

Approved by the Hon'ble Raksha Mantri, Chancellor,  
DIAT (DU), vide DRDO HQ letter no. DHRD/70500/  
DIAT/NC/C/M/01 dated 2<sup>nd</sup> July 2010.

**DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY  
(DEEMED UNIVERSITY)**

**S T A T U T E S**  
**2009**



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**DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY  
(DEEMED UNIVERSITY)**

**STATUTES**

**1. Preamble**

The document on Statutes gives a set of rules for the functioning of the Defence Institute of Advanced Technology (DIAT) as a Deemed University. DIAT, which was set up in 1952, then called the Institute of Armament Studies, as a training institute has grown over the years into a premier teaching and research institute for DRDO and the Armed Forces. In 1982 the Institute, then called the Institute of Armament Technology, was affiliated to the University of Pune for award of the Degree of Master of Engineering in six of its programmes. While the Institute was granted the status of a Deemed University in 1999, it started functioning as a Deemed University only from 2004. The Institute was renamed as the Defence Institute of Advanced Technology in 2006. The Statutes given in this document broadly define the powers and functions of the Institute as a Deemed University, its Authorities and Officers.

**2. Short Title and Commencement**

The Statutes, as contained in this document, shall be called the ‘Statutes’ of the Defence Institute of Advanced Technology. They shall come into force from the date of assent by the Chancellor.

**3. Context and Interpretation**

Any matter not covered under these Statutes shall be regulated in terms of the orders/rules/regulations issued by the Institute from time to time.

In case any question/doubt arises relating to interpretation of any part of these Statutes, the decision of the Chancellor shall be final.

**4. Definitions**

In these Statutes, unless the context otherwise requires,

‘General Body’ means the General Body of the Society.

‘Chancellor’ means the Chancellor of the Institute.

‘Academic Council’ means the Academic Council of the Institute.

‘Authorities’ mean the Authorities of the Institute.

‘Officers’ mean the Officers of the Institute.

‘Central Government’ means the Government of India.

‘Chairperson’ means the Chairperson of Authorities of the Institute.

‘Council’ means the Governing Council of the Institute.

‘Dean (Academics)’ means the Dean (Academics) of the Institute.

‘Dean (MT)’ means the Dean (Military Technology) of the Institute.

‘Departments’ mean the Academic Departments at the Institute.

‘Finance Committee’ means the Finance Committee of the Institute.

‘Finance Officer’ means the Finance Officer of the Institute.

‘Head’ means the Head of the Department of the Institute.

‘Institute’ means the Defence Institute of Advanced Technology,

‘Librarian’ means the Librarian of the Institute.

‘Ordinances’ means the Ordinances of the Institute.

‘Registrar’ means the Registrar of the Institute.

‘Regulations’ means the Regulations of the Institute.

‘Vice Chancellor’ means the Vice Chancellor of the Institute.

## 5. **Abbreviations**

(a) AICTE	All India Council for Technical Education
(b) CC (R&D)	Chief Controller (R&D)
(c) DRDO	Defence Research & Development Organization,
(d) HMMG	Head, Materials Management Group
(e) HQ	Head Quarters
(f) MoD	Ministry of Defence
(g) MT	Military Technology
(h) SA to RM	Scientific Advisor to Raksha Mantri
(i) UGC	University Grants Commission

## 6. **Institute open to All Races, Creeds, Castes and Classes**

The Institute shall be open to persons of either sex and of whatever race, creed, caste or class including Defence and/or civilian categories. It shall be unlawful for the Institute to make rules that discriminate on the basis of

sex, race, creed, caste or class in matters of admission or graduation as a student, employment as a teacher or a member of the staff, or holding of office in the Institute.

## **7. Powers and Functions of the Institute**

The powers and functions of the Institute shall be in consonance with the aims and objectives of the Institute, as laid down in the Memorandum of Association and fulfilling the requirements notified by the UGC from time to time. The Institute shall have the powers to:

- (1) Administer and manage the Institute for teaching and research and for furtherance of the objectives of the Institute.
- (2) Provide for higher education, training and research in various fields of science and technology having a bearing on Defence requirements in general and weapon systems in particular, for Officers of the Ministry of Defence and Public Sector/ Industrial Undertakings sponsored as students and for merited civilian students from the general public.
- (3) Prescribe and conduct courses in all branches of science and engineering of interest to Government of India and of particular interest to the Ministry of Defence.
- (4) Prescribe/determine minimum qualifications and other criteria for admission to academic programmes conducted by the Institute.
- (5) Admit and train students from foreign countries, who fulfill the minimum qualifications, laid down by the Institute and are cleared by the Government of India.
- (6) Hold examinations and award Certificates, Diplomas, Degrees and other academic distinctions or titles.
- (7) Withdraw any such Certificate, Diploma, Degree or other academic distinctions for valid and sufficient cause.
- (8) Provide, to the extent possible, residential accommodation for the students and employees of the Institute without discrimination.
- (9) Regulate and enforce discipline among the students, scholars and employees of the Institute and take such disciplinary measures irrespective of the category to which they belong, as per procedures laid down by the Institute.

