DELHI TECHNOLOGICAL UNIVERSITY

MINUTES

of the 26th meeting of

Board of Management

DTU

held on 08.12.2017

DTU Campus, Shahbad Daulatpur, Bawana Road, Delhi-110042

Delhi Technological University

(Estd. by Govt. of NCT of Delhi vide Act 6 of 2009)
(Formerly Delhi College of Engineering)

No.F.DTU/ORG/BOM/Meeting/1(1)/09/Vol.VIII/ 3908-24 **Dated :** 21/12/17

Sub: Minutes of 26th meeting of the Board of Management held on 08.12.2017 at 11:00 a.m. in the Committee Room of DTU.

The 26th meeting of the Board of Management was held in the Committee Room, No. 307, Administrative Building on 08.12.2017 at 11:00 a.m.

The following members were present:

1. Prof. Yogesh Singh, Vice Chancellor, DTU
2. Smt. Salila Punya Srivastava, Secretary, TTE
3. Prof. S.K. Garg, Pro Vice Chancellor (1), DTU
4. Prof. Anu Singh Lather, Pro Vice Chancellor (2), DTU
5. Prof. I.K. Bhat, Professor, Motilal Nehru National Institute of Technology, Allahabad, Uttar Pradesh
6. Prof. Khalid Moin, Professor, Civil Engg. Deptt., Jamia Milia Islamia
7. Sh. Sameer Nayyar, Managing Director, Dr. Beli Ram & Sons Pvt. Ltd.
8. Prof. Ajay Kumar Sharma, Director, NIT-Delhi
9. Prof. A. Trivedi, Dean (IRD), DTU
10. Prof. Madhusudan Singh, Dean Academic (UG), DTU
11. Prof. H.C. Taneja, Professor, Department of Applied Mathematics, DTU
12. Prof. Samsher, Registrar, DTU

Sh. S.N. Sahai, Principal Secretary (Finance) could not attend the meeting because of his pre-occupations. Sh. D.P. Dwivedi, I.A.S.(Retd.) attended the meeting as special invitee.

Agenda 26.1 : Opening remarks by the Chairman.

The Hon'ble Vice Chancellor welcomed the members and extended invitation of 4th Convocation of DTU to be held on 15.12.2017 and also Golden Pride dinner to be held on 14.12.2017. He also informed that Dr. E. Sreedharan, Principal Advisor, DMRC will be the Chief Guest of the Convocation. The Convocation will be presided by the Hon'ble LG and Chancellor, DTU and Sh. Manish Sisodia, Dy. Chief Minister, Delhi will be the Guest of Honour. He informed that there is no pendency of Career Advance Scheme (CAS) for the faculty members of DTU/DCE. He further, added that East Delhi Campus of DTU located at Vivek Vihar, Phase-II, Jhilmil Colony, Delhi has been started with three courses namely BBA, MBA & BA (Economics) from the current academic year i.e. 2017-2018. Around 300

students have been admitted in the East Delhi Campus in three different courses. He further said, we recruited some contractual guest faculty/visiting faculty to run the programmes and now we have advertised positions at the level of Assistant Professor in the discipline of Management and Economics and we expect that the newly recruited faculty will join DTU within this month and January onwards they will be able to take the regular classes. He also informed that DTU is moving ahead for implementation of Choice based Credit System (CBCS) as mandated by UGC.

A team of professors under the Chairmanship of Prof. S.K. Garg, Pro Vice Chancellor (II) visited renowned institutions in the area of Design. On the basis of recommendations, the DTU may go for starting the programme at UG/PG level in the discipline of Design. Automation is the need of hours and DTU has awarded work of automation to M/s. Libsys for completing automation. A few modules have already been made and the testing is going on.

Agenda 26.2 : Confirmation of the minutes of 25th meeting of the Board of Management, DTU held on 31.08.2017.

It was submitted to the Board of Management that the minutes of the 25th meeting of the Board of Management, DTU held on 31.08.2017, were circulated among all the members vide forwarding No. DTU/ORG/BOM/(Meeting)/1(1)/09/Vol-VIII/2224-41 dated 11.09.2017. No comments have been received from any member of the Board.

Decision : The Board of Management confirmed the minutes of the 25th meeting of Board of Management.

Agenda 26.3 : Action taken report on the decisions taken in the 25th meeting of the Board of Management held on 31.08.2017.

The Board of Management was informed that 15 agenda items were discussed in the last meeting held on 31.08.2017. The details of the agenda, decisions taken thereon and the action taken by the University were given for information of the Hon'ble Members of the Board.

The Board of Management took the Action Taken Report on record.

Agenda 26.4 : Fourth Convocation of the University.

It was submitted to the Board of Management that the University is organizing fourth convocation on 15.12.2017. Hon'ble L.G./Chancellor of the University shall award the degrees to the students passing out various UG/PG programs. The degrees to the successful students of the following programs will be conferred in the forthcoming Convocation.

Programmes	No. of Candidates
1. B.TECH. (Full Time)	- 1522
2. B.TECH. (Evening)	- 142
3. M.TECH. (Full Time/Part Time)	- 312
4. MBA	- 54
5. MBA (Executive)	- 16
6. Doctor of Philosophy	- 52

The Academic Council has approved to award the degree to above mentioned number of students in its 17th meeting held on 04.12.2017.

Decision : The Board of Management noted the information.

Agenda 26.5 : Approval for guidelines for 'Recognition of Excellence in Teaching' for the Faculty of Delhi Technological University, Delhi.

It was submitted to the Board of Management that University has framed guidelines for recognition of excellence in teaching for the faculty of DTU with a view to encourage dedicated faculty and to create a sense of competency among the faculty. This would bring a meaningful learning and ignition of thoughtful process among the students.

The matter was also placed before the Academic Council for its consideration in its 17th meeting held on 04.12.2017 which has **recommended the guidelines for approval to the Board of Management.**

The Board discussed and deliberated on the proposal and amended the recommendations of Academic Council. The amended guidelines are given as:

The Guidelines are as under:

Class room teaching dominantly is a qualitative concept. By planning appropriate teaching strategies and motivating students, a teacher can bring a remarkable change in an average learner. A dedicated and punctual teacher creates a positive environment in the class and inculcates the similar practices in the students resulting in meaningful learning and ignition of thought process. To encourage a dedicated teacher and to create a sense of competency among teachers, University has decided to recognize a few teachers for their excellence in teaching.

1. **Definitions:**

i. "University" shall mean Delhi Technological University, Delhi.
ii. 'Faculty' shall mean regular faculty and full time faculty appointed in Special Mode/Adjunct Faculty/Professor Emeritus/Re-employed Category.
iii. "Assessment Period" shall mean complete academic year (i.e. from 1st August to 31st July).

