

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

(An Institute of National Importance, Ministry of Education, Govt. of India)

Minutes of the 31st Meeting of the Senate

The 31st Meeting of the Senate was held on 22nd January, 2025 at 3:00 PM under the Chairmanship of Prof. Mahesh Chandra Govil, Chairman Senate in the conference room of the Institute. The following members were present in the meeting:

Sl.No	Name	Designation
1.	Prof. Mahesh Chandra Govil	Director ,Chairman, Senate
2.	Prof. Lalit Kumar Awasthi Vice Chancellor, Sardar Patel University, Mandi, (HP)	External Expert
3.	Prof. Adrijit Goswami Professor, IIT Kharagpur	External Expert
4.	Prof. Virendra Singh Professor, IIT Bombay	External Expert
5.	Prof. Nupur Tandon Professor, MNIT Jaipur	External Expert
6.	Dr. Ranjan Basak, Dean Academic	Member
7.	Dr. Achintesh N. Biswas, Dean Administration & HoD, Chemistry	Member
8.	Dr Pratyay Kuila, Dean R&C & HoD, CSE	Member
9.	Dr. Sourav Mallick, Dean Student Welfare	Member
10.	Dr. Joy Pal, HoD,CE	Member
11.	Dr. Molay Roy, Associate Dean Academic	Coordinating Member

At the outset, the Chairman welcomed all the members in the meeting. The following agenda items were placed for discussion and accordingly, decisions were taken as under;

Item No.31.01: To confirm the 30th Minutes of the Meeting of the Senate held on 24th September 2024.

The minutes were circulated amongst the members, no comments were received. The minutes of the 30th Senate were unanimously confirmed.

Item No.31.02: Academic Report & Action Taken Report.

The Senate noted the academic reports and the action taken by the Institute. The actions taken by the Institute were appreciated by the members.

Item No.31.03: To consider and approve the nomination of faculty members in the BoG as per the Statutes.

The 23rd Senate meeting held on 18th February, 2023 has nominated Dr. Aurobinda Panda, Assistant Professor, Dept. of Electrical and Electronics Engineering as the member in the BoG. As per the NIT Act. 2007 under clause -11 (f), the tenure of a nomination is for two years.

Hence, the tenure of Dr. Aurobinda Panda has been completed. So, the Senate deliberated and nominated Dr. Molay Roy, Assistant Professor, Dept. of Electrical and Electronics Engineering as a member of the BoG.

Item No.31.04: To consider and approve the Academic Calender for the EVEN Semester 2024-25 for UG and PG programs.

The Senate approved the following Academic Calendar for Even Semester 2024-25:

Sl No	Activities	Date(s)
1	Commencement of Class	January 24, 2025
2	First Mid-Term Examination	March 05-07, 2025
3	Semester Break	March 10-14, 2025
4	Second Mid-Term Examination	April 14-16, 2025
5	Last Day of Teaching	May 15, 2025
6	End-Term Theory Examination	May 19-30, 2025
7	Practical/Sessional Examination	June 02-05, 2025
8	Declaration of Result	June 09, 2025
9	Summer Course and Supplementary	June 09- July 26, 2025
10	Physical Reporting	July 28-29, 2025
11	Commencement of Odd Semester	July 28, 2025

Item No.31.05: To consider and approve the minor revision of B. Tech. course structure in the Department of Civil and Mechanical Engineering.

The Senate approved the same with minor modifications.

Item No.31.06: To consider and approve the minor revision of syllabus of the B.Tech. program of the Department of Civil Engineering.

The Senate approved the syllabus of the following courses with minor modifications:

Course Code	Name of the subject	Credit	Depart.	Sem.	Academic Session
CE14110	Estimation, Costing & Valuation	2	CE	IV	2023-2027

CE16107/ CE16102	Design of Reinforced Concrete Structures II	4	CE	VI	2023-2027/ 2022-2026
CE16101	Construction Planning and Estimation	2	CE	VI	2022-2026
CE1*120/ CE1*144	Advanced Concrete Technology	3	CE	VIII	2021-2025/ 2023-2027/ 2022-2026
CE1*145/ CE1*122	Advanced Steel Design	3	CE	VIII	2023-2027/ 2022-2026/ 2021-2025

Item No.31.07: To consider and approve the syllabus of 2nd Semester B.Tech. program effective from Academic Session 2024-25.

