



# HALDIA INSTITUTE OF TECHNOLOGY

AN AUTONOMOUS INSTITUTION

(An Institution of ICARE, Haldia)

Approved by All India Council for Technical Education (AICTE), Govt. of India,  
Affiliated to Maulana Abul Kalam Azad University of Technology (MAKAUT), West Bengal

NAAC Accredited Technical Institute with "A" Grade [CGPA-3.31] &

B.Tech, Programs [AEIE, BT, CE, CHE, CSE, ECE, EE, FT, IT, ME] Accredited by NBA [National Board of Accreditation]

## RESOLUTION

**EXTRACT FROM THE MEETING OF THE BOARD OF GOVERNORS OF HALDIA INSTITUTE OF TECHNOLOGY (AN AUTONOMOUS INSTITUTION), HELD 30-09-2020 IN THE CONFERENCE ROOM OF THE INSTITUTE.**

**Agenda 41.03** To discuss and resolve the Service Rules of the Institute in respect of improvement of research and development activities, innovative research project / industrial project / consultancy/patent / product development, journal publications, etc.

**Resolution 41.03.01** The Board discussed and approved the Service Rules of the Institute pertaining to improvement of research and development activities, innovative research project / industrial project / consultancy/patent / product development / journal publications, etc.

1. For improvement of Research Capability of Senior Faculty Members, Conditional Research Assistance in terms of basic needs (i.e., chemicals, consumables, repair / maintenance of research equipments, etc.) would be provided/purchased by the Institute on specific requirements, amounting to a maximum of Rs. 10,000/- per annum, subject to approval of the competent authority. Such financial assistance would be provided to faculty members on condition that at least 01 research paper must have to be published in reputed National / International Journals, failing which the allotted research seed-fund would be withdrawn. Besides, Faculty members have to publish at least 01 research paper per annum involving UG/PG student.
- ii. Seed money of Rs. 25000/- towards promotion of innovative research project/ industrial project/consultancy/patent/product development etc. would be granted to all the eligible academic department(s)/faculty members per annum towards development of the same, subject to approval of the competent authority.
- iii. Faculty member (after confirmation) will be granted maximum of Rs. 10,000/- only for presenting research paper (first author only) in International level Seminar/Conference in India and Abroad, OR, maximum of Rs. 5,000/- will be granted only for presenting research paper (first author only) in national level seminar/conference in India, once in every academic year.
- iv. In such case, maximum of 05 days On Duty Leave (with pay) including two days for to-and-fro journey would be granted as per existing norms. Maximum two faculty members from a department would be permitted to attend such programme, at a time, provided that normal academic activities in the Institute are not hampered under any circumstances, and subject to prior approval.



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- v. Institute will recognize properly for securing Research Project Grants / Invited Speaker in Seminars / Book Publication / Research Paper publication / Journal or Book Reviewer / Patents, etc. The expenditure (e.g., travel / accommodation / transportation, etc.) regarding defending Research Project Presentation to Funding Authority and any other matters related to MOU/ emergency meeting / liason with UGC/ AICTE/NBA, etc. by faculty members / other Officers would be borne by the Institute.
- vi. Faculty members would be granted only Outstation Duty (with pay) of maximum 05 days per year for attending the Faculty Development Programme / MOOCS Course/ Workshop/ Summer School/ Winter School etc. recognized by AICTE/ UGC/ University/ DTE/ Govt. etc, once in each academic year. Maximum two faculty members from a department would be permitted to attend such programme, at a time, provided that normal academic activities in the Institute are not hampered under any circumstances.
1. Industrial visit would be conducted per academic department, once in a year, as per curricula of the University and transportation would be provided by the Institute in each case.



Certified true

Secretary

Board of Governors  
Haldia Institute of Technology  
Secretary  
Haldia Institute of Technology