2. **Essential Criteria:**

A faculty member shall be eligible for recognition of excellence in teaching for a specific assessment period if:

(i) He/She has not held the position as Pro Vice Chancellor/Dean/Head of the teaching department/Registrar during that Assessment period.
(ii) He/She was not awarded for excellence in teaching in the preceding assessment period.
(iii) He/She has taught at least two theory courses at BA (H)/BBA/B.Tech I/II/III year level during the assessment period out of which at least one is at BA (H)/BBA/B.Tech I/II year level. In case of Delhi School of Management, till the time UG Programs are started, concerned faculty should have taught at least two Theory courses at 1st year level.
(iv) He/She has delivered minimum 90% of the prescribed lectures (say 36 out of 40) for the each theory course/lab courses taught during the assessment period and has maintained proper record of the student's attendance on the attendance register for each class/lab session held/ not held.
(v) In every course taught by him/her, minimum 70% of the class strength/group strength should have 75% or more attendance in the number of classes/lab sessions held.
(vi) In the beginning of the session, for every course, he/she has given to the students a complete course plan for the course to be taught which should include the complete syllabus with modules to be covered on weekly basis, text books, reference books and other reference material. Course plan should also include the scope, pre-requisite, expected outcome from the course.
(vii) He/She has given minimum three assignments and two tutorial tests for each theory course being taught during the assessment period. In case of lab courses, he/she has prepared/updated the lab manual and student's practical record files have been evaluated regularly.
(viii) He/She has provided at least one hour slot per week for every course taught to sort out student's problems.
(ix) He/She has timely set and submitted question papers; evaluated and shown to the students mid-term and end-terms examination answer books; has submitted final grades/marks to the University within stipulated time.

3. **Procedure to Apply:**

At the end of assessment year, University shall invite applications from the faculty members on the prescribed Performa for Recognition of Excellence in Teaching **(See Annexure).**

4. **Procedure For Evaluation**

The case for recognition of a faculty shall be evaluated by a Committee consisting of:

i. Chairperson (To be nominated by Vice Chancellor)
ii. Dean Academic (UG & PG both), Member
iii. Head of the concerned department, Member
iv. Head of the department in which the applicant has taught at least one theory/laboratory course (if that happens to be different from the parent department), Member
v. Registrar, Secretary

In addition to the information submitted by the faculty, the Committee shall be provided the following documents.

1. Student's feedback (to be given by Controller of Examination)
2. Feedback from Head of the department(s)
3. Students end semester performance in the courses taught by the teacher (to be given Controller of Examination)
4. Feedback from the Chairpersons of various committees/activities to which the faculty has claimed to be contributed (to be provided by the Registrar). In case of Chairman, feedback will be provided by his/her supervisor.

Committee may invite the concerned faculty for clarification/additional information, if any. The committee shall evaluate the faculty on the 12 points criteria as listed below:

1. Quality of course plan and co-ordination activities.
2. Students' attendance and its record maintenance in theory & laboratory courses taught.
3. Quality of assignments/ tutorial tests/ quiz sheets; evaluation and remedial actions taken.
4. Quality of Mid Semester/ End Semester question papers; evaluation and remedial actions taken.
5. Attending to the student's subject difficulties during the special slot(s) specified by the faculty in the time table.
6. Preparation of lab manuals; new experiment addition; incorporating advance and allied topics in class room teaching; introduction of innovative techniques/ideas, and use of modern gadgets in teaching.
7. Student's performance in the end semester examination.

8. Student's feedback.
9. Head of department's feedback.
10. Feedback from the Chairmen of the various Committees/activities.
11. Research and other academic contributions.
12. Linkage of teaching with world of practice.

For every point, applicant shall be graded by the Committee as 'A' (Excellent)/ 'B' (Very Good)/ 'C' (Good)/ 'D' (Satisfactory). For recognition of excellence in teaching, applicant shall require minimum 10 'A' grades, and no 'D' grade.

Committee shall submit its recommendations on the prescribed performa (see Annexure) to the Vice Chancellor whose decision will be final.

Faculty recognized for 'Excellence in Teaching' shall be honoured with a cash award of Rs. 50,000/- (Fifty thousand only) along with a citation and shawl. The award shall be given to at the most 5% of the faculty strength in place as on 1st January of the Assessment Period.

ANNEXURE

Performa for Recognition of Excellence in Teaching

A. Personal information (To be filled by the Faculty)

1. Name:
2. Designation and Department:
3. Date of joining DTU & Nature of Appointment:
4. Male/Female
5. Courses Taught:

Odd Sem:

Branch & Semester	Code	UG/PG	Theory/Lab
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---	---	---	---
---	---	---	---

Even Sem:

Branch & semester	Code	UG/PG	Theory/Lab
---	---	---	---
---	---	---	---
---	---	---	---

B. **Course wise Information (To be filled by the Faculty)**

(To be filled for each course separately)

I. **THEORY:**

Branch & Sem: Subject Name Code UG/PG

1. Detailed Course Plan & Coordination activities
2. Details of student's Attendance record
   Class/Group size:
   Number of scheduled lectures:
   Number of lectures actually held:
   Number of students having attendance:

   (≥ 75%) ----------
   (60%-75%) ----------
   (50%-60%) ----------
   (< 50%) ----------

3. Copies of Assignments/Tutorial tests/Quiz sheets given in the class with at least-

   i. Three best attempted assignments/tutorial/Quiz; and
   ii. Three poorly attempted assignments/tutorial/Quiz

   Also indicate the action/remedial steps taken.
4. Question papers of mid semester and end semester with five best and five poorly attempted answer books, along with solution set and marking scheme.
5. Time table for one hour slot specified to sort out student's difficulties and related record.
6. Record of weak and outstanding students on the basis of class and mid semester examination performance and steps taken for each category.
7. Schedule for submitting question papers, performing exam duties, evaluating answer books, showing mid and end semester answer books to the students and submitting the final awards.

II **LABORATORY/WORKSHOP**

Branch & Semester: Subject Name Code UG/PG

1. List of Experiments
2. Details of Coordination/new experiments added
3. Details of students attendance record

Batch size:
Number of scheduled lab classes:
Number of lab classes actually held:
Number of students having attendance

(≥75%) ----------
(61%-75%) ----------
(50%-60%) ----------
(< 50%) ----------

4. Student's laboratory records files with at least three best maintained practical record files and three poorly maintained.
5. Sample viva/Quiz questions related to experiments listed/workshop.
6. Action taken on the bases of student's performance in lab classes.

C. Other Information (To be filled by the Faculty)

1. Participation/Contribution in departmental/University activities in capacity of Chairman/team member
2. Write-up in about 250 words giving information about research activities; academic contributions; any innovative idea/ technique introduced; specifically elaborating linkage of teaching with world of practice.

Date:
Signature

D. Performa for Feedback (To be filled by HoD)

Name of the Faculty:

Assessment Period:

1] Accomplishment of planned work	
2] Quality of output	
3] Conduct	
4] Regularity and Punctuality in taking classes	
5] Trustworthiness	
6] Performance of duties	

7] General assessment(specifically as teacher and related to other academic activities)	

Signature:

Name:

Department:

E. Evaluation Performa (To be filled by the Committee)

Name of the Faculty:
Designation & Department:
Assessment Period:
Courses Taught:

(i) Odd Semester:

Branch & Subject	Code	UG/PG	Theory/Lab
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---	---	---	---
---	---	---	---

(ii) Even semester:

Branch & Subject	Code	UG/PG	Theory/Lab
---	---	---	---
---	---	---	---
---	---	---	---

Criterion		Grade
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

9		
10.		
11.		
12.		

Total number of Grades obtained

A:

B:

C:

D:

Recommended/Not recommended

Decision : The Board of Management approved the above proposed guidelines.

Agenda 26.6 : Approval for guidelines to act as independent Ph.D. Supervisor for the Vice Chancellor/Pro-Vice Chancellor(s) and others at Delhi Technological University, Delhi.

It was submitted to the Board of Management that Dean Academic (PG) proposed certain guidelines to act as independent Ph.D. Supervisor for the Vice Chancellor/Pro-Vice Chancellor(s) and others at Delhi Technological University, Delhi. The matter was also placed before the Academic Council for its consideration in its 17th meeting held on 04.12.2017 which has **recommended following guidelines for approval to the Board of Management:**

I. Guidelines for Vice Chancellor/Pro-Vice Chancellor(s) of Delhi Technological University to act as independent PhD supervisor.