(10) Award fellowships, scholarships, prizes and medals to meritorious students.

## **8. Authorities of the Institute**

The following shall be the Authorities of the Institute, namely:

General Body

Governing Council

Executive Committee

Academic Council

Finance Committee

Such other Authorities as may be declared by the Statutes to be the Authorities of the Institute.

## **9. General Body**

The composition of the General Body shall be as follows, namely:

(a) Raksha Mantri, Government of India	Chairperson
(b) Secretary, Department of Defence R&D and Scientific Advisor to Raksha Mantri	Member
(d) Chief of Integrated Defence Staff	Member
(h) Chief Controller (Research & Development), DRDO	Member
(i) Additional Financial Adviser (R&D), MoD (Finance)	Member
(j) Vice Chancellor	Member Secretary

(1) The General Body shall have the powers to perform all such acts and do all such things as may be necessary for effectively carrying out the aims and objectives of the Institute. It shall lay down the broad general policy for the guidance of the Council. The General Body shall also consider the accounts of the Institute, appoint the auditors and examine its major items of expenditure.

(2) The General Body shall meet at least once in a calendar year.

- (3) The Member Secretary shall ensure that the notice of the Meeting along with the proposed Agenda is sent to Members of the General Body at least three weeks in advance of the date of the Meeting.
- (4) Half the number of members of the General Body shall form the Quorum for a Meeting.
- (5) The Chairperson, General Body shall preside over the Meetings of the General Body. In the absence of the Chairperson, General Body due to any reason the Secretary, Department of Defence R&D shall preside over the Meeting.
- (6) The Vice Chancellor shall call Special General Body Meeting on the direction of the Chairperson, Governing Council or on a request of at least half the members of General Body.
- (7) Any request made by members for a special meeting of General Body, shall express the objectives of the meeting proposed to be called.
- (8) No subject other than that stated in the Notice for requisition shall be discussed in a Special General Body Meeting, except when specially authorized by the Chairperson, General Body.

## **10. Governing Council**

The composition of the Governing Council shall be as follows:

- |   |             |
|---|-------------|
| (a) Scientific Advisor to Raksha Mantri and Secretary, Department of Defence R&D                | Chairperson |
| (b) Chief Controller (Research & Development), DRDO   | Member      |
| (c) Chief of Personnel, Naval HQ  | Member      |
| (d) Air Officer-in-charge Personnel, Air Force HQ   | Member      |
| (e) Deputy Chief of Integrated Defence Staff (Doctrine, Organization and Training) Air Force HQ | Member      |
| (f) Deputy Chief of Army Staff or his/her Representative, at most one rank below                | Member      |
| (g) Additional Financial Advisor (R&D) & Joint Secretary, MoD (Finance)                         | Member      |
| (h) Chairperson, University Grant Commission or   | Member      |

- his/her Representative, at most one rank below
- |     |   |                     |
|-----|---|---------------------|
| (i) | Chairperson, All India Council for Technical Education or his/her Representative, at most one rank below  | Member              |
| (j) | Two eminent scientists/technologists/academicians (to be nominated by the Chairperson, Governing Council for a period of three years)   | Member              |
| (k) | Vice Chancellor   | Member<br>Secretary |
| (l) | Special Invitees<br>(The Chairperson, Governing Council, at his/her discretion, may invite specialists/experts/senior experienced Officers from the three services of the Indian Armed Forces and specialists/experts from civilian organizations/institutions engaged in R&D and higher learning for a specific meeting) |                     |

**Powers and functions of the Governing Council:**

- (1) Recommend the creation/abolition of posts of the Institute by the Government of India.
- (2) Ensure that the Institute abides by the orders/instructions/advice of Department of Defence R&D, Ministry of Defence, and Government of India.
- (3) Lay down the policies and programmes of the Institute in accordance with the Memorandum of Understanding reached between the Institute and the Government of India.
- (4) Assess/Review the implementation of the laid down policies and programmes and also suggest such measures as to help the Institute in achieving excellence, betterment and further development.
- (5) Sanction funds for addition of new academic programmes and facilities for starting of new research areas.
- (6) Sanction funds for sponsoring Faculty members to present papers and attend conferences, short and long term training programmes abroad.

- (7) Sanction funds for assistance to Faculty members to join academic/professional associations in India or abroad.
- (8) Approve the conferment of Honorary Fellowship/ Degree of the Institute
- (9) Revoke the conferment of a Degree of the Institute, if the person to whom such a Degree was given is found guilty of dishonorable conduct and restore a Degree wrongfully withdrawn by the Institute, based on the recommendation of the Academic Council.
- (10) Amend the Statutes, the Ordinances, the Rules and the Procedures as deemed necessary, subject to the approval of the Chancellor.
- (11) Perform such other related functions through the Executive Committee as may be necessary for the proper management of the Institute.