The Senate approved the syllabus of following courses:

Course Code	Name of the subject	Credit	Dept.	Sem.
CE12101	Solid Mechanics	4	CE	II
CE12201	Solid Mechanics Laboratory	2	CE	II
ME12103	Solid Mechanics	4	ME	II
ME12203	Solid Mechanics Laboratory	2	ME	II
CS12103	Computer Programming and Problem Solving	2	CE/ME	II

Item No.31.08: To consider and approve the cancellation of enrolment of students from the Institute.

The Senate approved the cancellation of enrolment of the following students from the Institute:

Roll. No.	Name	Program
PHEE230041	Sumit Kumar	Ph.D.
PHCS220003	Gajendra Singh Shekhawat	Ph.D.
PHEE240009	Ravi Kumar Sinha	Ph.D.

The final notice of cancellation of enrolment and studentship from the Institute will be issued to the respective students.

Item No.31.09: To consider and approve the monetary incentives for appearing in the GATE Examination

The Senate approved the following proposal:

- i. **Reimbursement of GATE Examination Fee:** Students securing a rank within the top 1000 will be reimbursed for the GATE examination fee on actual.
- ii. **Incentives for Top Performers:** Students securing a rank within the top 100 will be awarded an incentive worth ₹5,000 each over and above the GATE examination fee.

The agenda will be placed in the FC and BoG for approval.

Item No.31.10: To consider and approve the inclusion of external joint Ph.D. Supervisor for Mr. Prabhakar Gunturu of the Department of Chemistry.

The Senate deliberated and empowered the Chairman Senate to select the Joint supervisor.

Item No.31.11: To consider and approve the increase in student intake for M.Sc. programme offered by the Department of Chemistry from Academic Session 2025-26.

The Senate approved the increase of intake from 15 to 20 students from the academic year 2025-26. The seat matrix is given below:

UR	UR-PwD	EWS	EWS-PwD	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
8	0	2	0	3	0	1	0	5	1	20

Item No.31.12: To consider and approve the minor amendment of Ph.D. Rules and Regulations 2019.

The Senate approved the proposed amendment of clause 12.6 as under:

“On the recommendation of the DGC/DPGC through SPGB, the Senate may grant an extension of one more year, if convinced. Further extension, if required, shall be given on the recommendation of a committee constituted by the Senate/ Chairman Senate and approval of the Senate. The committee will consist of an external expert, DGC, Convener DPGC, and convener SPGB”.

Item No.31.13: To consider and approve the “Panel of Experts” for faculty selection.

Approved.

Item No.31.14: To consider and Approve the Guidelines for Annual Contingency Fund for Research Scholars.

The Senate approved the Guidelines for Annual Contingency Fund for Research Scholars with minor modifications (**Annexure- I**). The same will be effective from 1st January 2025.

Agenda for Ratification:

Item No.31.15: To ratify the decisions of meeting of Heads and Deans held on 30.11.2024

Ratified.

Agenda for Reporting:

Item No.31.16: To Report the withdrawal of one semester on medical ground by Miss Deepika Chettri, a Ph.D student of Electrical and Electronics Engineering Department.

Noted.