The Vice Chancellor/ Pro-Vice Chancellor(s) of Delhi Technological University, Delhi shall be eligible to act as independent Ph.D supervisors at D.T.U. in case they satisfy the following conditions.

1. He/She is Ph.D. and has served as Professor.
2. He/She has left with atleast two years of tenure as Vice Chancellor /Pro Vice Chancellor with the University at the time of Ph.D. admission of the candidate. In case the tenure is less than two years he/she shall be appointed joint supervisor only.

II. Guidelines to act independent Ph.D. Supervisor for the Faculty appointed at D.T.U. in Special Mode/ Adjunct Faculty/ Professor Emeritus/ Re-employed category.

A faculty member appointed in Special Mode/ Adjunct Faculty/ Professor Emeritus in Delhi Technological University, Delhi shall be permitted to act as independent Ph.D supervisor in his/her discipline of study subject to the following conditions:

1. He/She fulfils the criteria to act as Ph.D supervisor as per Ph.D. Ordinance of the University.
2. He/She has left with atleast two years of his/her tenure of appointment with the University at the time of admission. In case the tenure is less than two years he/she shall be appointed joint supervisor only.

III. Guidelines for the Recognition to act as independent Ph.D. Supervisor for Faculty of D.T.U. in Department other than his/her parent Department.

A faculty member serving on regular basis at Delhi Technological University, Delhi can be considered for recognition to act as independent Ph.D. Supervisor in a Discipline/Department of the University other than his/her parent Discipline/Department in case he fulfils the following eligibility conditions:

1. He/She has already guided atleast one Ph.D independently in his/her own Discipline/Department.
2. He/She has atleast five publications in journal of international repute in the area of the Discipline/Department in which he/she intends to guide independently.

Interested faculty member shall submit request to the Vice-Chancellor along with his/her complete bio-data and the proofs for the documents listed at 1 and 2 above.

The request for recognition shall be considered by the following committee:

1. Vice Chancellor, Chairperson
2. Dean Academic PG, Member
3. Chairman, Department Research Committee of the intended department, Member
4. Head (in case Professor), of the intended department, Member
5. Three outside subject experts as nominated by the Vice-Chancellor

Decision : The Board of Management approved the proposed guidelines.

Agenda 26.7 : Approval for revision of Recruitment Regulations for the post of Professor and Associate Professor in the discipline of Management and Humanities.

It was submitted to the Board of Management that during the process of recruitment for the post of Assistant Professor in the discipline of Management and Economics, on receipt of various representations on ineligibility of certain candidates due to nomenclature of their degrees, the Recruitment Regulations to the posts of Assistant Professor in the discipline of Management, DSM and in discipline of Economics were envisaged and approved by the Vice Chancellor in the capacity of Chairman of the Academic Council and the Board of Management.

As some essential qualifications and some relevant branches have been added in the recruitment regulations to the post of Assistant Professor in the discipline of Management and Economics. Therefore, these changes are also incorporated in the recruitment regulations to the post of Professor and Associate Professor in the discipline of Management and Economics.

The matter was also placed before the Academic Council for its consideration in its 17th meeting held on 04.12.2017 which has **recommended revised Recruitment Regulations for approval to the Board of Management.**

The revised recruitment regulations are placed as ***Annexure at pages 01 to 08.***

Decision : The Board of Management approved proposed changes in the RRs for post of Professor and Associate Professor in the discipline of Management and Humanities.

Agenda 26.8 : Approval for Regulations of Leave Rules applicable to teachers of the University.

It was submitted to the Board of Management that in pursuance of the provisions of section 33 of Delhi Technological University Act, 2009 (Delhi Act 06 of 2009), the University hereby makes the regulations relating to 'Leave' as applicable to the permanent teachers appointed by the University subject to the provisions of the Act, Statutes and Ordinances of the University. The revised leave rules are placed as ***Annexure at pages 09 to 25.***

Decision : The Board of Management approved the revised leave rules for teachers of the University.

Agenda 26.9 : Approval for Regulations of Leave Rules applicable to non-teaching staff of the University.

It was submitted to the Board of Management that in pursuance of the provisions of section 33 of Delhi Technological University Act, 2009 (Delhi Act 06 of 2009), the University hereby makes the regulations relating to 'Leave' as applicable to the permanent Non-Teaching Employees appointed by the University subject to the provisions of the Act, Statutes and Ordinances of the University. The leave rules are placed as ***Annexure at pages 26 to 43***.

Decision : The Board of Management approved the leave rules for non-teaching staff of the University.

Agenda 26.10 : Approval of the cases of promotion under Career Advancement Scheme from Associate Professor with AGP 9000 Stage 4 to Professor with AGP 10000 Stage 5 of DTU faculty.

It was submitted to the Board of Management that as per AICTE Notification bearing number 37-3/legal/2010 dated 05.03.2010 in point number (xiii) "Associate Professor completing 3 years of service in the AGP or Rs. 9000 and possessing a Ph.D degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE, No teacher other than those with a Ph.D shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs. 37400-67000 with AGP of 10000".

In this regard, the Board of Management is hereby further apprised that in accordance with the DTTE letter No. F.1(248)/2016/SB/Vol.IX/1384-1390 dated 04.08.2016, the department wise Selection Committee was constituted & committee met on 20th & 22nd November, 2017 to consider the cases of CAS promotion from Associate Professor with AGP 9000 Stage 4 to Professor with AGP 10000 stage 5 of DTU faculty. The recommendation of the committee shall be tabled in the meeting.

The Board of Management was requested to consider and approve the recommendations of the department wise Selection Committee to consider the these cases of DTU faculty for CAS promotion Associate Professor with AGP Rs. 9000 PB-IV Stage 4 to Professor with AGP Rs.10000 PB-IV Stage 5 under 6th CPC.

Decision : The Board of Management approved the recommendations of the Selection Committee. The following have been recommended:

1. *Dr. Kapil Sharma, Associate Professor (Computer Engineering Department) w.e.f. 14.06.2016.
2. *Dr. Anjana Gupta, Associate Professor (Applied Mathematics Department) w.e.f. 16.10.2016.

*** The promotion under CAS is subject to final outcome of the case registered U/S 120-B IPC and 13(2) R/W 13(1)(d) of PC Act, 1988 against Professor P.B. Sharma, the then Vice Chancellor, Delhi Technological University (DTU) and other persons and FIR dated 13.10.2016 register with CBI AC-III, New Delhi.**

Agenda 26.11 : Approval for minutes of the Selection Committee for the post of Assistant Professors on regular basis in the discipline of Management and Economics.

It was submitted to the Board that the University has advertised various posts of Assistant Professors on regular basis in the discipline of Management and Economics vide Advt. No. F.DTU/Rectt./AP/M&E/2017 dated 28.09.2017. in all 857 applications were received and 587 candidates were found to be eligible. The screening test for the post of Assistant Professor in the discipline of Management and Economics held on 26th November, 2017 and the interviews of the successful candidates were held on 03.12.2017, 06.12.2017 & 07.12.2017.