#### Special powers of the Chairperson, Governing Council

Approve, on the recommendation of the Selection Committee, the fixation of initial pay of an incumbent at a stage higher than the minimum of the scale in respect of the posts to which appointments are approved by the Executive Committee of the Institute.

- (1) Execute, on behalf of the Institute, the Contract of Service between the Institute and the Vice Chancellor.( Though executed by the Chairperson, Governing Council on behalf of the Institute, all the liabilities stated in the contract shall be of the Institute only and the Chairperson shall not be personally liable in respect of any thing stated/mentioned in the contract).
- (2) Exercise the powers vested in the Council for granting approval to the emergent matters submitted by the Vice Chancellor and report the action taken to the Council at its subsequent Meeting. In case of any differences in any matter, the case may be put up to the Chancellor for his/her decision.
- (3) In the absence of the Chairperson due to any reason, the officiating SA to RM shall also officiate as Chairperson, Governing Council during the period of such absence.

## Guidelines for the conduct of meetings of the Governing Council

- (a) The Council shall meet at least once in a calendar year.
- (b) The Chairperson shall call meetings either at his/her own initiative or at the request of the Vice Chancellor or at the request of half the number of the Council Members.
- (c) The Agenda of the Council meetings shall be compiled, drawn up and processed by the Executive Committee.
- (d) The Vice Chancellor shall ensure that the Meeting Notice along with the Agenda is circulated among the Council Members at least three weeks in advance of the date of the Meeting.
- (e) The Chairperson shall preside over the meetings of the Council. In the event of any exigency of his/her absence the Chairperson at his/her discretion, may nominate any person to chair the Meeting.
- (f) Half the number of Council Members shall form the Quorum of a Council Meeting.
- (g) All the matters taken up for discussion at a Council Meeting shall be decided by consensus. In the case of any difficulty in this method, voting may be followed for arriving at a decision. Each Council Member shall have one vote. In case of equality of votes on any matter, the Chairperson may exercise his/her casting vote.
- (h) Any matter of urgent/contingent nature which may be deemed necessary for the Council to consider (except such as may be placed before its meetings) at the advice of the Vice Chancellor, may be carried out by circulation among the Council Members. Any decision/resolution so circulated and agreed to by a majority of members signing shall be as effectual and binding as any decision/resolution that has been passed at any Meeting of the Council provided that at least half of the Council Members have expressed their views on the decision/resolution. Such decisions shall be reported to Council for ratification.
- (i) The Vice Chancellor in the capacity as Member Secretary of the Council shall draft the Minutes of the Council meetings and arrange to forward the same to the Chairperson within a month from the date of the Meeting for his/her approval.

(j) The Vice Chancellor in the capacity as Member Secretary of the Council shall authenticate, and arrange to communicate/circulate the Minutes/decisions/resolutions/ orders/suggestions of the Council under his/her signatures.

## 11. Executive Committee

The composition of the Executive Committee shall be as follows:

(a) Vice Chancellor	Chairperson
(b) Dean (Academics)	Member
(c) Dean (MT)	Member
(d) Officer from the Dept of Defence (R&D)	Member
Not below the rank of Under Secretary	
(e) Finance Officer	Member
(f) HMMG	Member
(g) Director HRD, DRDO HQ or his/her representative at most one rank below	Member
(h) Registrar	Member Secretary

The Committee shall also meet to prepare the Agenda of Governing Council meetings at least two months before a Meeting. For this purpose, one representative of DRDO HQ and one representative of HQ IDS shall also be invited additionally as special invitees to assist the Committee in the preparation of the Agenda for the Governing Council meeting.

Powers and functions of the Executive Committee

- (1) To formulate, monitor and review the annual action plan for the Institute and analyse the outcome of the action plan on its completion.
- (2) To manage, administer and control the funds and properties of the Institute within the framework of the Statutes and the Ordinances and also subject to the decisions of the Council/Executive Committee.

- (3) To consider and approve the Annual Report of the working of the Institute and submit the approved Annual Report to the Council for their information
- (4) To Consider the Annual Accounts of expenditure of the current year and outcome budget and Budget Estimates for the ensuing financial year as submitted by the Finance Committee and recommend the same to the Governing Council for approval.
- (5) To prepare proposals about the policies and programmes of the Institute and recommend the same to the Governing council for approval.
- (6) To consider and approve the recommendations of the Academic Council and submit those recommendations to the Governing Council as the Executive Committee may deem fit for the approval of the Governing Council.
- (7) To define and formulate the duties, responsibilities and conditions of service of the Core Faculty and Faculty on Deputation of the Institute.
- (8) To consider and approve proposals based on the Council approved budget as it may deem fit.
- (9) To institute fellowships, scholarships, studentships, medals and prizes as recommended by the Academic Council on the lines of the UGC Guidelines.
- (10) To draw up the Agenda for meetings of the Governing Council.

