

# मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

## MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR



शासक बोर्ड मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर की 49वीं बैठक का कार्यवृत्त।

MINUTES OF THE 49<sup>th</sup> MEETING OF THE BOARD OF GOVERNORS OF MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR HELD ON 17<sup>TH</sup> JUNE, 2022 AT 12:00 NOON IN THE BOARD ROOM, PRABHA BHAWAN, MNIT, JAIPUR THROUGH HYBRID MODE.

### उपस्थित / Present

1.	Dr. R. K. Tyagi	Chairperson
2.	Prof. N. P. Padhy Director, MNIT, Jaipur	Member
3.	Ms Darshana Dabral, Joint Secretary & Financial Advisor, Ministry of Education, New Delhi	Member
4.	Ms. Saumya Gupta, Joint Secretary (NITs), Ministry of Education, New Delhi	Member
5.	Prof. Rangan Banerjee, Director, IIT Delhi	Member
6.	Prof. Upender Pandel, Department of Metallurgical & Materials Engineering, MNIT, Jaipur	Member
7.	Shri Ashok Kumar Agarwal, Associate Professor, Department of Electrical Engineering, MNIT, Jaipur	Member
8.	Prof. M. M. Sharma, Registrar (I/C), MNIT Jaipur	Secretary

At the outset, the Chairman welcomed the members to the 49<sup>th</sup> meeting of Board of Governors in Hybrid Mode.

*Item No. 49-1.0: To confirm the minutes of the 48<sup>th</sup> meeting of the Board of Governors held on 26<sup>th</sup> February, 2022.*

Since no comments were received, the Board confirmed the minutes as circulated.

*led*  
01.07.22

*Item No. 49-2.0: To note the action taken on the decisions made in the 48<sup>th</sup> meeting of the Board of Governors held on 26<sup>th</sup> February, 2022.*

The Board noted the actions taken.

Regarding Item No. 48-2.0 (Item No 47.5.2), the Board directed to submit the detailed academic proposal of M.A program in Public Policy and Development with financial liability and fee structure of the program.

Regarding Item No. 48-5.1 the Institute may expedite the process of case of medical reimbursement.

Regarding Item No. 48-5.3 the Board approved the minor change in financial limits of authorized signatories at S. No. 2 of Table – 2 as “either Director or Registrar”.

*Item No. 49-3.0: Matters for the information of the Board of Governors.*

*Item No. 49-3.1: To note the acceptance for the MI-8 Airframe offered by the Indian Air Force.*

The Board noted the progress and suggested that Dean P&D and Dean Student Welfare may expedite the process to get the Mi-8 airframe at the earliest.

*Item No. 49-3.2: To note the minutes of 44<sup>th</sup> meeting of Senate held on 8<sup>th</sup> April, 2022.*

The Board noted the minutes of 44<sup>th</sup> meeting of Senate held on 8<sup>th</sup> April, 2022.

*Item No. 49-3.3: To note the minutes of 43<sup>rd</sup> meeting of Finance Committee held on 26<sup>th</sup> February, 2022.*

The Board noted the minutes of 43<sup>rd</sup> meeting of Finance Committee held on 26<sup>th</sup> February, 2022.

*Item No. 49-4.0: Matters for the consideration of the Board of Governors.*

*Item No. 49-4.1: To consider and adopt the Annual Accounts and Annual Report of the Institute for the financial year 2020-21.*

**Resolution No. BoG-49/2022/01:** The Board considered the item and resolved to adopt the Annual Accounts and Annual Report of the Institute for the financial year 2020-21.

*Item No. 49-4.2: To consider the Establishment of “Continuing and Digital Education Centre (CDEC)” at MNIT Jaipur.*

**Resolution No. BoG-49/2022/02:** The Board appreciated the proposal of the Establishment of “Continuing and Digital Education Centre (CDEC)” at MNIT Jaipur and approved in principle. The Board suggested to submit detailed project report and the time line for the Centre to be self-sustainability.