The minutes of the Selection Committee for the post of Assistant Professor in the discipline of Management and Economics were opened in the Board meeting. The following have been selected:

Discipline of Management, DSM:

S.No.	Name of Selected Candidate	D.O.B.	Roll No.	Category
1.	Chandan Sharma	13.01.1984	2001672	UR
2.	Deep Shree	28.07.1989	2002503	UR
3.	Dhiraj Kumar Pal	03.04.1986	2001303	UR
4.	Sonal Thukral	26.08.1984	2002483	UR
5.	Deepali Malhotra	30.10.1989	2002640	UR
6.	Mohit Beniwal	17.03.1986	2001431	OBC
7.	Yashdeep Singh	19.07.1987	2001424	SC

Discipline of Management, USME:

S.No.	Name of Selected Candidate	D.O.B.	Roll No.	Category
1.	Varsha Sehgal	10.10.1983	2001673	UR
2.	Priya Malhotra	20.07.1983	2001595	UR
3.	Varun Pratap Singh	01.03.1983	2002765	UR
4.	Harsh Pradhan	23.10.1984	2002451	UR
5.	Naval Garg	27.07.1985	2001178	UR
6.	Pallavi Kalra	24.09.1985	2002380	UR
7.	Anurag Chaturvedi	09.12.1990	2001705	UR
8.	Harleen Kaur	31.05.1989	2001709	OBC
9.	Jagvinder Singh	15.08.1983	2002517	OBC

Discipline of Economics:

S.No.	Name of Selected Candidate	D.O.B.	Roll No.	Category
1.	Rajesh Sharma	19.03.1987	2002608	UR
2.	Puneet Arora	23.11.1991	2001341	UR
3.	Aakanksha Kaushik	12.07.1990	2002009	UR
4.	Ratnam Mishra	01.12.1987	2001851	UR
5.	Virender Kumar	02.02.1989	2001480	SC

Decision : The Board of Management approved the minutes of the Selection Committee for recruitment of above candidates as Assistant Professors on regular basis in the discipline of Management and Economics.

Agenda 26.12 : Approval for Intellectual Property Right Policy of Delhi Technological University.

It was submitted for information of the BOM that the Delhi Technological University (DTU) strives to attain academic excellence in teaching and research in the domain of Science, Engineering, Technology, Economics and Management. Its actions and pursuits are targeted upon faculty/ students/ project staff/ supporting staff/ visitors and are based on knowledge and conversance. Because the world these days is incredibly dynamic and there's an increasing awareness of the 'knowledge asset', an intellectual property Rights (IPR) Policy is needed not only to protect the concerns of DTU but additionally to make DTU faculty/ students/ supporting staff/ project staff/ visitors alert regarding 'knowledge asset and its impact on the society'.

The IPR Policy of DTU has been framed to ensure the protection of the claims of the Inventor(s) of DTU i.e. faculty/ students/ supporting staff/ project staff/ visitors of DTU through the choice of intellectual property protection on a completely unique work, ideas, inventions, products, technology or to keep it open for public domain, whichever they find appropriate. In accordance with the Mission and Vision of DTU, the policy stands with the outreach of the innovative technologies developed at DTU. The policy also motivates the Researchers, Faculty and Students of DTU to induct technology sharing using the intellectual property Rights gained over a completely unique technology.

The IPR Policy also includes Open Access Policy which states that each Faculty member grants to the Delhi Technological University nonexclusive permission to make available his or her scholarly articles and to exercise the copyright in those articles for the purpose of open dissemination. In legal terms, each Faculty member grants to DTU a nonexclusive, irrevocable, paid-up, worldwide license to exercise any and all rights under copyright relating to each of his or her scholarly articles, in any medium, provided that the articles are not sold for a profit, and to authorize others to do the same. The policy will apply to

all scholarly articles written while the person is a member of the Faculty except for any articles completed before the adoption of this policy and any articles for which the Faculty member entered into an incompatible licensing or assignment agreement before the adoption of this policy.

The Academic Council, DTU in its 17th meeting held on 04.12.2017 has **recommended the Intellectual Property Right Policy of University to the Board of Management for approval.**

The revised Intellectual Property Right Policy of University is placed as ***Annexure at pages 44 to 68.***

Decision : The Board of Management approved the revised Intellectual Property Rights Policy of Delhi Technological University.

Agenda 26.13 : Approval for establishment of 'Centre for Value Based Education' in DTU.

It was submitted to the Board of Management that in line with other higher institution of learning like IIT-Delhi, the Delhi Technological University is intend to start a centre/department known as "Centre for Value Based Education" with the vision and mission- "To create awareness, inspiration among the students and teachers about the need of higher dimensions of education in becoming enlightened citizenship which is achieved by imparting techniques and knowledge for promoting human values and thereby making better engineers with the better use of ethics and moral values in professional and personal lives."

Specific activities envisaged for the centre

(1) Introduction of an audit course in the 1st year with appropriate credit weightage on ethics, human values, social and spiritual values.
(2) To undertake research in the area of "Interaction of Science, Technology and Human Values" and to promote an understanding of its implications.
(3) Organizing workshops to train teachers of various technical institutions in this field.
(4) Organizing Symposia, Seminars, Short Term Courses on relevant topics to promote awareness on such issues among professionals.
(5) Orientation programmes for 1st year students.

Decision : The Board of Management approved the establishment of 'Centre for Value Based Education' in DTU.

Agenda 26.14 : Approval for creation of two Centres of Excellence in East Delhi Campus of DTU.

It was submitted to the Board of Management that the University proposes to create two centres of excellence in East Delhi Campus of DTU. Details are as under:

(i) **Entrepreneurship Development Centre (EDC)**

The vision of East Delhi Campus of Delhi Technological University is to provide management education with the prime focus on developing entrepreneurs who can create job for million others and at the same time create value preposition for business houses in the country. The government of India's various initiative have inspired many to start their own business ventures and has boosted entrepreneurial culture in the country. University School of Management and Entrepreneurship (USME) proposes to start Entrepreneurship Development Centre with the prime focus on imparting entrepreneurship training by designing various activities and workshops.

(ii) **Centre for Organizational Development (COD)**

The vision for Centre for Organizational Development is to establish a Centre of Excellence in Organizational Development and Change Management providing research, education, consultancy and extension services to enable the organizations to develop internal capabilities through transforming it's human resource using enterprise wide assessments, actions researches, simulations, surveys, and designing a wide range of transformation interventions specific to each organizational context. The COD shall connect to industry, teachers, students and incubatees from technology business incubator and from incubation and innovation centre for the activities of the centre.

The Academic Council, DTU in its 17th meeting held on 04.12.2017 has **recommended the creation of these two centres of excellence to the Board of Management for approval.**

Decision : The Board of Management considered the proposal and approved the same.

Agenda 26.15 : Matter for Ratification:

i. **Revised Recruitment Regulations for the post of Assistant Professor in the discipline of Management and Humanities.**

It was submitted to the Board of Management that that during the process of recruitment for the post of Assistant Professor in the discipline of Management and Economics, on receipt of various representations on ineligibility of certain candidates due to nomenclature of their degrees, some changes have been made by adding some relevant branches in the discipline of Management, DSM and in discipline of Economics which were approved by the Competent Authority.

ii. **Extension of period of contract of various contractual faculty members of the University.**

It was submitted to the Board that the Competent Authority has extended the period of contract in respect of various contractual faculty members of the University. Details are given as under:

S.No.	Name , Designation & Department	Period of Extension
1.	Prof. G.C. Maheshwari, Professor (DSM)	06.11.2017 to 05.11.2019

iii. **Extension of period of contract of various contractual staff of the University.**

It was submitted to the Board that the period of contract of the following non-teaching contractual employees working in the University has been extended by the Competent Authority for the period mentioned:

S.No.	Name , Designation & Department	Period of Extension
1.	Sh. Akhil Kumar, Assistant Programmer (Deptt. of Applied Mathematics)	14.10.2017 to 13.04.2018
2.	Sh. Sanjeev Mishra Technical Instructor (E&C Engg.)	07.10.2017 to 06.04.2018
3.	Sh. Ishwar Singh, Junior Mechanic (Deptt. of Applied Chemistry)	03.08.2017 to 02.02.2018
4.	Sh. Anoop Lather Consultant, Youth & Cultural Affairs	21.10.2017 to 20.04.2018
5.	Sh. Raju Niopane Cook in Guest House	01.09.2017 to 28.02.2018
6.	Sh. Ram Phal, Multi-Tasking Staff (Personal Branch of VC)	01.10.2017 to 31.12.2017

The Board of Management ratified the above actions of the University.