#### Guidelines for the conduct of meetings of the Executive Committee

- (a) The Committee shall meet as often as deemed necessary, but not less than twice a calendar year.
- (b) The Committee Meeting Notice along with the Agenda shall be circulated at least three weeks in advance. Supplementary Agenda may, however, be tabled in the Meeting itself with the permission of the Chairperson, Executive Committee
- (c) Half the number of the Committee Members shall form the Quorum for any Committee Meeting
- (d) The Committee meetings shall be presided over by the Vice Chancellor in the capacity of Chairperson, Executive Committee. In

the absence of the Vice Chancellor a Dean designated by the Vice Chancellor shall preside over the Committee Meeting.

- (e) Any matter of urgent/contingent nature which may be deemed necessary for the Committee to consider (except such as may be placed before its meetings) at the suggestion of the Vice Chancellor may be carried out by circulation among the Committee Members. Any decision/resolution so circulated and agreed to by a majority of members signing shall be as effectual and binding as any decision/resolution that has been passed at any meeting of the Committee provided at least half of the Committee Members have expressed their views on the decision/resolution.
- (f) Majority support of the Committee Members shall be the criteria for carrying out the Committee decisions.
- (g) The Committee may resolve to constitute/appoint committees as it may deem fit, subject to the provisions of the Statutes, the Ordinances and the decisions of the Council.

## **12. Academic Council**

The composition of the Academic Council shall be as follows, namely:

- |  |             |
|--|-------------|
| (a) Vice Chancellor  | Chairperson |
| (b) Dean (Academics)   | Member      |
| (c) Dean (MT)  | Member      |
| (d) Heads of the Departments, including Heads of Departments of Army, Navy, Air Force                | Member      |
| (e) Librarian  | Member      |
| (f) Chief Controller (Research & Development), DRDO or his/her Representative at most one rank below | Member      |
| (g) One Representative of IDS HQ, New Delhi  | Member      |
| (h) Director General Military Technology, Army HQ or his/her Representative at most one rank below   | Member      |
| (i) Assistant Chief of Air Staff (Trg) or his/her Representative at most one rank below              | Member      |

- |     |  |                     |
|-----|--|---------------------|
| (j) | DNT, Naval HQ or his/her Representative<br>at most one rank below  | Member              |
| (k) | Three Professors<br>(To be nominated by the Vice Chancellor for<br>a period of three years)  | Member              |
| (l) | Three eminent<br>scientists/technologists/academicians (To be<br>nominated by the Chairperson, Governing<br>Council for a period of three years) | Member              |
| (m) | Registrar  | Member<br>Secretary |

The Powers and functions of the Academic Council shall be to

- (1) Frame curricula for the courses of studies under the aegis of the Departments/Faculties of the Institute.
- (2) Arrange for the revision and review of various curricula and syllabi of the various courses of the Institute.
- (3) Constitute/appoint expert committees/ad-hoc advisory committees as it may deem fit in the Departments/Faculties of the Institute to consider and make recommendations on academic matters for the consideration of the Academic Council. The Heads of the respective Departments shall act as the conveners of the respective Committees.
- (4) Constitute/appoint committees from amongst the Academic Council Members, faculty members of the Institute and specialists/experts from other research and academic institutions/organizations to advise on such specific academic matters as may be referred to any such Committee by the Academic Council.
- (5) Constitute/appoint review committees/inspection committees to advise on the academic activities of the Departments/Faculties and propose suitable action to the Executive Committee.
- (6) Constitute/appoint Library Committee for the library of the Institute with the Vice Chancellor or his/her nominee from among the senior professors of the Core Faculty (Section 16.1.b) as the Chairperson, to frame library policies and programmes and make recommendations about budgetary and financial provisions to the Academic Council. The Librarian of the Institute shall act as the Member Secretary (Ex-officio) of the Library Committee.

- (7) Constitute/appoint Inspection Committee for the Hostels to advise the Academic Council on the prevalent quality of living and standards of disciplines among the hostel inmates and other hostel related matters.
- (8) Arrange for the supervision and conduct of the co-curricular activities of the students and submit reports thereupon to the Executive Committee for suitable action.
- (9) Recommend stipends, scholarships, medals and prizes and other awards to the Executive Committee.
- (10) Recommend the creation of teaching and academic posts along with their number, qualifications, cadre and emoluments to the Executive Committee.
- (11) Recommend conferment or grant of Degrees, Diplomas and other academic distinctions or titles to the Executive Committee.
- (12) Recommend revocation of the conferment of a Degree of the Institute, if the person to whom such a Degree was given is found guilty of dishonorable conduct. To recommend restoration of a Degree wrongfully withdrawn by the Institute. The recommendations for revocation or restoration shall be done with reasons recorded in writing.