*lit*  
01.07.22

*Item No. 49-4.3: To consider the restructuring of institute administration: Deans, Associate Deans, Coordinators and other key functionaries.*

**Resolution No. BoG-49/2022/03:** The Board considered the item and resolved to approve the detailed Institute administration: Deans, Associate Deans, Coordinators and other key functionaries **enclosed at Annexure A.**

Apart from existing 6 Deaneries the Board approved 7<sup>th</sup> Honorary Deanery of Dean Digital Infrastructure and Services for smooth functioning of digital infrastructure of the Institute. The Institute may appoint additional Honorary Deaneries Professor In-charge, Associate Deans and Coordinators as per the requirements of the Institute from time to time.

*Item No. 49-4.4: To consider the method of implementation of the Central Education Institutions Reservation in Teacher Cadre Act, 2019 and filling up the vacant position under mission mode.*

**Resolution No. BoG-49/2022/04:** The Chairman ACoFAR presented the report on filling up the vacant positions under mission mode as per the Central Education Institutions (Reservation in Teachers' Cadre) Act, 2019. The members discussed and deliberated on all the issues of implementation of Teacher Reservation Act and to follow flexible faculty structure and suggested that as per the discussions and inputs of the members of the Board the ACoFAR may again give its recommendation to the Board. It was also suggested that this agenda may be considered through circulation as the recruitments are to be made under mission mode.

*Item No. 49-4.5: To consider the status of advertisement for Administrative (Group – A) positions.*

**Resolution No. BoG-49/2022/05:** The Board resolved to re-advertise the remaining vacancies of Administrative (Group-A) positions with other vacant positions.

*Item No. 49-4.6: To consider the status of advertisement for Ministerial & Technical (Group - B&C) positions.*

**Resolution No. BoG-49/2022/06:** The Board resolved to re-advertise the remaining vacancies of Ministerial & Technical (Group-B&C) positions with other vacant positions.

*Item No. 49-4.7: To consider the grievance of Technicians and Senior Technicians regarding their promotion through DPC in 2019.*

**Resolution No. BoG-49/2022/07:** The Board recommended to constitute a Committee to examine the grievances of the staff and submit its recommendations.



Confidential

*Item No. 49-4.8: To consider the case and decision of S.B. Civil Writ Petition No. 6917/2014 of Neel Kamal V/s UOI & Others.*

**Resolution No. BoG-49/2022/08:** The Board considered the case and decision of S.B. Civil Writ Petition No. 6917/2014 of Neel Kamal V/s UOI & Others and resolved that legal opinion to be taken and case needs to be filed in DB for review/revision of SB decision.

*Item No. 49-5.0: Any other item(s) with the permission of the Chair.*

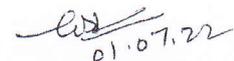
**TABLE AGENDA**

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*Item No. 49-5.3: To consider the Annual Accounts of the Institute for the financial year 2021-22.*

**Resolution No. BoG-49/2022/11:** The Board considered the Annual Accounts of the Institute for the financial year 2021-22 and resolved to approve the same.

*The Meeting ended with a vote of thanks to the Chair and other attendees.*



**REGISTRAR (I/C)**  
Secretary, BoG

## Malaviya National Institute of Technology Jaipur

The Administrative structure of institute drawn from the First Statutes of National Institutes of Technology (Amendment) Statutes, 2017. This details their authority, functions and reporting mechanism for the smooth functioning of the institute.

### **AUTHORITIES OF THE INSTITUTE**

The powers of the institute are exercised through various authorities of the institute. According to the Act, following shall be the authorities of the institute:

- a. The Board of Governors, as constituted under Section 11 of the Act
- b. The Senate, as constituted under Section 14 of the Act
- c. The Finance Committee, as constituted under First Statue 10, and
- d. Building & Work Committee, as constituted under First Statue 12

### **BOARD OF GOVERNORS**

The constitution of the Board of Governors and procedure for calling its meeting is given in Section 4 of the Statutes. The powers of the Board are given in Section 5. The authentication of its orders is provided in Section 6 of the Statutes.

### **CHAIRMAN, BOARD OF GOVERNORS**

The powers of the Chairman, Board of Governors are described under Section 14 of the Statutes.