Agenda 26.14 : Matter for Information:

i. Joining of faculty/staff in the University.

It was informed to the Board that the following faculty member/staff have joined the University. The details are as under:

S.No.	Name & Designation	Department	Date of Joining
1.	Prof. K.V. Bhanu Murthy, Appointed as Professor under special mode of appointment.	East Delhi Campus	04.08.2017 (for a period of three years)
2.	Prof. S.S. Khanka, Appointed as Professor under special mode of appointment.	East Delhi Campus.	12.07.2017 (for a period of three years)
3.	Ms. Kriti Suneja, Assistant Professor	Deptt. of Electronics & Communication Engg.	04.10.2017
4.	Sh. Devi Prasad Dwivedi I.A.S.(Retd.) appointed as Consultant	Finance & Planning	31.10.2017
5.	Dr. Pushpendra Singh Visiting Consultant	East Delhi Campus	13.10.2017

ii. Relieving of Sh. Aman Verma, Junior Mechanic.

It was informed to the Board that Sh. Aman Verma, Junior Mechanic (Contractual) has been relieved from the University w.e.f. 01.11.2017 upon the acceptance his resignation.

iii. Recasting of reservation roaster for the teaching posts of professor, associate professor and assistant professor of Delhi Technological University.

It was informed to the Board that that Delhi Technological University (DTU) was established under Delhi Act 06 of 2009 by up-gradation of the erstwhile Delhi College of Engineering (DCE). At the time of up-gradation of DCE to DTU there were total 262 teaching posts comprising 37 posts of Professor, 80 posts of Associate Professor and 145 posts of Assistant Professor sanctioned at the erstwhile DCE. Reservation Rosters for these teaching posts was prepared at that time. However,

from perusal of the same, it is observed that against several reserved posts for SC/ST/OBC category posts appointments of UR candidates and vice-versa are shown though no reasons for these anomalies indicated in the Rosters ibid.

After establishment of DTU several new teaching programs have been introduced and intake of various programs increased gradually. To cater to the needs of students, additional teaching posts of Professors, Associate Professors and Assistant Professors have been created from time to time and with the growth of the University strength of teaching posts has raised to 626 posts comprising 70 posts of Professor, 135 posts of Associate Professor and 421 posts of Assistant Professor by now and the same, i.e., 626 teaching post have been sanctioned by the Hon'ble Lt. Governor, Govt. of NCT of Delhi.

Discipline wise re-allocation of total 626 sanctioned posts of teaching faculty of different levels, viz., Professor, Associate Professor and Assistant Professor has been done vide Office Order F.No.DTU/0034/2016/STAT/2867 dated 25.10.2017.

In view of the anomalies in the Reservation Roster prepared in the erstwhile DCE as pointed out above and sanction of additional posts the Reservation Roster for the teaching posts of Professor, Associate Professor and Assistant Professor have been re-casted and updated keeping in view department wise reservation also in consultation with the Liaison Officers for Reservation Rosters.

Each and every sanctioned post has been given a specific code. The Code has structure comprise the following five (5) components:

First Component i.e., designation (1 digit)	:	P : For Professor A : For Associate Professor T : For Assistant Professor
Second Component i.e., Roster Point (Three digit)	:	No. of Roster point in respective category
Third Component i.e., Category (Two digit)	:	Category for which post is reserved.
Forth Component i.e., Discipline (Three digit)	:	Discipline for which post allocated.

Fifth Component i.e., Sr. No. of post (Two digit)	:	Sr. No. of post in respective Category in the Discipline.

iv. **Grant of promotion to the faculty members under CAS.**

It is informed to the Board of Management that the following faculty members of DTU and Erstwhile DCE have been promoted under Career Advancement Scheme:

S.No.	Name & Designation	Promotion	Date of Promotion
1.	Prof. O.P. Verma (Professor) DTU Faculty	From Stage 4 to Stage 5 in the Deptt. of Electronics & Communication Engg.	18.10.2011
2.	Dr. Raju Sarkar (Civil Engg. Deptt.)	From Asstt. Professor to Associate Professor (from Stage 3 to Stage 4)	30.11.2015
3.	Dr. Munendra Kumar (Civil Engg. Deptt.)	From Asstt. Professor to Associate Professor (from Stage 3 to Stage 4)	18.12.2015
4.	Dr. T.Vijaya Kumar (Civil Engg. Deptt.)	From Asstt. Professor to Associate Professor (from Stage 3 to Stage 4)	02.12.2016

The Board of Management took the above information on record.

Agenda 26.15 : Any other item with the permission of the chair.

There was no any other item to be discussed. The minutes are issued with the approval of the Vice Chancellor for circulation to the Hon'ble Members, who are requested to give their comments, if any, on these circulated minutes.

(Kamal Pathak)
Registrar In-charge

No.F.DTU/ORG/BOM/Meeting/1(1)/09/Vol.VIII/3908-24 Dated : 21/12/17

To

1. Pr. Secretary to Hon'ble Lt. Governor, Delhi, 6, Raj Niwas Marg, Delhi.
2. Sh. S. N. Sahai, Principal Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110 002.
3. Smt. Punya Salila Srivastava, Secretary, DTTE, Govt. of NCT of Delhi, Muni Mayaram Marg, Pitam Pura, Delhi.
4. Prof. Yogesh Singh, Vice Chancellor, DTU
5. Prof. Ajay K. Sharma, Director, National Institute of Technology, A-7, Institutional Area, Near Satyawadi Raja Harishchandra Hospital, Narela, Delhi- 110040.
6. Prof. Khalid Moin, Professor, Civil Engg. Deptt., Jamia Milia Islamia, Maulana Mohd. Ali Jauhar Marg, Delhi-110025.
7. Prof. I.K. Bhat, A-14, Staff Colony, MNNIT, Allahabad, U.P. 211004.
8. Sh. Sameer Nayyar, Managing Director, Dr. Beli Ram & Sons Pvt. Ltd., 3/17, Asaf Ali Road, New Delhi-110002.
9. Prof. S.K. Garg, Pro Vice Chancellor (I), DTU
10. Prof. Anu Singh Lather, Pro Vice Chancellor (II), DTU
11. Prof. Madhusudan Singh, Dean Academic (UG), DTU
12. Prof. A. Trivedi, Dean (IRD), DTU
13. Prof. H.C. Taneja, Professor, Applied Mathematics Deptt., DTU
14. Prof. Samsher, Professor, Mech. Engg. Deptt., DTU
15. Registrar, DTU.
16. Dy. Registrar, Academic (PG)
17. Dy. Registrar, Establishment

(Kamal Pathak)
Registrar In-charge

ANNEXURE

For Minutes

26th meeting
of
Board of Management
DTU

Held on
08.12.2017

DTU Campus, Shahbad Daulatpur, Bawana Road, Delhi-110042

DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009
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PAY SCALE, ESSENTIAL QUALIFICATIONS, RELEVANT BRANCH, AGE LIMIT AND RELAXATIONS FOR THE POST OF PROFESSOR IN THE DISCIPLINE OF MANAGEMENT