#### Guidelines for conduct of meetings of the Academic Council

- (a) The Academic Council shall meet as often as necessary, but not less than twice in a calendar year.
- (b) Academic Council meetings shall be convened by the Chairperson of the Academic Council either on his/her own initiative or on a requisition signed by not less than 20% of the Academic Council Members. Requisitioned meeting shall be a special meeting to discuss only the item(s) for which requisition was sought. The requisitioned Meeting shall be convened by the Chairperson of the Academic Council on a date and time convenient to him/her.
- (c) Half the number of the Academic Council Members shall form the Quorum for an Academic Council meeting.
- (d) The Vice-Chancellor in the capacity of Chairperson, Academic Council shall preside over the Academic Council meetings. In

his/her absence, the senior most Dean shall preside over Academic Council meetings.

- (e) The Registrar shall send the Academic Council Meeting Notice along with the Agenda to the Academic Council Members at least three weeks in advance. Supplementary Agenda may, however, may be tabled at the meeting with the permission of the Chairperson, Academic Council.
- (f) The Vice Chancellor may call an emergent Academic Council meeting at a short notice to consider some urgent/special matter only.
- (g) The ruling of the Chairperson, Academic Council in regard to all questions of procedure shall be final.
- (h) The Registrar in his/her capacity of the Member Secretary, Academic Council shall keep record of the Minutes of the Academic Council meetings and submit the draft Minutes to the Vice Chancellor. After their approval by the Vice Chancellor, the draft Minutes shall be circulated among the Academic Council Members within one month soliciting their observations which may be taken or not taken into the Minutes with permission of the Chairperson, Academic Council. The decision of the Chairperson, Academic Council shall be final.
- (i) The Minutes along with changes/amendments, if any, shall be placed for confirmation at the next Academic Council meeting. After the Minutes have been confirmed and signed by the Chairperson, Academic Council, they shall be circulated among the Academic Council Members within one month after the approval.

### **13. Finance Committee**

The composition of the Finance Committee shall be as follows, namely:

- |  |             |
|--|-------------|
| (a) Vice Chancellor                    | Chairperson |
| (b) Dean (Academic)                    | Member      |
| (c) Dean (MT)                          | Member      |
| (d) Director, Finance (R&D) or his/her | Member      |

Representative

at most one rank below

(e)	Director, Directorate of Budget, Finance and Accounts, DRDO HQ or his/her representative at most one rank below	Member
(f)	Joint Secretary, UGC or his/her Representative at most one rank below	Member
(g)	Director Civil Works, DRDO HQ or his/her representative at most one rank below	Member
(h)	Director HRD, DRDO HQ or his/her representative at most one rank below	Member
(i)	DS/US (R&D)	Member
(j)	Registrar	Member
(k)	Deputy Registrar (Administration)	Member
(l)	Finance Officer	Member Secretary

Powers and functions of the Finance Committee

- (1) Recommend Budget Estimates for the ensuing financial year and Revise Estimates for the Current financial year.
- (2) Examine, scrutinise and make suitable observations regarding the utilization of the current year's budgetary provisions of the Institute and recommend its assessment of cash outgo and physical outcome and perspective thereupon to the Executive Committee.
- (3) Take steps for mid-term assessment/appraisal/review of the allocation and expenditure to avoid/eliminate the possibility of last minute frantic utilization of funds at the end of financial year.
- (4) Get the accounts audited and present the accounts to the Executive Committee.
- (5) Give its views and make recommendations to the Executive Committee on any financial matter affecting the Institute either on references from the Executive Committee or the Vice Chancellor.

#### Guidelines for the conduct of meetings of the Finance Committee

- (a) The Finance Committee shall meet as often as deemed necessary but not less than twice a financial year.
- (b) The Finance Committee meeting notice along with the agenda shall be circulated one month in advance. Supplementary agenda may, however, be tabled in the meeting with the permission of the Chairperson, Finance Committee.
- (c) Half the number of the Finance Committee Members shall form the quorum of any Finance Committee meeting.

#### **14. Officers of the Institute**

The following shall be the officers of the Institute, namely:

Chancellor

Vice Chancellor

Dean (Academics)

Dean (Military Technology)

Registrar

Finance Officer

Controller of Examinations

Librarian

Such other persons in the service of the Institute as may be declared by the Statutes to be the Officers of the Institute.

#### **15. Chancellor**

- (1) The Raksha Mantri, Government of India, shall be the Chancellor of the Institute.
- (2) The Chancellor shall have the powers to appoint the Vice Chancellor of the Institute from a panel of scholarly, eminent and renowned academicians/scientists/technologists/service officers or others as drawn by a Committee constituted for the purpose under the Chairpersonship of the SA to RM.
- (3) The Chancellor may appoint one or more persons to review the work and progress of the Institute or to hold an inquiry into the affairs of the Institute, who shall submit a Report thereupon to the Chancellor. On

receipt of the Report, the Chancellor may take such action and/or issue such directions as he/she may deem fit.