### **SENATE**

Subject to provisions of the NIT Act, the Statutes and Ordinances, the Senate of the Institute shall have the control and general regulation and shall be responsible for the maintenance of standards of instruction, education and examination in the Institute. The constitution and procedures for calling meetings of the Senate are given in Section 7 of the Statutes. The powers of the Senate are detailed in Section 8 of the Statutes. The emergency powers of the Chairman Senate are detailed in Section 9 of the Statutes.

### **FINANCE COMMITTEE**

The Finance Committee examines and scrutinizes the annual budget of the institute prepared by the Director and makes recommendations to the Board. It also gives its view and makes recommendations to the Board either on its own or on the initiative of the Director or of the Board on any financial question affecting the Institute. The constitution, procedure and powers for calling meetings of the Finance Committee are given in Sections 10 and 11 of the Statutes.

### **BUILDING & WORKS COMMITTEE**

The Building & Works Committee is responsible for construction of the major capital works, and gives the necessary administrative approval and expenditure sanction for minor works, repairs/ maintenance and related matters of the institute. The constitution, powers & procedure for calling meetings of the Building & Works Committee are given in Section 12 of the Statutes.

### **DIRECTOR**

The role and powers of the Director are given under Section 17 of the Statutes. The Director is the principal academic or administrative and executive officer of the institute and is responsible for

the institute administration and for the imparting of instruction and maintenance of discipline therein. He is assisted in his day to day work by Deans, Heads, Registrar, and other functionaries of the institute.

## DEANS

Deans are to appointed by the Director in specific areas of academic and general administration to assist the Director, from amongst the Professors and Associate Professors of the institute. The broad functions of the Deans are given under Section 19 and Schedule C of the Statutes. The Deans can be assigned additional functions by the Director, based on institutional needs. Apart from these functions, Deans will be responsible for monitoring the functions of all Associate Deans and Coordinators reporting to them. The Deans will be assisted in their work by Associate Deans and Coordinators. There is a provision for six Deanships and with the approval of the Board of Governors Institute may have Honorary Deaneries as per the requirements of the Institute.

<b>S. No.</b>	<b>Deanships</b>	<b>Role and Functions</b>
1.	Dean Academic	<ul style="list-style-type: none"> <li>• As defined in Schedule C of the Statutes</li> <li>• Rankings</li> <li>• Accreditation</li> <li>• Library</li> <li>• As defined by the Director</li> </ul>
2.	Dean Planning and Development	<ul style="list-style-type: none"> <li>• As defined in Schedule C of the Statutes</li> <li>• Transportation and Vehicles</li> <li>• Shops inside campus</li> <li>• Institute security</li> <li>• As defined by the Director</li> </ul>
3.	Dean Students Welfare	<ul style="list-style-type: none"> <li>• As defined in Schedule C of the Statutes</li> <li>• Hostels and Messes</li> <li>• Student wellness</li> <li>• MoE flagship programs</li> <li>• Scholarships</li> <li>• As defined by the Director</li> </ul>
4.	Dean Faculty Welfare	<ul style="list-style-type: none"> <li>• As defined in Schedule C of the Statutes</li> <li>• Faculty recruitment</li> <li>• Institute Annual Report</li> <li>• Institute Newsletter</li> <li>• Raj Bhasha</li> <li>• Guest House</li> <li>• Medical facilities</li> <li>• As defined by the Director</li> </ul>
5.	Dean Research and Consultancy	<ul style="list-style-type: none"> <li>• As defined in Schedule C of the Statutes</li> <li>• Incubation activities in the institute</li> <li>• Intellectual Property Rights</li> <li>• Centres of Excellence</li> </ul>

		<ul style="list-style-type: none"> <li>• Industry Institute Interaction</li> <li>• Continuing and Digital Education Centre</li> <li>• As defined by the Director</li> </ul>
6.	Dean International & Alumni Affairs	<ul style="list-style-type: none"> <li>• International affairs of the institute</li> <li>• Alumni affairs of the institute</li> </ul>
7.	Honorary Dean Digital Infrastructure and Services	<ul style="list-style-type: none"> <li>• Computer Centre, Cyber Security, ERP, E-Governance, Data Centre, Online Exams, Digital Library, Super Computing Research &amp; Learning</li> <li>• Network Infrastructure, Virtual Classrooms, Video Surveillance, Campus Wide Network, Telephony</li> <li>• Digital Outreach, Brand Building, Public Relations, Media</li> <li>• Repository of institute data</li> <li>• Developing mechanisms &amp; templates for data compilation and management</li> <li>• As defined by the Director</li> </ul>