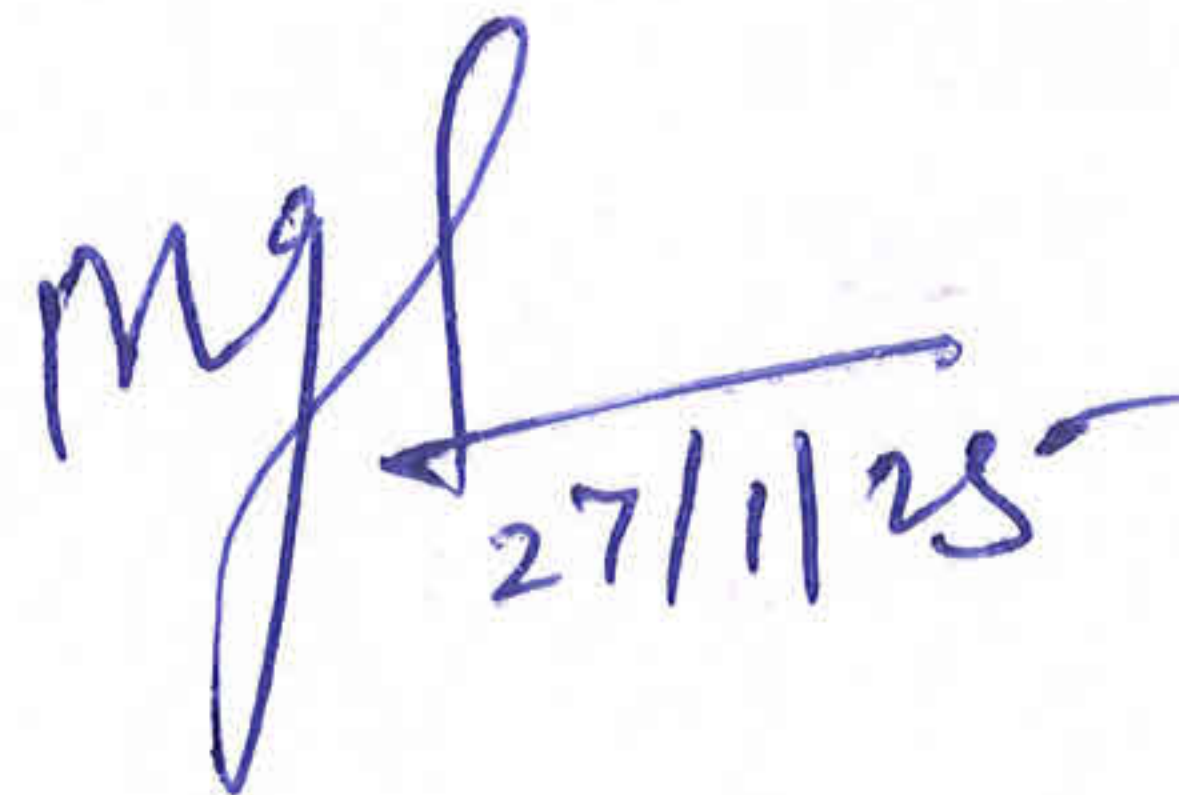
Item No.31.17: Any other items with the permission of the Chair.

No Additional Agenda were placed for permission to the Chair.

The meeting ended with vote of thanks to the Chair.


Dean Academic & Registrar (I/c)

Director & Chairman Senate


27/1/25

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Guidelines for Utilization of Contingency Fund for PhD. Scholar

A. General Instructions:

1. The annual contingency grant in the form of financial assistance shall be provided to the **Full-time Research Scholars with Institute Fellowship** to support their academic and research-related expenses.
2. The registered scholars of the Institute with Fellowship are eligible for the grant.
3. The maximum contingency limit per scholar shall be **Rs. 30,000/-per annum**. The contingency grant shall be applicable for the **entire institute fellowship period**.
4. The allocation of contingency grant is allocated on the financial year basis and contingency grant shall be utilized during the Financial Year (April-March) every year.
5. The unspent amount of the year's contingency grant shall not be carried over to the following year.