Designation, Pay Band and Academic Grade Pay (AGP)	Essential Qualifications	Relevant Branch	Experience	Age Limit
Professor with AGP Rs. 10000/- in PB - IV (Rs. 37,400/- -67000/-)	I. First class or equivalent in Master's degree in Business Management/ Administration in a relevant management related discipline or first class in Two year full time PGDM declared equivalent by AIU/Accredited by the AICTE/UGC. 'OR' First class or equivalent in M. Tech./M.E./ Master's Degree in relevant branch. 'OR' First class or equivalent Graduate and professionally qualified Charted Accountant/Cost & Works Accountant/Company Secretary of the concerned statutory bodies. II. Qualifications as above with PhD or equivalent, in relevant branch.	Business Management, Business Administration, Human Resource Management, Account & Finance, Accounts, Accountancy, Finance, Business Data Analytics, Business Analytics, Knowledge Management, Technology Management, Engineering Management, Marketing Management, Decision Science, International Business, Sales & Marketing Management, Business Policy & Strategic Management, Business Law, Psychology, Organizational Development, Human Resource Development, Strategic Management, Banking & Insurance, E Commerce, Economics,	Minimum of 10 years teaching/research/ industrial experience of which at least 5 years should be at the level of Associate Professor or Minimum of 13 years experience in teaching and / or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc., as deemed fit by the expert members of the Selection committee.	50 years 'Relaxations' 1. The age is relaxable for SC/ST/PH candidates upto 5 years and for OBC candidates upto 3 years in respect of vacancies reserved for them respectively. 2. Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government 3. Relaxable for teachers of government funded institutions of higher education for 5 years.

	III.A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out by the AICTE/UGC	Commerce, Information Technology, Information System, Computer Aided Management, Industrial Engineering, Industrial Management, Business Economics, Statistics, Operations Research, Finance & Control, Financial Markets, Financial Management, Management Science, Quality Engineering & Management, Global Business Operation, Agricultural Economics & Business Management, Personal Management & Industrial Relation		

Notes :

1. Any deviation in the nomenclature of the relevant branches or degrees as mentioned above may also be considered by the University.
2. AMIE/IETE qualifications in relevant branches mentioned in the RR are also eligible.
3. B.Sc. (Engineering), B.E., B.Tech, B.S. (Four years) shall be considered as equivalent.
4. M.Sc. (Engineering), M.E., M.Tech, M.S. shall be considered as equivalent.
5. Selection Committee, may in cases of exceptional merit, recommend additional increments in case of higher qualifications, experience and academic achievements by the candidates.
6. Persons already in employment in Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
7. If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point in 10 point scale system is adopted the Cumulative Grade Point Average will be converted into equivalent marks as below :-

Grade Point	% of Marks
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

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Designation, Pay Band and Academic Grade Pay (AGP)	Essential Qualifications	Relevant Branch	Experience	Age Limit
Professor with AGP Rs. 10000/- in PB - IV (Rs. 37,400/- -67000/-)	I. Master's degree in relevant branch with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and Ph.D. in relevant branch. II. Qualifications as above with PhD or equivalent, in relevant branch. III. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out by the AICTE/UGC.	Economics, Managerial Economics, Industrial Economics, Business Economics, Financial Economics, Economics & Rural Development, Analytical & Applied Economics, Quantitative Economics, Applied Economics, Finance and Control Behavioural Economics	Minimum of 10 years teaching/research/ industrial experience of which at least 5 years should be at the level of Associate Professor or Minimum of 13 years experience in teaching and / or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc., as deemed fit by the expert members of the Selection committee.	50 years 'Relaxations' 1. The age is relaxable for SC/ST/PH candidates upto 5 years and for OBC candidates upto 3 years in respect of vacancies reserved for them respectively. 2. Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government. 3. Relaxable for teachers of government funded institutions of higher education for 5 years.

Notes :

1. Any deviation in the nomenclature of the relevant branches as mentioned above may also be considered by the University.
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Designation, pay Band and Academic Grade Pay (AGP)	Essential Qualifications	Relevant Branch	Experience	Age Limit
Associate Professor with AGP Rs. 9000/- in PB - IV (Rs. 37,400/- -67000/-)	I. First class or equivalent Master's degree in Business Management/ Administration in a relevant management related discipline or first class in Two year full time PGDM declared equivalent by AIU/Accredited by the AICTE/UGC. 'OR' First class or equivalent in M. Tech. /M.E. /Master's Degree in relevant branch. 'OR' First class Graduate and professionally qualified Charted Accountant/Cost & Works Accountant/Company Secretary of the concerned statutory bodies. II. Qualifications as above with PhD or equivalent, in relevant branch.	Business Management, Business Administration, Human Resource Management, Account & Finance, Accounts, Accountancy, Finance, Business Data Analytics, Business Analytics, Knowledge Management, Technology Management, Engineering Management, Engineering Management, Marketing Management, Decision Science, International Business, Sales & Marketing Management, Business Policy & Strategic Management, Business Law, Psychology, Organizational Development, Human Resource Development, Strategic Management, Banking & Insurance, E Commerce, Economics, Commerce, Information Technology, Information System, Computer Aided Management, Industrial Engineering, Industrial Management,	Minimum of 5 years experience in teaching/research /industry at the level of Assistant Professor or equivalent. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Assistant Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc., as deemed fit by the expert members of the Selection committee.	45 years 'Relaxations' 1. The age is relaxable for SC/ST/PH candidates upto 5 years and for OBC candidates upto 3 years in respect of vacancies reserved for them respectively. 2. Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government 3. Relaxable for teachers of government funded institutions of higher education for 5 years.

	III.A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out by the AICTE/UGC	Business Economics, Statistics, Operations Research, Finance & Control, Financial Markets, Financial Management, Management Science, Quality Engineering & Management, Global Business Operation, Agricultural Economics & Business Management, Personal Management & Industrial Relation		

Notes :

1. Any deviation in the nomenclature of the relevant branches or degrees as mentioned above may also be considered by the University.
2. AMIE/IETE qualifications in relevant branches mentioned in the RR are also eligible.
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Designation, Pay Band and Academic Grade Pay (AGP)	Essential Qualifications	Relevant Branch	Experience	Age Limit
Associate Professor with AGP Rs. 9000/- in PB - IV (Rs. 37,400/- -67000/-)	I. Master's degree in relevant branch with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and Ph.D. in relevant branch. II. Qualifications as above with PhD or equivalent, in relevant branch. III. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out by the AICTE/UGC.	Economics, Managerial Economics, Industrial Economics, Business Economics, Financial Economics, Economics & Rural Development, Analytical & Applied Economics, Quantitative Economics, Applied Economics, Finance and Control Behavioural Economics	Minimum of 5 years experience in teaching/research /industry at the level of Assistant Professor or equivalent. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Assistant Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc., as deemed fit by the expert members of the Selection committee.	45 years 'Relaxations' 1. The age is relaxable for SC/ST/PH candidates upto 5 years and for OBC candidates upto 3 years in respect of vacancies reserved for them respectively. 2. Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government. 3. Relaxable for teachers of government funded institutions of higher education for 5 years.