### **HEAD OF DEPARTMENT OR CENTRE**

The role and functions of Head of Department or Centre is defined in Section 20 of the Statutes. Heads of the Departments/ Centres are appointed by the Director from amongst the Professors, Associate Professors and Assistant Professors. The Head of Department/Academic Centre/Service Centre is in charge of the academic work including attendance and leave of students. Any complaint within the jurisdiction of the Academic Department/Centre will be dealt with by the Head of the concerned Department/Centre. The Head of the Department/Centre may nominate teachers/scientists/technical staff as required for assisting him/her in the different spheres of academic work.

### **REGISTRAR**

The appointment, function and powers of the Registrar are given under Section 21 of the Statutes. He is the custodian of records, the common seal and the funds of the institute. He is Secretary of the Board, and Senate, Member Secretary of Finance Committee and Building & Works Committee.

### **ASSOCIATE DEANS**

The role and functions of Associate Deans is defined henceforth. They will be reporting to the Deans.

<b>S. No.</b>	<b>Associate Deans</b>	<b>Role and Functions</b>
1.	Under Graduate	<ul style="list-style-type: none"> <li>• Academic affairs of undergraduate students</li> <li>• Reporting to Dean Academic</li> <li>• As assigned by the Dean Academic and / or Director</li> </ul>
2.	Post Graduate	<ul style="list-style-type: none"> <li>• Academic affairs of postgraduate and research students</li> <li>• Fellowships for postgraduate students</li> <li>• Reporting to Dean Academic</li> </ul>

		<ul style="list-style-type: none"> <li>• As assigned by the Dean Academic and / or Director</li> </ul>
3.	Multidisciplinary Engineering Research In Technical Education (MERITE)	<ul style="list-style-type: none"> <li>• MERITE activities</li> <li>• Reporting to Dean Academic</li> <li>• As assigned by the Dean Academic and / or Director</li> </ul>
4.	Civil	<ul style="list-style-type: none"> <li>• Planning, maintenance and development of institute civil infrastructure</li> <li>• Ensuring proper land use vis-à-vis facilities and efficient utilization of available space</li> <li>• Planning energy efficient and environmental friendly campus, and green plantation</li> <li>• Ensuring quality drinking water, water conservation, rain water harvesting, and recycling</li> <li>• Disposal and recycling of solid waste, waste water and sewage</li> <li>• Development of Service Management systems</li> <li>• Documentation for Building Works Committee</li> <li>• Reporting to Dean Planning and Development</li> <li>• As assigned by the Dean Planning and Development and / or Director</li> </ul>
5.	Electrical	<ul style="list-style-type: none"> <li>• Planning, maintenance and development of institute electrical infrastructure and supply systems</li> <li>• Energy conservation for controlling the load and energy consumption</li> <li>• Planning and monitoring solar generation</li> <li>• Documentation for Building Works Committee</li> <li>• Reporting to Dean Planning and Development</li> <li>• As assigned by the Dean Planning and Development and / or Director</li> </ul>
6.	Cultural	<ul style="list-style-type: none"> <li>• Student's cultural activities</li> <li>• Music, Think India, VSS, Electoral Literacy, NSS, Film and Photography, Literary, Dramatics, SMP, Standards Club, Fine Arts</li> <li>• Funding support for participating in external cultural events</li> <li>• Reporting to Dean Students Welfare</li> <li>• As assigned by the Dean Students Welfare and / or Director</li> </ul>
7.	Sports	<ul style="list-style-type: none"> <li>• Sports facilities for students and staff</li> <li>• Organizing sports events</li> <li>• Funding support for participating in external sports events</li> <li>• Reporting to Dean Students Welfare</li> <li>• As assigned by the Dean Students Welfare and / or Director</li> </ul>

