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26/01/24

**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL**  
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)  
Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin - 741249  
City Campus: BF-142, Sector -I, Salt Lake, Kolkata -700 064

*Minutes of the IQAC and Academic & Industrial Research Projects related meeting held on 16/01/2024, 11.00 am at Haringhata Main Campus, EC Room, Meeting was chaired by Hon'ble Vice Chancellor and attends the following members:*

**Members present:**

1. Prof Tapas Chakraborty – Chairman
2. Dr. Partha Pratim Lahiri – Invitee
3. Dr. Atri Bhowmik – Invitee
4. Dr. Md. Aftabuddin – Invitee
5. Dr. Santanu Phadikar – Invitee
6. Dr. Ranjita Biswas – Invitee
7. Prof. Debashis De - Convenor
8. Prof. Indranil Mukherjee
9. Prof. Sujit Mukherjee
10. Dr. Debdut Naskar
11. Prof. Jaya Bandyapadyay
12. Dr. Abhijit Dan
13. Prof. Raja Banerjee
14. Dr. Madhumita Das Sarkar
15. Dr. Barun Shankar Gupta
16. Sri. Partha Pratim Sarkar, TATA Consultancy Services (Virtual Mode)

**Minutes and Resolutions:**

In the meeting the following points were discussed and accordingly resolutions have been taken.

1. No permission is required for the purchase of consumables/contingency for projects up to Rs.10, 000/- as per State Govt. rules. PI (Principal Investigator) can purchase directly complying following financial norms. Please refer to **Annexure-I** date 25.6.2015 for details.
2. For Project, Purchase Committee is to be formed comprising the following members:
  - i) Registrar or his representative
  - ii) Finance Officer or his representative
  - iii) HoD/ Director
  - iv) PI

It was resolved that PI will be the responsible person to take care of all purchase related issues and to ensure strict observation of existing Purchase Rules / Norms.

3. It was suggested that GEM needs to be introduced immediately for smooth conduction of purchase/ procurement of the projects.
4. The Finance Officer requested for additional manpower for smooth functioning of the project unit of the Finance Department on an urgent basis particularly for project related work. Finance Dept. needs to complete the pending process like Fellowship, Project Audit and Account closure for completed projects



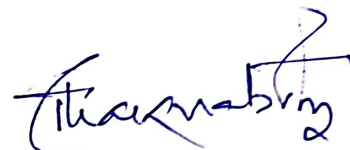
5. It was suggested that alumni of this university can send donations to the university to get 80G for TAX relaxation.
6. It was advised that requests of grant/financial help to attend seminar/present paper/registration/proposal should be routed through the Departmental Research Committee for further consideration.
7. The promotion of Officers/Teachers/Staffs of the University under CAS will be as per the State Govt./UGC norms without any changes.
8. Prof Indranil Mukherjee, Director of Ph.D Cell proposed the name of Prof. Raja Banerjee as the chairman of the RAC Review Committee and it was also proposed to include an external member in this said committee.
9. It was proposed that a uniform policy needs to be formed for the Ph.D Cell. The members unanimously agreed to the proposal.
10. It was noted that the different informative data related to the University are available in the University Website which are very conflicting and needs to be rationalised as it creates a lot of confusion to the stakeholders. A thorough review is urgently needed to build a clear and true image of the University before the public in general.
11. Criteria wise AQAR committee was formed comprising of the following members:
  - i) Criteria-I: Dr. Bivas Mallik and Ms. Dipannita Ghosh
  - ii) Criteria-II: Dr. Manik Chandra Das and Dr. Sudeshna Roy
  - iii) Criteria-III: Dr. Shankar Prasad Mondal and Dr. Jadav Chandra Das
  - iv) Criteria- IV: Dr. Debdut Naskar and Dr. C.M. Hussain
  - v) Criteria-V: Dr. Debasis Giri and Mr. Joy Samadder
  - vi) Criteria- VI: Prof. Sujit Mukherjee and Dr. Abhijit Dan
  - vii) Criteria-VII: Dr. Sriparna Saha and Dr. Ranjita Biswas
12. Director of IQAC expressed the two manpower requirements for AQAR till March, 2024 on an urgent basis.
13. It was suggested that a committee needs to be formed for the VLSI road map for MAKAUT, WB.
14. The requisition for Indian Pharmacopoeia 2022(4 Volumes) from the Assistant Librarian may be approved by the competent authority.
15. It was discussed and felt urgent that proper allocation of space for EKTA Incubation be taken up on an urgent basis.
16. The Honorarium for Guest Faculty may be fixed @ 1000/- Rupees per class/lecture. This rate may be enhanced to Rs. 1500/- for senior professors in accordance with the approval of the Competent Authority of the university as per UGC revised guidelines for enhancement of the Rates of Honorarium of Guest Faculty. Please refer to **Annexure-II UGC regulation: No.F.25-1/2018(PS/MISC.)** dated. 28<sup>th</sup> Jan ,2019 for details.
  - 16.1. The number of guest faculty appointed may be up to 20% of sanctioned posts.
  - 16.2. Qualification of Guest Faculty shall be same as prescribed for regular Assistant Professors of University/College in UGC Regulations.
  - 16.3. Selection procedure for appointment of Guest Faculty will be same as for regularly appointed Assistant Professors.
  - 16.4. Guest Faculty will not be treated like regular teachers for the purpose of voting rights or for becoming the members of the various statutory bodies of the university.
  - 16.5. The superannuated teachers may also be considered for engagement as Guest Faculty subject to a maximum age limit of 70 years.
  - 16.6. The Guest Faculty will not be given the benefit of allowances, pension, gratuity and leave etc. as admissible to the regular teachers.

