009

## M E M O

The undersigned is to convey that the Committee of Deans & Heads of Department/Centre/ School at its 145<sup>th</sup> meeting held on 24.11.2009 considered and decided on the following :

(a) Allotment of Research Scholar

Dean (PGS&R) briefed the Committee that the Institute has the following four broad categories under which Research Scholars are admitted :

- i) Projects
- ii) Sponsored
- iii) Institute Scholar
- iv) QIP Scholar

Faculty members will be given one student each under (iii) and (iv) above but not more than two at a time. Students' interest and the area of specialisation of faculty should match while selecting / allotting research students. Tests and interviews will be held on 9<sup>th</sup> & 10<sup>th</sup> December 2009 and the details of shortlisted candidates are to be forwarded to Dean (PGS&R) for approval and putting up on Institute web page.

The Director stressed upon the fact that all over the world faculty members attract students based on their work. We should not mechanically allot students without understanding the interest of students and faculty members. The course work should be made compulsory for Ph.D. students and it should be implemented effectively by the Heads of Department. The Director further emphasized that the constitution of DSC needs to be relooked into. Comprehensive examination is compulsory for all categories of Ph.D. students whether he/she is admitted under Project / Sponsored / Institute / QIP category. If any project candidate is not willing to go through comprehensive examination he or she can only continue in the project during its tenure but will not be permitted for Ph.D. registration.

(b) Initiation of joint Ph.D. and Ph.D. under joint Supervisor

Board of Governors approved that students can work upto 2 years in foreign Universities and 2 times air fare will be provided to the students. The faculty members in the foreign University has to arrange for sustenance of the students and the Council of IITs has also encouraged this scheme. Heads of Department/Centre/ School were requested to talk to students so that the scheme can be implemented successively.

(c) Identity of ghost Ph.D. and M.Tech. students

The Committee observed that there is a vast difference between the member of Ph.D. students on roll as per records and in reality. The reason for such difference needs to be found out. M.Tech. students, many a times, just disappear without informing the Faculty Advisor and the Department. Dean (PGS&R) informed the Committee that a software has been put on use which will track the Ph.D. students who have withdrawn. The earlier practice of registration in absentia has been discontinued and therefore a seminar just before the registration is mandatory. HoDs have requested to implement this procedure strictly in order to keep a track of all students. The Committee also requested the faculty members to provide a list of names of students working under them for M.Tech./Ph.D. programmes so that the records can be validated and Academic Section can bring out the consolidated list of students under M.Tech. and Ph.D.

This is for information and necessary action.

To  
Prof. B. K, Mathur  
All Heads of Department /Centre/School

Registrar

Copy to :

1. All Deans
2. Deputy Registrar, Academic
3. Secretary to Director
4. Secretary, Office of the Deputy Director
5. Secretary, Office of the Registrar



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

**No. MS/HD/145/2009/231  
Dated : 8<sup>th</sup> December, 2009**

**M E M O**

The undersigned is to convey that the Committee of Deans & Heads of Department/Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 considered introduction of biometric attendance of students in the hostels and decided the following :

Dean (SA) informed the Committee that a meeting was organized with the Hall Presidents to identify specific locations to instal biometric attendance system in each Hall of Residence. The Director expressed his concern that students go away during weekends/holidays without informing the Wardens. We are very much worried about such things. The Wardens should have the track of the students and this can be possible by having a biometric attendance system. Faculty Advisors were requested by the Committee to talk to the students and to do something otherwise things will go beyond control.

This is for information and necessary action.

Registrar

To  
Dean, Students' Affairs  
Chairman, Hall Management Committee  
All Wardens

Copy to :

1. All Deans
2. Deputy Registrar, Academic
3. Secretary to Director
4. Secretary, Office of the Deputy Director
5. Secretary, Office of the Registrar



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

**No. MS/HD/145/2009/232  
Dated : 8<sup>th</sup> December, 2009**

**M E M O**

The undersigned is to convey that the Committee of Deans & Heads of Department/Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 considered the short-listing criteria and suggested some modifications in the light of implementation of 6<sup>th</sup> CPC. The revised version as given in the annexure may be followed henceforth for the purpose of recruitment of faculty.

This is for information and necessary action.