8.	Students	<ul style="list-style-type: none"> <li>• Managing hostel accommodation of students</li> <li>• Reporting to Dean Students Welfare</li> <li>• As assigned by the Dean Students Welfare and / or Director</li> </ul>
9.	Mess	<ul style="list-style-type: none"> <li>• Managing messing facilities for students residing in campus</li> <li>• Reporting to Dean Students Welfare</li> <li>• As assigned by the Dean Students Welfare and / or Director</li> </ul>
10.	Discipline and Wellness	<ul style="list-style-type: none"> <li>• Anti-ragging measures</li> <li>• Supporting differently abled students</li> <li>• Student Insurance</li> <li>• Discipline at all places other than academic Departments/ Centres</li> <li>• Rendering assistance and looking after student welfare and discipline</li> <li>• Student's mental health issues</li> <li>• Reporting to Dean Students Welfare</li> <li>• As assigned by the Dean Students Welfare and / or Director</li> </ul>
11.	Recruitment	<ul style="list-style-type: none"> <li>• Regular recruitment process of faculty</li> <li>• Joint/Industry/Visiting faculty appointments</li> <li>• Reporting to Dean Faculty Welfare</li> <li>• As assigned by the Dean Faculty Welfare and / or Director</li> </ul>
12.	Administration	<ul style="list-style-type: none"> <li>• Administrative procedures, including leaves/professional development of faculty</li> <li>• Faculty awards and motivation, Performance appraisal</li> <li>• Faculty training and orientation</li> <li>• Reporting to Dean Faculty Welfare</li> <li>• As assigned by the Dean Faculty Welfare and / or Director</li> </ul>
13.	Research	<ul style="list-style-type: none"> <li>• Externally funded research projects, including GIAN, and SPARC</li> <li>• Internally approved research and development projects</li> <li>• Undergraduate and postgraduate research schemes and opportunities</li> <li>• Funding support for students to participate in conferences/workshops</li> <li>• Reporting to Dean Research and Consultancy</li> <li>• As assigned by the Dean Research and Consultancy and / or Director</li> </ul>

14.	Consultancy	<ul style="list-style-type: none"> <li>• External consultancies provided by institute staff</li> <li>• Contract management</li> <li>• Reporting to Dean Research and Consultancy</li> <li>• As assigned by the Dean Research and Consultancy and / or Director</li> </ul>
15.	Incubation	<ul style="list-style-type: none"> <li>• Incubation, entrepreneurship and innovation activities of students and faculty</li> <li>• Coordination with MIIC</li> <li>• Reporting to Dean Research and Consultancy</li> <li>• As assigned by the Dean Research and Consultancy and / or Director</li> </ul>
16.	National & International Affairs	<ul style="list-style-type: none"> <li>• International and National MoUs</li> <li>• International and National Student Exchange</li> <li>• International Students office</li> <li>• Funding support for student exchange</li> <li>• Reporting to Dean International Affairs &amp; Alumni</li> <li>• As assigned by the Dean International Affairs &amp; Alumni / or Director</li> </ul>
17.	Alumni	<ul style="list-style-type: none"> <li>• Managing records of alumni and maintaining coordination with alumni</li> <li>• Alumni connections, Endowment chairs, Alumni committee, Alumni chapters, Alumni Awards, Mentorship Program, Alumni events, Alumni welfare, Souvenir shop</li> <li>• Reporting to Dean International &amp; Alumni Affairs</li> <li>• As assigned by the Dean International Affairs &amp; Alumni and / or Director</li> </ul>
18.	Digital Outreach	<ul style="list-style-type: none"> <li>• Monitoring and standardizing all institutional and departmental brochures, publicity materials, presentation templates</li> <li>• Brand Building</li> <li>• Public Relations &amp; Media</li> <li>• Reporting to Dean Digital Infrastructure</li> <li>• As assigned by the Dean Digital Infrastructure and Services and / or Director</li> </ul>
19.	Computer Centre	<ul style="list-style-type: none"> <li>• Computer Centre, Data Centre</li> <li>• Cyber Security, Online Exams &amp; Digital Library</li> <li>• Super Computing Research &amp; Learning</li> <li>• Reporting to Dean Digital Infrastructure and Services</li> <li>• As assigned by the Dean Digital Infrastructure and Services and / or Director</li> </ul>
20.	Network Infrastructure	<ul style="list-style-type: none"> <li>• Campus Wide Network</li> <li>• Video Surveillance</li> <li>• Telephony</li> <li>• Reporting to Dean Digital Infrastructure</li> </ul>

		<ul style="list-style-type: none"> <li>As assigned by the Dean Digital Infrastructure and Services and / or Director</li> </ul>
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### Institute Coordinators

The role and functions of Institute Coordinators is defined henceforth. They will be reporting to the concerned Dean/Associate Dean.