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5. Selection Committee, may in cases of exceptional merit, recommend additional increments in case of higher qualifications, experience and academic achievements by the candidates.
6. Persons already in employment in Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
7. If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point in 10 point scale system is adopted the Cumulative Grade Point Average will be converted into equivalent marks as below :-

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6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

Delhi Technological University

Shahabad Daulatpur, Bawana Road, Delhi-110042

In pursuance of the provisions of section 33 of Delhi Technological University Act, 2009 (Delhi Act 06 of 2009), the Board of Management, Delhi Technological University hereby makes the following regulations relating to Leave as applicable to the permanent teachers appointed by the University subject to the provisions of the Act, Statutes and Ordinances of the University.

Leave Rules applicable to permanent teachers

1. **A.** These Leave Rules shall come into force with effect from the date of approval of the Board of Management.

   B. Leave of any kind cannot be availed as a matter of right. It may be refused or revoked by the competent authority empowered to grant it without assigning any reason, in the interest of the University. Leave shall always be got sanctioned in advance, except in case of urgency.

   C. Subject to the above, the permanent teachers shall be eligible for the following kinds of leave:

   i) **Leave treated as duty -**

   Casual Leave

   Special Casual Leave

   Duty Leave

   ii) **Leave earned by duty -**

   Earned Leave

   Half Pay Leave

   Commuted Leave

   iii) **Leave not earned by duty -**

   Extraordinary Leave

   Leave Not Due

   iv) **Leave not debited to leave account-**

   a) **Leave on grounds of health -**

Maternity Leave

Paternity Leave

Adoption Leave

Child Care Leave

b) **Leave for academic pursuits -**

Study Leave

Sabbatical Leave

The Board of Management may, in exceptional cases, grant, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

2. **Casual Leave:**

(i) Total Casual Leave granted to a teacher shall not exceed 8+2=10 (ten) days in an academic year. This include 02 (two) days Casual Leave in lieu of 02 (two) Restricted Holidays. The two days additional Casual Leave is in lieu of two Restricted Holidays which are converted into Casual Leave.

(ii) Casual Leave shall not be combined with any other kind of leave except Special Casual Leave. However, Casual Leave may be combined with holidays including Saturdays/Sundays. Holidays or Saturdays/Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.

3. **Special Casual Leave:**

(i) Special Casual Leave, not exceeding 15 days in an academic year, may be granted to a teacher:

(a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and

(b) To inspect academic institutions attached to a statutory body, etc.

(c) To participate in a literary, scientific or educational conference, symposium or seminar or cultural or athletic activities conducted by bodies recognized by the university authorities;

(d) To participate in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, AICTE, NAAC, NBA, a university or any other academic body; and

(e) To attending meetings in the UGC, AICTE, NAAC, NBA, DST, etc. where a teacher is invited to share expertise with academic bodies, Government or NGO.

(f) To attend meeting of the selection committee or any similar work

(g) To do such other work as may be approved by the Vice Chancellor as academic work.

(ii) In computing the 15 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(iii) In addition, Special Casual Leave to the extent mentioned below, may also be granted;

(a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 06 (six) working days; and

(b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.

(iv) Special Casual Leave cannot be accumulated, nor can it be combined with any other kind of leave except Casual Leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;

4. **Duty Leave:**

i. Duty Leave may be granted if a person is deputed by the University for the following:

(a) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;

(b) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;

(c) For performing any other duty for the university.

ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

iii. The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned Duty Leave on reduced pay and allowances.

iv. Duty Leave may be combined with Earned Leave, Half Pay Leave or Extraordinary Leave.

5. **Earned Leave:**

(1) Earned Leave admissible to a teacher shall be:

(a) 1/30th of actual service including vacation; *plus*

(b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

For purposes of computation of period of actual service, all periods of leave except casual, special casual and Duty Leave shall be excluded.

(2) (a) The Earned Leave of 12 days shall be credited in advance to the leave account of a teacher on the first January every year.

(b) If a teacher has availed of leave other than Casual Leave, Special Casual Leave or Duty Leave, or the period of his/her absence has been treated as dies non during the previous year, the credit to be afforded to his leave account shall be reduced by 1/30th of the period of such leave or absence.

(c) The credit of Earned Leave for the calendar year in which a teacher is appointed, shall be at the rate of one day for each completed calendar month of service which he/she is likely to render in that year.

(d) The credit of earned leave for the calendar year in which a teacher retires or resigns from service shall be at the rate of one day for each completed calendar month upto the date of retirement or resignation.

(e) When a teacher is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of one day per completed calendar month up to the end of the preceding calendar month in which he/she is removed or dismissed from service or dies in service.

(3) Earned Leave due to retention during vacation:

The following faculty will be deemed to be retained during the vacations. However, in case of any leave during the vacation that will be subtracted for the duration of retention.

i. All Deans
ii. All HoDs
iii. Chief Warden
iv. Chairman, Board of Discipline
v. Director, IQAC
vi. HoD (T&P)

vii. Associate Deans
viii. Associate Heads
ix. OIC, B.Tech (Eve)
x. Chief Vigilance Officer
xi. Security Officer
xii. Transport Officer
xiii. OIC (Hostel)
xiv. OIC (Guest House)
xv. All Wardens
xvi. Any other teacher who is in the administration with the approval of Vice-Chancellor.

Further, for smooth functioning of the University and departments, the faculty members may be retained to carry out the following responsibilities:-

i. University Admission Committees make admissions during the summer vacations. For the admissions which are made centrally, the Chairman Admission Committee shall make the proposal for retention of faculty members required for such admissions alongwith the specific dates and schedule of admissions and obtain approval from the Vice Chancellor.

The admission which are made at the department level, the HoD concerned shall constitute a committee for such admissions and take prior approval of the Vice Chancellor for specific days and schedule of the admissions. Further, the Committee for admissions conducted by departments shall have three members for every program and one additional member for additional program in the department concerned. HoD shall be the Chairman of the Committee.

ii. **Time table preparation**: Retention for maximum 2 weeks one faculty member per program conducted in the concerned department with a maximum of two faculty members.

Further, Dean, Acad (UG) will constitute a Central Time Table Committee for first year UG engineering programs as per practice with the approval of the Vice Chancellor and the Committee will be retained for a period of two weeks.

In order to synchronize, the faculty members of central time table as well as departmental time table shall be retained for first two weeks of the vacations.

iii. **Stock verification**: Two faculty members for 3 days per Lab be retained by the concerned HODs. The report of verification be submitted to Registrar within two weeks from the date of verification.

iv. Any other work assigned to the faculty members with the prior approval of the Vice Chancellor.

v. The retention of faculty members for following activities will not be considered for calculating the earned leave :

(a) Examination work, evaluation and other activity related to examinations.

(b) M.Tech and Ph.D guidance, lab developments and purchasing of equipments.

(c) Attending Faculty Development Programs, Workshop, Seminar, Orientation Programs. The retention will not be considered for earned leave.

vi. However, the Vice Chancellor may retain any faculty member for any purpose/activity in the interest of the University.

vii. Every teacher shall get Earned Leave of 12 days per year which shall be credited to in advance to the leave account of a teacher on the first January every year. Therefore, a teacher shall get maximum Earned Leave of 18 days against the retention of faculty during vacations.

viii. Duration of vacations in an academic year-

Summer vacations: the university shall observed six weeks off for summer vacations and two weeks off for winter vacations. Dates for summer as well as winter vacations shall be notified in the academic calendar of every year.

(4) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study or training or leave on medical ground or when the entire leave or a portion thereof is spent outside India.

Note:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
2. In cases where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
3. Encashment of earned leave shall be allowed to teaching staff as applicable to the employees of the Central Government.