## **16. Vice Chancellor**

- (1) The Vice Chancellor shall be the principal academic and executive officer of the Institute and shall be responsible for the proper management and administration of the Institute, as a deemed to be University by following the UGC Guidelines issued from time to time.
- (2) The term of Office of the Vice Chancellor shall be for a period of five years and there shall be no provision for second term. The upper age limit for holding the post of the Vice Chancellor shall be 70 years.
- (3) The Vice Chancellor shall be the appointing Authority of Core Faculty, Faculty on Deputation, Professors on Contract, Visiting Professors, Librarian, Registrar and Controller of Examinations.
- (4) The Vice Chancellor shall arrange to submit Annual Reports and budgetary proposals to the Governing Council after their due consideration and recommendation by the Executive Committee.
- (5) The Vice Chancellor shall arrange to submit internal Audit Report and external Audit Report to the Governing Council.
- (6) The Vice Chancellor as a matter of administrative necessity shall have the powers to make adjustments among the budget heads with prior approval of the Governing Council.
- (7) The Vice Chancellor shall approve the panel of subject experts for use in the constitution of selection committees submitted by a Dean after obtaining them from the Heads of Departments/Faculties.
- (8) The Vice Chancellor shall submit the recommendations of the Selection Committees to the Governing Council for ratification.
- (9) The Vice Chancellor shall have the powers to depute staff members of the Institute for training or for a course of instruction within India subject to such terms and conditions as may be laid down by the Governing Council.
- (10) The Vice Chancellor shall have the powers to appoint Dean (Academics) from among the Professors of the Faculty of the Institute for a term of two years.
- (11) The Vice Chancellor may partially or wholly delegate his/her powers during his/her absence from the Institute to one of the Deans (in the

order of seniority), followed by the senior most Professor, to attend to the routine duties of the Vice Chancellor.

- (12) The Vice Chancellor may, constitute Committees in addition to those described in these statutes, for smooth functioning of the Institute as he/she may deem necessary.
- (13) The Vice Chancellor shall exercise such other powers and perform such other duties as may be assigned to him by the Governing Council.

## **17. Deans**

- (1) There shall be two Deans at the Institute, namely Dean (Academics) and Dean (Military Technology).
- (2) The Vice Chancellor shall nominate a person from the teaching faculty as Dean (Academics) on the basis of merit-cum-seniority. The term of Office of the Dean (Academics) shall be of two years.
- (3) The Dean (Academics) shall liaise with the DRDO, other R& D Laboratories, Institutions and organizations engaged in research and higher learning in science and technology in respect of matters relating to the training and research at the Institute, in addition to his normal academic activities and shall assist the Vice Chancellor in performing such duties as may be assigned to him/her.
- (4) The Dean (Academics) shall arrange to obtain panels of experts in all subjects of the Institute from the Heads of the Departments. These panels of subject experts shall be submitted to the Vice Chancellor for approval.
- (5) The COSC shall recommend a panel of Service Officers of the rank of a Major General or equivalent on rotation basis from the three services of Indian Armed Forces to serve as Dean (MT) in the Institute. The Vice Chancellor shall consider the panel and may approve and duly notify one person from the panel as Dean (MT) at the Institute for a term of two years.
- (6) The Dean (MT) shall liaise with the three services viz. the Army, the Navy and the Air Force in respect of matters related to the training needs of the Officers from the Indian Armed Forces. The Dean (MT) shall assist the Vice Chancellor and perform such duties as may be assigned to him/her.

## **18. Heads of Departments (HODs)**

- (1) Every academic Department of the Institute shall be headed by a faculty member of the rank of a Professor, designated as HOD.
- (2) The HOD shall be responsible for the day-to-day administration and functioning of the Department.
- (3) The HOD shall conduct a Departmental Meeting at least once a month to discuss academic and administrative issues concerning the department and shall forward the Minutes of the Meeting to the Vice Chancellor.
- (4) The HOD shall have the powers to recommend deputation of faculty members of the Department for study leave, for higher studies in institutions in India/abroad, for seminars, conferences or workshops.
- (5) The HOD shall have the powers to approve expenditure of the Department up to a limit as may be specified by the Executive Committee, for urgent expenditure required for academic/administrative reasons.
- (6) The HOD shall report directly to the Vice Chancellor.

## **19. Registrar**

- (1) The Registrar shall exercise such powers and perform such duties as may be assigned to him/her by the Vice Chancellor. The Registrar shall be responsible to the Vice Chancellor for the proper discharge of his/her duties and responsibilities.
- (2) The Registrar shall be the custodian of records, the common seal and such other properties of the Institute as the Council may commit to his/her charge.
- (3) The Registrar shall be the Member Secretary of the Academic Council and such other Committees as may be constituted by the Vice Chancellor.
- (4) The Registrar shall issue letters of appointments on the direction of the Vice Chancellor, under his/her signature.
- (5) The Registrar shall maintain panels of subject experts approved by the Vice Chancellor and shall use them for the formation of selection committees.
- (6) The Registrar shall be the appointing Authority of the Supporting Staff and Technical Staff

(7) In the absence of the Registrar, one of the Deputy Registrars shall perform the routine duties of the Registrar with the permission of the Vice Chancellor.