17. Sri. Partha Pratim Sarkar, TATA Consultancy Services will provide his teaching support to B.Tech and M.Tech students without any remuneration. Sri. Partha Pratim Sarkar also proposed to organize FDP (Faculty Development Program) without taking any charges. All he needs for this program is transportation facilities and refreshments.

The members agreed to the proposal and meeting ended with Thanks to the chair.



Prof. Debashis De  
IQAC Director



Resolution Confirmed  
Prof. Tapas Chakraborty  
(Hon'ble Vice Chancellor, MAKAUT, WB)



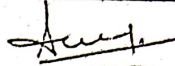
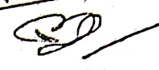

## ANNEXURE - I

### Purchase Committee Meeting held on 25/06/2015:

#### Members Present:

1. Pro-Vice Chancellor	-	Chairman
2. Registrar	-	Member
3. Prof. Sudakshina Kundu	-	Member
4. Dr. Debasis De	-	Member
5. Dr. Jaya Bandyopadhyay	-	Member
6. Dr. Indranil Mukherjee	-	Member
7. Mrs. Najmun Nessa	-	Member
8. Finance Officer	-	Secretary

#### Signature

-   
-   
- Sudakshina Kundu 25/6/15  
- D. De 25/6/15  
- Jaya B 25/6/15  
- Indranil Mukherjee 25/6/15  
- N. Nessa  
- 

#### Minutes:

1. It is agreed upon by all members that the Notification No.: 5400-F(Y), dated, Kolkata, 25/06/2012 issued by Finance Department Audit Branch, Writers Buildings forwarded by the Higher Education Department Vide the Letter No.: 481(38)-Edn(U)/1U(WBSU)-17/13, dated-14/05/2014, shall be ritually followed with respect to any Works/Purchases/Services to be Purchased/Procured by the Maulana Abul Kalam Azad University of Technology, West Bengal.
2. It is further resolved that the University will invite the application from eligible Manufacturer, Vendors, Authorized Agents/Supplier of Stationeries, Chemicals, Glass ware, Plastic ware, Printing, Maintenance of Equipments/Machineries, Furniture, Civil Works, Car Rental Agencies, Security Agency, Customs Clearing Agent, Advertisement, News Paper Agency etc. immediately, so that Purchase of Goods and Services can be made in accordance with the Provision of above mentioned Govt. Notification. Purchase upto Rs. 10,000.00 (Rupees Ten Thousand only) can be made without any quotation may be made only from the normally enlisted vendors and in exceptional cases three quotations/ Manufacturer will be required with the justification of Purchasing Authority.
3. One Notice Board specifically maintain for Tender purpose. Separate Tender box will be maintained for the above mentioned Purchase.
4. It is agreed upon that for the Purchase upto Rs. 10000/- (Rupees Ten Thousand Only) the purchase authority shall be made the Head of the Department/Project Coordinator or Programme Coordinator /Project Investigator and they will have to justify and certify the purchase made all such bills shall be forwarded for the respective Department mentioning Departmental/Project Stock Book Number and budgetary head.
5. Purchase value for more than Rs. 10000/- shall invariably be made through Purchase Committee Constituted by the University from time to time. The specific guidelines for each slab shall be ritually followed.