S. No.	Designation	Role and Functions
1.	Rankings	<ul style="list-style-type: none"> <li>Compilation and repository of institute data</li> <li>Reporting data to ranking agencies</li> <li>Sensitizing stakeholders on improving rankings</li> <li>Reporting to Dean Academic</li> </ul>
2.	Accreditation	<ul style="list-style-type: none"> <li>Academic Audit &amp; Peer Review</li> <li>Accreditation</li> <li>Reporting to Dean Academic</li> </ul>
3.	Time Table	<ul style="list-style-type: none"> <li>Coordinating institute level academic time table</li> <li>Managing online room booking system for classrooms</li> <li>Reporting to Dean Academic</li> </ul>
4.	Library	<ul style="list-style-type: none"> <li>Coordinating institute level library requirements</li> <li>Reporting to Dean Academic</li> </ul>
5.	PhD	<ul style="list-style-type: none"> <li>PhD thesis submission and processing</li> <li>Research standardization of PhD</li> <li>Coordination with external examiners</li> <li>Reporting to Dean Academic</li> </ul>
6.	Institute Transportation	<ul style="list-style-type: none"> <li>Maintenance and coordination of institute vehicles</li> <li>Hiring of external vehicles</li> <li>Reporting to Dean Planning and Development</li> </ul>
7.	Institute Shops	<ul style="list-style-type: none"> <li>Licensing of canteens/eateries</li> <li>Licensing commercial establishments operational in the institute</li> <li>Reporting to Dean Planning and Development</li> </ul>
8.	Security	<ul style="list-style-type: none"> <li>Coordinating campus security</li> <li>Reporting to Dean Planning and Development</li> </ul>
9.	Scholarships	<ul style="list-style-type: none"> <li>Managing all scholarships for UG, PG and PhD, except institute fellowship for PG and PhD</li> <li>Reporting to Dean Students Welfare</li> </ul>
10.	Unnat Bharat Abhiyan	<ul style="list-style-type: none"> <li>Village development through UBA</li> <li>Reporting to Dean Students Welfare</li> </ul>
11.	MoE Flagship Programs	<ul style="list-style-type: none"> <li>EBSB: Ek Bharat Shrestha Bharat</li> <li>Other MoE programs</li> <li>Reporting to Dean Students Welfare</li> </ul>
12.	Technical Societies	<ul style="list-style-type: none"> <li>Coordinating technical societies at institute and departmental level</li> </ul>