Enclosed as above

Registrar

To  
Dean, Faculty  
All Heads of Department /Centre/School

Copy to :

1. All Deans
2. Assistant Registrar, E-III
3. Secretary to Director
4. Secretary, Office of the Deputy Director
5. Secretary, Office of the Registrar

HD/145-6/SD/09



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

**No. MS/HD/145/2009/233  
Dated : 8<sup>th</sup> December, 2009**

**M E M O**

The undersigned is to convey that the Committee of Deans & Heads of Department/Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 while reviewing the guidelines of foreign visits for attending conference/seminar etc. made the following observations/decisions :

- (i)&(ii) The Committee observed that some of the faculty members are going abroad during academic session without obtaining permission from the Institute to attend international conferences and seminars. If any faculty member wants to attend international seminars, conference etc. application should be submitted to the competent authority through proper channel at least 2 months in advance for seeking approval. Heads of Department should give specific recommendation while forwarding such applications. The Committee decided that no application to be forwarded to attend International Conferences by faculty members till they are confirmed in the initial post in which they were recruited at IIT Kharagpur. Faculty members are required to make necessary arrangement for classes during their absence. Institute permission to attend conferences does not mean that station leaving permission is not required.
- (iii) Monitoring Committee meetings may be organized at least twice a month i.e. one in the first week and the other in the third week of the month to expedite the process of granting permission to faculty members to attend conferences.

This is for information and necessary action.

Registrar

To  
Dean, Faculty  
All Heads of Department /Centre/School  
Deputy Registrar (Establishment)

Copy to :

1. All Deans
2. Assistant Registrar, E-III
3. Secretary to Director
4. Secretary, Office of the Deputy Director
5. Secretary, Office of the Registrar



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

**No. MS/HD/145/2009/234  
Dated : 8<sup>th</sup> December, 2009**

**M E M O**

The undersigned is to convey that the Committee of Deans & Heads of Department/Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 considered the proposal of Prof. P. K. Chattaraj, Convener, CTS regarding teaching load of faculty members who are involved in teaching the Ph.D. level courses offered by the Centre for Theoretical Studies and appreciated that CTS is doing excellent job and the Institute is encouraging them for having brought like minded people together in order to offer specialized courses and decided that Institute should leave it as it is at the moment.

This is for information and necessary action.

Enclosed as above

Registrar

To  
Convener, Centre for Theoretical Studies

Copy to :

1. All Deans
2. All Heads of Department /Centre/School
3. Deputy Registrar, Academic
4. Secretary to Director
5. Secretary, Office of the Deputy Director
6. Secretary, Office of the Registrar

HD/145-8/SD/09



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

**No. MS/HD/145/2009/235  
Dated : 8<sup>th</sup> December, 2009**

**M E M O**

The undersigned is to convey that the Committee of Deans & Heads of Department/Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 discussed proposals of Dean, Students' Affairs and decided the following :

1. Dean (SA) suggested the Committee that the Institute should have a rethink on the tech-fests and to organize such fests at department level. The Director observed that the Institute should organize topnotch events which are academically superior involving students and faculty of comparable institutions as time and resources of Institute are very costly.
2. Student Mentorship Programme is an excellent proposal which can be implemented

This is for information and necessary action.

Registrar

To  
Dean, Students, Affairs

Copy to :

1. All Deans
2. All Heads of Department /Centre/School
3. Deputy Registrar, Academic
4. Secretary to Director
5. Secretary, Office of the Deputy Director
6. Secretary, Office of the Registrar

HD/145-9/SD/09



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

**No. MS/HD/145/2009/236  
Dated : 8<sup>th</sup> December, 2009**

**M E M O**

The undersigned is to convey that the Committee of Deans & Heads of Department/Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 considered the report on ERP Status and observed that Prof. R. N. Banerjee made a brief presentation on the progress made by the ERP team. He also informed the Committee that there are some technical problems which he assured that he will sort them out. The Director requested all the Heads of Department/Centre/School to extend all support and cooperation to Prof. Banerjee and his team members for implementing ERP solution in the Institute administration. Further he suggested that ERP representatives of all Departments should have continuous interaction with the ERP team for ensuring proper coordination and successful implementation.

This is for information and necessary action.

Registrar

To  
Prof. R. N. Banerjee  
All Heads of Department /Centre/School

Copy to :

1. All Deans
2. Deputy Registrar, Establishment
3. Secretary to Director
4. Secretary, Office of the Deputy Director
5. Secretary, Office of the Registrar

HD/145-(AOI-10)/SD/09



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

No. MS/HD/145/2009/237  
Dated : 8<sup>th</sup> December, 2009

**M E M O**

The undersigned is to convey that the Committee of Deans & Heads of Department/Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 considered the Ranking of Universities and made the following observation/decision :

The Director made available the following three handouts to the members of the Committee:

1. List of top 100 Institutes
2. List of top 500 Universities
3. List of top 200 Institutions

The Director informed the members that IIT Kharagpur has a place in first two but we don't find a place in the third list. Nevertheless these Universities are very good. Whenever we go for signing an MoU with Universities we should refer to these lists. It should be our policy that we should sign MoUs with Universities comparable to us or more than us. If we are sending students for internship we should send them to one of these universities / Institutions. Heads of Department and DSC should select examiners preferably from the list of Universities referred to above and let us not give names from lesser Universities so far as Ph.D. thesis examiners are concerned. The Institute should maintain very high standards since the Institute is awarding the highest degree i.e. Ph.D. The Director requested the members to examine the issues and find out where we are faulting? and How do we improve? He further suggested that the matter to be discussed in detail by the faculty members at the department level.