Sl. No.	Item	Manner of Tender
1	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs. 10,000/- upto Rs. 1 Lakh.	Publication of the work on the notice board and on the official website of the administrative department. Purchase above Rs. 10,000/- upto Rs. 1 Lakh shall be made after inviting quotation from at least four reliable firms which shall be opened in presence of willing agents.
2	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs. 1 Lakh upto Rs. 5 lakh.	Publication of the work on the notice board and on the website of the administrative department, and also brief referral advertisement in one daily Bengali newspaper.
3	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs. 5 lakh upto Rs. 10 lakh.	Publication of the work on the notice board and on the website of the administrative department, if maintained and also brief referral advertisement in two daily newspapers one in Bengali. (In case of hill area Darjeeling District in Nepali Newspaper other in English.)
4	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs. 10 lakh.	Publication of the work on the notice board and on the website of the administrative department, if maintained and also in the brief referral advertisement in three daily newspapers one in Bengali. (In case of hill area Darjeeling District in Nepali Newspaper) in English, in Hindi.

A minimum Period, as stated below, shall be allowed for submission of the tenders from the final publication date.

Sl. No.	Item	Minimum Period for submission tender from the last date of publication
1	For supply of articles or stores or for execution of works and services with estimated value not exceeding Rs. 10 Lakh.	7 Days
2	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs. 10 Lakh upto Rs. 1 Crore.	14 days
3	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs. 1 Crore.	21 days

6. In case of purchase of books and journals the recommendation of good office committee will be followed. However the discount from the vendor should not less than 10 percent and order will be placed to maximum discounted vendor. Purchase of books and journal more than Rs. 10000/- will be routed through purchase committee.

7. Other guidelines mentioned in Notification as followed.

Please implement  
& report to P.C.  
Jaya B

Jaya B 25/6/15  
Isabrail Mukherjee  
25/06/2015  
Debashis De

Shankar Chandra  
25/6/15

Page 2 of 2

N. Nasser  
25.6.15



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

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No.F.25-1/2018(PS/MISC.)

28<sup>th</sup> January, 2019

To,

The Registrar  
All Universities

**Subject: Revised guidelines for enhancement of the Rates of Honorarium of Guest Faculty.**

Madam/Sir,

The Commission in its 537<sup>th</sup> meeting held on 10<sup>th</sup> December, 2018 considered the issue of enhancement of the rates of Honorarium of Guest Faculty in universities and colleges consequent upon the implementation of the recommendations of the 7<sup>th</sup> Pay Commission and resolved as follows :

1. The Honorarium for Guest Faculty be enhanced to Rs.1500/- per lecture subject to a maximum of Rs.50,000/- per month.
2. The Guest Faculty be appointed only against sanctioned post. However, for the universities where the sanctioned posts are not adequate as per the teaching working load, the number of Guest Faculty to be appointed can be up to 20% over and above the sanctioned posts.
3. The qualification for Guest Faculty shall be the same as those prescribed for the regular Assistant Professors of Universities/Colleges in UGC Regulations.
4. The Selection procedure for appointing Guest Faculty shall be the same as those of regularly appointed Assistant Professors. However, the composition of the Selection Committee shall be as follows:
  - (i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Selection Committee
  - (ii) One expert in the concerned subject nominated by the Vice-chancellor.
  - (iii) Dean of the concerned Faculty; wherever applicable
  - (iv) Head/Chairperson of the Department/School

Contd. 2



- (v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the Selection Committee does not belong to that category.

At least four members, including one outside subject expert shall constitute the quorum.

5. Guest Faculty will not be treated like regular teachers for the purpose of voting rights or for becoming the members of the various statutory bodies of the university.
6. The superannuated teachers may also be considered for engagement as Guest Faculty subject to a maximum age limit of 70 years.
7. The Guest Faculty will not be given the benefit of allowances, pension, gratuity and leave etc. as admissible to the regular teachers.

**These guidelines will come into force with effect from the date of issue of this letter.**

The contents of the letter may be brought to the notice of the affiliated colleges/institutions also.

Yours faithfully,



**(Rajnish Jain)**  
**Secretary**

Copy to :

1. All State Higher Education Secretaries.
2. All Regional Offices of the UGC.
3. Publication Officer, UGC for uploading on UGC website.