		<ul style="list-style-type: none"> <li>• Funding support for creating chapters of professional bodies/memberships</li> <li>• Funding support for participating in external technical events/hackathons</li> <li>• Reporting to Dean Students Welfare</li> </ul>
13.	Indoor Games	<ul style="list-style-type: none"> <li>• Organizing indoor games</li> <li>• Reporting to Associate Dean Sports</li> </ul>
14.	Outdoor Games	<ul style="list-style-type: none"> <li>• Organizing outdoor games</li> <li>• Reporting to Associate Dean Sports</li> </ul>
15.	Student Magazine	<ul style="list-style-type: none"> <li>• Compilation of student activities and achievements</li> <li>• Maintaining web portal of student activities information dissemination to the institute</li> <li>• Preparation of monthly student magazine</li> <li>• Reporting to Dean Students Welfare</li> </ul>
16.	Raj Bhasha	<ul style="list-style-type: none"> <li>• Implementation of Raj Bhasha policy</li> <li>• Reporting to Dean Faculty Welfare</li> </ul>
17.	Medical Services	<ul style="list-style-type: none"> <li>• Maintaining institute dispensary</li> <li>• Managing medical staff</li> <li>• Medical insurance plans for staff</li> <li>• Reporting to Dean Faculty Welfare</li> </ul>
18.	Guest House	<ul style="list-style-type: none"> <li>• Managing institute guest house &amp; its staff</li> <li>• Hiring of external buildings/hotel rooms</li> <li>• Reporting to Dean Faculty Welfare</li> </ul>
19.	Annual Reports	<ul style="list-style-type: none"> <li>• Coordinate activities related to preparation and printing of annual reports</li> <li>• Coordinate institute reports and presentations</li> <li>• Reporting to Dean Faculty Welfare</li> </ul>
20.	Institute Newsletter	<ul style="list-style-type: none"> <li>• Preparing institute brochure and monthly newsletters</li> <li>• Preparing departmental/section newsletter on regular basis</li> <li>• Developing documents for institutional activities</li> <li>• Reporting to Dean Faculty Welfare</li> </ul>
21.	Intellectual Property Rights	<ul style="list-style-type: none"> <li>• Coordinating Intellectual Property Rights issues with external stakeholders</li> <li>• Support in securing patents/technology transfer</li> <li>• Creating Intellectual Property</li> <li>• Reporting to Dean Research and Consultancy</li> </ul>
22.	Centres of Excellence	<ul style="list-style-type: none"> <li>• Coordinating research centres sponsored by government agencies (like ISRO RAC, CDOS, E&amp;ICT)</li> <li>• Coordinating research centres supported by industries</li> <li>• Reporting to Dean Research and Consultancy</li> </ul>
23.	Industry Institute Interactions	<ul style="list-style-type: none"> <li>• Creating industry supported faculty chairs</li> <li>• Creating industry supported labs/centres</li> <li>• Securing industry scholarships/sponsored UG-PG seats</li> <li>• Creating accredited laboratories</li> </ul>

		<ul style="list-style-type: none"> <li>• Faculty secondment at industry</li> <li>• Securing CSR funding</li> <li>• Organizing industry days /showcasing events</li> <li>• Reporting to Dean Research and Consultancy</li> </ul>
24.	Video Conferencing Infra	<ul style="list-style-type: none"> <li>• Managing NKN facilities and network backbone</li> <li>• Managing Virtual Class Rooms</li> <li>• Managing/Subscription of online video conferencing facilities</li> <li>• Managing virtual meeting rooms and studios</li> <li>• Reporting to Dean Digital Infrastructure and Services</li> </ul>
25.	ERP	<ul style="list-style-type: none"> <li>• Liaison, develop and coordinate institute ERP</li> <li>• Develop in-house ERP</li> <li>• Digitization of processes/E-Governance mechanisms</li> <li>• Reporting to Dean Digital Infrastructure and Services</li> </ul>
26.	Data Centre/Cloud	<ul style="list-style-type: none"> <li>• Maintaining institute data centre/cloud facilities</li> <li>• Reporting to Dean Digital Infrastructure and Services</li> </ul>
27.	Website	<ul style="list-style-type: none"> <li>• Maintaining and updating institute website</li> <li>• Reporting to Dean Digital Infrastructure and Services</li> </ul>
28.	Data Management	<ul style="list-style-type: none"> <li>• Developing mechanisms to compile institute data through website/software/external resources</li> <li>• Maintaining institute data repository</li> <li>• Data support for all stakeholders</li> <li>• Reporting to Dean Digital Infrastructure and Services</li> </ul>

### Institute Functionaries

The role and functions of following institute functionaries is defined henceforth. They will be reporting to the Director.