**20. Finance Officer**

- (1) The Finance Officer shall exercise general supervision over the funds of the Institute and shall advise the Vice Chancellor on matters of allocation and utilization of the funds from time to time.
- (2) The Finance Officer shall invite budgetary proposals combining both the current and new expenditures from the Departments and all other constituent units of the Institute with due justification of their demands/needs and make suitable/reasonable recommendations to the Finance Committee through the Vice Chancellor.
- (3) The Finance Officer shall be responsible for the preparation of Annual Accounts and Budget Proposals of the Institute for the ensuing financial year and for their presentation to the Finance Committee through the Vice Chancellor.
- (4) The Finance Officer shall arrange to have the Accounts of the Institute audited regularly by an internal audit party and attend to the audit observations to the satisfaction of the auditors.
- (5) The Finance Officer shall exercise such powers and perform such duties as may be assigned to him by the Vice Chancellor.

**21. Controller of Examinations**

- (1) The Controller of Examinations shall be responsible to the Vice Chancellor in all matters relating to the examinations conducted under the aegis of the Institute such as the appointment of paper setters, moderators, examiners, conduct of examinations, assessment of answer scripts of the Institute, declaration of results and any other matter arising out of the conduct and/or assessment of examinations.
- (2) The Controller of Examinations shall exercise such powers and perform such duties as may be assigned to him/her by the Vice Chancellor.

**22. Librarian**

- (1) The Librarian shall be responsible for the proper management and administration of information and library services to the faculty members, researchers and students of the Institute.

- (2) The Librarian shall exercise such powers and perform such duties as may be assigned to him/her by the Vice Chancellor.
- (3) The Librarian shall act as Member Secretary of the Library Committee as may be constituted by the Vice Chancellor.
- (4) The Librarian shall be the custodian of library records and properties including books, journals, electronic resources, equipment and related items and be responsible for their proper use, maintenance and upkeep.
- (5) The Librarian shall liaise with the Technical Information Centres/Libraries of DRDO establishments/laboratories and other civilian organizations and institutions engaged in research and higher learning in the areas of science and technology.

### **23. Other Committees**

The Institute shall have other Committees to discuss and handle various issues that may come up in its functioning. The Committees may include the following, namely:

- (1) Grievance Redressal committee
- (2) Postgraduate Committee
- (3) Doctoral Research Committee
- (4) Such other Committees as may be constituted by the Vice Chancellor

### **24. Grievance Redressal Committee**

- (1) The Grievance Redressal Committee shall be constituted by the Vice Chancellor, Who may nominate three faculty members from different Departments and one member from the non-teaching staff as Members of the Committee. The composition of the Committee shall be as shown below :

- |  |             |
|--|-------------|
| (a) A senior Professor                           | Chairperson |
| (b) Two Professors, of which one shall be a lady | Members     |
| (c) An employee or non-teaching Staff member     | Member      |

- (2) The Committee shall meet as often as necessary to look into complaints received from the faculty members, employees and/or

students of the Institute and advise the Vice Chancellor on suitable remedial action that may be taken in each case.

## **25. Postgraduate Committee**

- (1) The Postgraduate Committee (PGC) which shall be constituted by the Vice Chancellor, shall consist of one representative from each of the academic Departments and the outgoing Chairperson (if not otherwise a member). The Vice Chancellor shall nominate the Chairperson of the Postgraduate Committee for a period of two years at a time. The Postgraduate Committee shall have jurisdiction in the following matters concerning the postgraduate programmes of the Institute
  - (a) The formal approval of new courses of instruction,
  - (b) Formation of Boards of studies, Modification of courses already approved, The credits assigned to courses,
  - (c) The formal approval of admission of postgraduate students,
  - (d) The admission of qualified students to candidacy for degrees,
  - (e) The rules governing the presentation and disposal of theses,
  - (f) The conduct of oral and written examinations and such other related matters referred to it by the Vice Chancellor.
- (2) The functions of the Postgraduate Committee shall consist primarily of general policy determination, coordination and review. But the Vice Chancellor shall retain the powers of final review. In the discharge of its responsibilities the Committee shall make full use of the appraisals and recommendations of the various academic Departments concerned. The Heads of academic Departments at the Institute shall assist in the functioning of the Committee.
- (3) The Postgraduate Committee shall function as per the Rules and Regulations of Postgraduate Programme.

## **26. Doctoral Research Committee**

- (1) The Vice Chancellor shall nominate the Chairperson and the Members of the Doctoral Research Committee from among the Members of the Faculty of the Institute.

- (2) The Doctoral Research Committee shall be responsible for the overall policy making in respect of admissions, performance evaluation, submission of thesis, examination and other matters related to the conduct of doctoral research programmes of the Institute.
- (3) The Doctoral Research programmes at the Institute shall be governed by the Rules and Regulations for the award of Degree of Doctor of Philosophy.