This is for information and necessary action.

Registrar

To  
Dean, Postgraduate Studies & Research  
Dean, Alumni Affairs & International Relations  
All Heads of Department /Centre/School

Copy to :

1. All Deans
2. Deputy Registrar, Academic
3. Secretary to Director
4. Secretary, Office of the Deputy Director
5. Secretary, Office of the Registrar

HD/145-(AOI-11)/SD/09



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

**No. MS/HD/145/2009/238  
Dated : 8<sup>th</sup> December, 2009**

**M E M O**

The undersigned is to convey that at the Committee of Deans & Heads of Department/Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 the Director briefed the members that only 4 or 5 Departments have organized Research Scholars Day. He requested that every Department/Centre/School should organize Research Scholars Day.

This is for information and necessary action.

Registrar

To  
All Heads of Department /Centre/School

Copy to :

1. All Deans
2. Deputy Registrar, Academic
3. Secretary to Director
4. Secretary, Office of the Deputy Director
5. Secretary, Office of the Registrar

HD/145-(AOI-12)/SD/09



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

**No. MS/HD/145/2009/239  
Dated : 8<sup>th</sup> December, 2009**

**M E M O**

The undersigned is to convey that the Committee of Deans & Heads of Department/Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 observed that the Institute is organizing several short term programmes and courses periodically but the banners in most cases are not removed even after the programme is over.

The Committee requested Heads of Department/Centre/School to bring it to the notice of all concerned for proper compliance. A penalty of Rs.10,000/- will be imposed on the defaulters who fail to remove such banners and posters after the event is over and such amount will be deducted from the operating grant of the Department/Centre/School concerned.

This is for information and necessary action.

Registrar

To  
All Heads of Department /Centre/School  
Security Officer

Copy to :

1. Deputy Registrar, Establishment
2. Deputy Registrar, Finance & Accounts
3. Secretary to Director
4. Secretary, Office of the Deputy Director
5. Secretary, Office of the Registrar

HD/145-(AOI-13)/SD/09



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

**No. MS/HD/145/2009/240  
Dated : 8<sup>th</sup> December, 2009**

**M E M O**

The undersigned is to convey that the Committee of Deans & Heads of Department/ Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 considered and decided on the following :

1. Academic Monitoring Committee.

The Director observed some departments have complied with and still some Departments have not come out with Academic Monitoring Committees. Such Departments were requested to expedite the process.

2. Mentoring System.

All details such as who are the faculty mentors and who are the students are available on the Institute Web page. The Director requested the HoDs to talk to the faculty mentors at the Department level and collect information about the progress made by them so far as mentoring of students are concerned.

3. Academic Advisory Committee

How many Departments have organized meetings on this subject? and How many Departments have not organized meetings among the faculty members in this regard are to be compiled and submitted. The Director requested the HoDs to fix a deadline for this purpose

3. Writing-off obsolete items

The Institute had decided to identify obsolete items/stores and complete the write-off formalities to provide a clean look in the Departments. Some Departments have already done this and it gives an impression that many Departments have not made any progress in the write-off process. All such Departments were requested to expedite the same.

This is for information and necessary action.

Registrar

To  
All Heads of Department /Centre/School

Copy to :

1. All Deans
2. Deputy Registrar, Academic
3. Deputy Registrar , Establishment
4. Secretary to Director
5. Secretary, Office of the Deputy Director
6. Secretary, Office of the Registrar

HD/145-(AOI-14,15,16,17)/SD/09



INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR

No. MS/HD/145/2009/241  
Dated : 8<sup>th</sup> December, 2009

M E M O

The undersigned is to convey that the Committee of Deans & Heads of Department/Centre/School at its 145<sup>th</sup> meeting held on 24.11.2009 considered and decided on the following :

Review of Plan Grant

The Director informed the Committee that the plan outlay for the current financial year is only Rs.30 Crore. Out of this we have to spend money on procurement of equipment, developmental work such as civil works and in no way that we can spend more than 20 to 25% of this total grant for the purchase of equipment. We have already spent more than Rs.11 Crore on the equipment. It was observed that there was an overbooking of Rs.18 lakhs under the equipment head and the Director gave his postfacto approval. However, HoDs were requested not to send proposal to purchase equipment in the remaining period of the current financial year. They were also advised to tap resources under special programmes like FIST, Virtual Laboratories etc.

This is for information and necessary action.

Registrar

To  
All Heads of Department /Centre/School  
Deputy Registrar, Finance & Accounts  
Deputy Registrar, Stores & Purchase  
Assistant Registrar, Audit

Copy to :

1. All Deans
2. Deputy Registrar, Establishment
3. Secretary to Director
4. Secretary, Office of the Deputy Director
5. Secretary, Office of the Registrar