S. No.	Designation	Role and Functions
1.	Chief Vigilance Officer	As per CVC guidelines
2.	Professor In-charge Training and Placement	Training and placement needs of students Internship needs of students Guidance and career counselling
3.	Professor In-charge Architecture	New infrastructure planning and face lifting of the Institute buildings
4.	Professor In-charge Continuing and Digital Education Centre	Coordinating continuing education programs for industry Faculty/staff training/up skilling programs Supporting in conducting training programs Developing digital/online courses
5.	Coordinator, MNIT Admission Counselling Hub	Admission counselling services assigned by MoE
6.	Coordinator, Malaviya Innovation and Incubation Centre	Technology Business Incubator, sponsored by DST GOI

7.	Coordinator, Institute Grievance Committee	Grievance handling of faculty and staff related to service matters
8.	Chairman, House Allotment Committee	Allotment of faculty and staff residences within the campus
9.	Chairman, Senate Post Graduate Board	As per ordinance
10.	Chairman, Senate Under Graduate Board	As per ordinance
11.	Coordinator, Institute Purchase Committee	Planning smooth purchase mechanism Processing procurement decisions
12.	Coordinator, Internal Complaints Committee (Women Cell)	As per government guidelines: Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013
13.	Coordinator, SC/ST Cell	Statutory role to safeguard the interests of SC/ST students and employees of the institute Grievances redressal and support for SC/ST students and employees
14.	Coordinator, OBC Cell	Statutory role to safeguard the interests of OBC students and employees of the institute Grievances redressal and support for OBC students and employees

The administrative and reporting structure for Deans, Associate Deans and Coordinators.

<b>S. No.</b>	<b>Deanships</b>	<b>Associate Deans</b>	<b>Coordinators reporting to the Deans/ Associate Deans</b>
1.	Dean Academic	<ul style="list-style-type: none"> <li>• Associate Dean Under Graduate</li> <li>• Associate Dean Post Graduate</li> <li>• Associate Dean MERITE</li> </ul>	<ul style="list-style-type: none"> <li>• Rankings</li> <li>• Accreditation</li> <li>• Time Table</li> <li>• Library</li> <li>• PhD</li> </ul>
2.	Dean Planning and Development	<ul style="list-style-type: none"> <li>• Associate Dean Civil</li> <li>• Associate Dean Electrical</li> </ul>	<ul style="list-style-type: none"> <li>• Institute Transportation</li> <li>• Institute Shops</li> <li>• Security</li> </ul>
3.	Dean Students Welfare	<ul style="list-style-type: none"> <li>• Associate Dean Cultural</li> <li>• Associate Dean Sports</li> <li>• Associate Dean Students</li> <li>• Associate Dean Mess</li> <li>• Associate Dean Discipline and Wellness</li> </ul>	<ul style="list-style-type: none"> <li>• Scholarships</li> <li>• Unnat Bharat Abhiyan</li> <li>• MoE Flagship Programs</li> <li>• Technical Societies</li> <li>• Indoor Games</li> <li>• Outdoor Games</li> <li>• Student Magazine</li> </ul>
4.	Dean Faculty Welfare	<ul style="list-style-type: none"> <li>• Associate Dean Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Raj Bhasha</li> <li>• Medical Services</li> <li>• Guest House</li> </ul>

		<ul style="list-style-type: none"> <li>• Associate Dean Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Reports</li> <li>• Institute Newsletter</li> </ul>
5.	Dean Research and Consultancy	<ul style="list-style-type: none"> <li>• Associate Dean Research</li> <li>• Associate Dean Consultancy</li> <li>• Associate Dean Incubation</li> </ul>	<ul style="list-style-type: none"> <li>• Intellectual Property Rights</li> <li>• Centres of Excellence</li> <li>• Industry Institute Interactions</li> </ul>
6.	Dean International Affairs & Alumni	<ul style="list-style-type: none"> <li>• Associate Dean National &amp; International Affairs</li> <li>• Associate Dean Alumni</li> </ul>	
7.	Dean of Digital Infrastructure and Services	<ul style="list-style-type: none"> <li>• Associate Dean Digital Outreach</li> <li>• Associate Dean Computer Centre</li> <li>• Associate Dean Network Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Video Conferencing Infra</li> <li>• ERP</li> <li>• Data Centre/Cloud</li> <li>• Website</li> <li>• Data Management</li> </ul>

Staff members of concerned sections will be reporting to Faculty Coordinators, Associate Deans and Deans, to help them discharge the functionalities defined for the latter.

With this, all previous orders related to appointments and created positions for related functionalities in the institute administration would cease to exist.

The Director may appoint additional Honorary Deans, Professor In-Charges, Associate Deans, coordinators as and when the requirement arises.