## **27. Legal Proceedings**

- (1) For the purpose of Sec 6 of the Societies Registration Act, 1860, the person in whose name the Institute may sue or be sued shall be the Registrar.
- (2) No suit or legal proceedings shall lie against the Central Government or UGC or the Institute or an Officer of the Institute or a member of the Authorities of the Institute in respect of anything done or purported or intended to be done in pursuance of any article of the Memorandum of Association or the Statutes, Rules or Bye-laws made there under.

**List of Suggested Corrections to DIAT (DU) Statutes and Rules & Regulations**  
**(Approved by Special Governing Council Meeting held on 19 May 10**  
**(Refer Appendix 'A' and Para 12 of Minutes)**

<u>Sr. No.</u>	<u>Page number</u>	<u>Before correction</u>	<u>After correction</u>
1.	Page 1, additional Item after Item 1 - Preamble, of Statutes	Item 1 will remain as it is. Additional Item 2 to be added after Preamble	Statutes Amendments: These Statutes are and will be based on the norms and guidelines promulgated by the University Grants Commission (UGC)/All India Council for Technical Education (AICTE)/Govt of India from time to time. These Statutes will be amended from time to time as per the UGC/AICTE/Govt of India amendments issued by them.
2.	Page 17, Item 2 of Statutes 2009	The term of Office of the Vice Chancellor shall be for a period of five years and there shall be no provision for second term. The upper age limit for holding the post of the Vice Chancellor shall be 70 years.	The term of the Vice Chancellor and upper age limit will be governed by the UGC rules as applicable to centrally-funded Universities, from time to time.
3.	Page 1, Item No. 3.1 of Rules and Regulations Governing Service Conditions	The Vice Chancellor shall be the principal academic and executive officer of the Institute and shall be responsible for the proper management and administration of the Institute. The term of Office of the Vice Chancellor shall be five years and there shall be no second term. The upper age limit for holding the post of the Vice Chancellor shall be 70 years.	The Vice Chancellor shall be the principal academic and executive officer of the Institute and shall be responsible for the proper management and administration of the Institute. The term of the Vice Chancellor and upper age limit will be governed by the UGC rules as applicable to centrally-funded Universities, from time to time.
4.*	Page 22 : Appendix B	Ph.D. in appropriate field of science and humanities will be given priority	Ph.D. in appropriate field of science and humanities will be given priority and shall be exempted from NET/SLET/SET qualification.
5.*	Page 24 : Appendix B	Assistant Professor completed 4 years of service with Ph.D., 5 years of service who are with M.Phil. / M.Tech., and 6 years of service who are without Ph.D./M.Phil./M.Tech.	Assistant Professor who has completed 4 years of service with Ph.D., 5 years of service with M.Phil. / M.Tech., and 6 years of service without Ph.D./M.Phil./M.Tech. The service should be in the UGC/AICTE recognized institute.
6.*	Page 25 : Appendix B	Assistant Professor completed 5 years of service with AGP of Rs. 7000	Assistant Professor completed 5 years of service with AGP of Rs. 7000. The service should be in the UGC/AICTE recognized institute.
7.*	Page 25 : Appendix B	Assistant Professor with 3 years of completed service in the AGP of Rs. 8000 and having been awarded Ph.D. on the date of completion of 3 years of service.	Assistant Professor with 3 years of completed service in the AGP of Rs. 8000 and having been awarded Ph.D. on the date of completion of 3 years of service. *The service should be in the UGC/AICTE recognized institute.
8.*	Page 25 : Appendix B	Associate Professor with 3 years of completed service in the AGP of Rs. 9000.	Associate Professor with 3 years of completed service in the AGP of Rs. 9000. The service should be in the UGC/AICTE recognized institute.
9.*	Page 25 :	Professor with 10 years of completed	Professor with 10 years of completed

	Appendix B	service	service. The service should be in the UGC/AICTE recognized institute.
10.*	Page 52: Appendix D	The maximum earned leave that may be sanctioned at a time shall not 60 days.	The maximum earned leave that may be sanctioned at a time shall not exceed 60 days.
11.*	Page 57: Appendix D	Permanent, whole time teachers the institute who have completed 7 years of service as lecturer selection grade / Reader or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the institute and to higher education system.	Permanent, whole time teachers of the University who have completed 7 years of service in a UGC/AICTE recognized institute as Assistant Professor / Associate Professor / Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the institute and to higher education system relevant to defence technologies.
12.*	Page 58: Appendix D	A teacher who has availed himself / herself of study leave, would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of 5 years from the date of the teachers return from previous study leave or any other kind of training programme.	Sabbatical leave shall not be granted until after the expiry of 5 years from the date of the teacher's return from previous study leave or any other kind of training programme.
13.*	Page 59 : Appendix D	Medical leave details appear missing	This should be added on page 59:  14.17 Medical leave  Medical leave of 10 days may be granted per year to all University staff members and the application for leave is to be supported by a medical certificate. The medical leave can be accumulated.

\* Appendix refers to Appendix of 'Rules and Regulations Governing Service Conditions'