B. List of items admissible under contingency grant:

1. All the research related consumables required for research work except the items mentioned under **Section C** (see below).
2. Travel expenses within India to attend conferences, workshops and other educational trips, Field work/ Lab visit in other institutions may be permitted and the TA/DA shall be provided as per the norms of the Institute.
3. Registration fee of conference/workshop/seminar etc.
4. Registration/ Examination fee for courses offered through well-known online platforms (SWAYAM, NPTEL MOOCs, etc.).
5. Purchase of books, journals, and research papers (Including e-versions) related to area of research.
6. Research related Chemicals /consumables, fabrication materials.
7. Analytical/Computational charges, Poster Printing/ Presentation / Data Collection
8. Subscription fee for cloud computing and storage services, purchase of software with limited period of licence, licence fee/purchase of data set required for research work etc.
9. Membership fee for technical/academic/research societies

C. List of items non admissible under contingency grant:

1. Purchase of laptop/tabs/smart phones.
2. Laptop/PC etc. repairing.
3. Non consumables/fixed assets.
4. Furniture Items
5. Pen / Pencil/ Carbon- Paper/ Highlighter/ Marker/ Cello-tape/ Dispenser/ Scissor/ Cutter/ Stapler etc.

Reimbursement Procedure:

1. The contingency grant shall be processed as reimbursement of the amount in the prescribed format, directly to the student, upon submission of all the required documents and claim form in the prescribed format (**Reimbursement contingency claim form and Statement of PhD contingency Claim**).
2. Following documents are required to be submitted for reimbursement, along with contingency claim form duly forwarded by the respective Supervisor(s) & the HOD:
 - (a) Original receipts/cash-memos/bills/invoice etc. in the name of the student claiming contingency duly signed and forwarded through the supervisors.
 - (b) For all the electronically generated receipts/invoices, bank transaction statement is required to be attached along with receipt.
 - (c) All purchases shall be made as per Institute purchase rules.
 - (d) All receipts/invoices must have stock entry ledger Stamp duly counter signed by HOD.
 - (e) Payment shall be made to the Account Number provided by the student in the **Reimbursement contingency claim form**. Supervisors/Mentors have to certify that the claim has been made for the research related work.
3. All the claims for reimbursement of expenditure should be submitted to the Dean (Research and Consultancy).
4. All the bills should include GST and should be in the name of 'Research Scholar'. It should be endorsed by the scholar and the supervisor.
5. For online payment, the proof of bank transaction in the name of scholar should be submitted along with the bills/vouchers.
6. All claims for reimbursement of contingency grants for a financial year should be submitted before 15th March of the financial year.

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REIMBURSEMENT CONTINGENCY CLAIM FORM

1. Name of the Research Scholar	:	
2. Roll No.	:	
3. Department	:	
4. Contact No.	:	
5. Email	:	
6. Bank account details	:	
A/C No.	:	
IFSC Code	:	
Name of the Bank	:	
7. Purpose	:	
8. Amount in Figures and words	:	
9. Cumulative expenditure under PhD Contingency of the scholar (including the above amount) for the current year	:	
<p>10. Certified that the amount was utilized for the purpose for which it was sanctioned, and total amount does not exceed Rs. 30,000/- in the current year. Statement of expenditure and bills/receipts with necessary entries/endorsement are enclosed. The amount may kindly be credited to my bank account given above.</p> <p style="text-align: right;">Signature of the applicant with date</p>		
<p>11. Recommendation of the Supervisor/Mentor Certified that the claim has been made for the research related work.</p> <p style="text-align: right;">Name & Signature of the Supervisor/Mentor with date</p>		
<p>12. Forwarded by the Head of the Department</p> <p style="text-align: right;">Name & Signature of the HoD with date</p>		
13. Specify the cumulative expenditure under till this application	:	Rs.
<p>14. Approval by Dean (R&C)</p> <p style="text-align: right;">Signature of the Dean (R&C) with seal</p>		
<p>Passed for an Amount of Rs.....</p>		
Sr Superintendent	AR (F & A)	Registrar

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Statement of PhD Contingency Claim

Sl No.	Bill No. and date	Particulars of expenditure	Amount (Rs)	Amount to be reimbursed (for office use)
1				
2				
3				
4				
5				
Total (Rs.)				

I certify that the details given above are correct.

Signature of Applicant

Forwarded by the Supervisor/Mentor and the Head of the Department .

Signature of the Supervisor

Signature of the HoD

OFFICE USE (ACCOUNTS SECTION)

Passed for reimbursement.

Amount (Rs.) :

In favour of: (Name of the student)

Sr. Superintendent

AR (F & A)

Registrar

Director