6. Half-pay Leave:

i) Every permanent teacher shall be credited with half pay leave in advance, in two installments of ten days each on the first day of January and July of every calendar year. Such leave may be availed on medical grounds, for private affairs or for academic purposes.

A "completed year of service" means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extraordinary leave.

(ii) (a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service of the year in which the teacher is appointed.

(b) The credit for the year in which a teacher is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.

(c) When a teacher is removed or is dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of the preceding calendar month in which he/she is removed or dismissed from service or dies in service.

7. **Commuted Leave:**

Commuted Leave, not exceeding half the amount of Half Pay Leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

(i) Commuted Leave during the entire service shall be limited to a maximum of 240 days;

(ii) When Commuted Leave is granted, twice the amount of such leave shall be debited against the Half-Pay Leave due; and

(iii) The total duration of Earned Leave and Commuted Leave taken in conjunction shall not exceed 240 days at a time. *Provided* that no Commuted Leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

8. **Extraordinary Leave:**

(i) A permanent teacher may be granted Extraordinary Leave when:

(a) No other leave is admissible; or

(b) Other leave is admissible and the teacher applies in writing for the grant of Extraordinary Leave.

(ii) Extraordinary Leave shall always be without pay and allowances. Extraordinary Leave shall not count for increment except in the following cases:

(a) Leave taken on the basis of medical certificates;

(b) Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his/her credit;

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary Leave may be combined with any other leave except Casual Leave and Special Casual Leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

(iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into Extraordinary Leave.

9. Leave Not Due:

(i) Leave Not Due, may, at the discretion of the Vice Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the Half-Pay Leave earned by him/her subsequently.

(ii) 'Leave Not Due' shall not be granted, unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom 'Leave Not Due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Board of Management.

Provided that the Board of Management may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

10. Maternity Leave:

(i) Maternity Leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity Leave may

also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity Leave may be combined with Earned Leave, Half Pay Leave or Extraordinary Leave but any leave applied for in continuation of Maternity Leave may be granted if the request is supported by a medical certificate.

11. Paternity Leave:

Paternity Leave of 15 days may be granted to male teachers during the confinement of their wives, and leave shall be granted only upto two children.

12. Adoption Leave:

(i) A female teacher, with fewer than two surviving Children, on valid adoption of a Child below the age of one year may be granted Child Adoption Leave, by an authority competent to grant leave, for a period of 180 days immediately after the date of valid adoption.

(ii) During the period of Child Adoption Leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(iii) Child Adoption Leave may be combined with leave of any other kind.

(iv) In continuation of 'Child Adoption Leave' a female teacher on valid adoption of a child may also be granted, if applied for, leave of the kind due and admissible (excluding Leave Not Due and Commuted Leave not exceeding 60 (sixty) days without production of Medical Certificate) for a period upto one year reduced by the age of the adopted child on the date of valid adoption, without taking into account the period of Child Adoption leave.

Provided that this facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption.

The maximum period of one year leave of the kind due and admissible (including Leave Not Due and Commuted Leave upto 60 days without production of Medical Certificate), will be reduced by the age of the child on the date of adoption without taking into account Child Adoption Leave as in following illustration :

If the age of the adopted child is less than one month on the date of adoption leave upto one year may be allowed.

If the age of child is six months and above but less than seven months, leave upto 6 months may be allowed.

If the age of the Child is 9 months and above but less than 10 months, leave upto 3 months may be allowed.

(v) Child Adoption leave shall not be debited against the leave account.

13. Child Care Leave:

Women teachers having minor children may be granted leave upto two years for taking care of their minor children. Child Care Leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. During the period of Child Care Leave, the woman teacher shall be granted at 100% of leave salary equal to the pay drawn immediately before proceeding on leave, for the first 365 days and 80% of salary for the next 365 days.

In the cases, where the Child Care Leave is granted more than 45 days, the University may appoint a part time / guest substitute teacher.

14. Study Leave:

(i) The Scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarships of stipend(by whatever nomenclature used) for pursuing further studies leading to Ph. D./Post Doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by the University. The awarded shall be paid salary for the entire duration of fellowship/scholarship, provided of course he/she does not take up any other remunerative jobs like teaching, in the host country.

(ii) A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/she

shall, however, be allowed to accept a fellowship or a research scholarship or an *ad hoc* teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the Board of Management of the University may, if it so desires, sanction Study Leave on reduced pay and allowance to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by the University.

(iii) Study Leave may be granted to entry-level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports (other than an Associate Professor of the University, who is otherwise eligible for Sabbatical Leave) after a minimum of three years of continuous services, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education giving full plan of work. The three years minimum period of continuous service may be reduced by the Vice Chancellor to two years as per merit of the case.

(iv) Study Leave shall be granted by the Board of Management on the recommendations of the Vice-Chancellor. Study Leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

(v) Study Leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of Study Leave.

(vi) Study Leave may be granted not more than twice during one's career. However, under no circumstances, shall the maximum period of Study Leave admissible during the entire service exceed five years.

(vii) Study Leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of Study Leave. For subsequent spell of Study Leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of Study Leave.

(viii) No teacher, who has been granted Study Leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Board of Management. In the event of the course of study falls short of Study Leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Board of Management to treat the period of short fall as Extraordinary Leave has been obtained.

(ix) Subject to the maximum period of absence from duty on leave not exceeding three years, Study Leave may be combined with Earned Leave, Half Pay Leave, Extraordinary Leave or vacation, provided that the Earned Leave at the credit of the teacher shall be availed of at the discretion of the teacher. When Study Leave is taken in continuation of vacation, the period of Study Leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during Study Leave, shall be placed in that position and shall get the higher scale only after joining the post.

(x) The period of Study Leave shall count as service for the purposes of retirement benefits (pension/contributory provident fund), as the case may be, provided the teacher joins the University on the expiry of his/her Study Leave, and serves for the period for which the bond has been executed.

(xi) Study Leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction, provided that where Study Leave granted has been so cancelled, the teacher may apply again for such leave.

(xii) A teacher availing himself/herself of Study Leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty after the expiry of the Study Leave.

(xiii) A teacher –

(a) Who is unable to complete his/her studies within the period of Study Leave granted to him/her, or

(b) Who fails to rejoin the service of the University on the expiry of his/her Study Leave, or

(c) Who rejoins the service of the University but leaves the service without completing the prescribed period of services after rejoining the service, or

(d) Who, within the said period, is dismissed or removed from the service by the University

shall be liable to refund to the University, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study approved by the Board of Management.

Explanation:

If a teacher asks for extension of Study Leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these rules.

Notwithstanding the above, the Board of Management may order that nothing in these rules shall apply to a teacher who, within three years of return to duty from Study Leave is permitted to retire from service on medical grounds, provided further that the Board of Management may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these rules.

(xiv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in para (xi) above and give security of immovable property to the satisfaction of the Finance Division of the University or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of who permanent teachers for

the amount which might become refundable to the University in accordance with para (xi) above.

(xv) The teacher on Study Leave shall submit to the Registrar of the University six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. This report shall reach the Registrar within one month of the expiry of every six months of the Study Leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

(xvi) The teacher on Study Leave shall submit a comprehensive report on the completion of the Study Leave period. A copy of the research document/ monograph/academic paper produced during the period of Study Leave shall be put in the public domain, perfectly on the website of the University.

15. Sabbatical Leave:

(i) Permanent, whole-time teachers of the university who have completed seven years of service as Associate Professor 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 university and higher education system.

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(iii) 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 five years from the date of the teacher's return from previous Study Leave or any other kind of training programme of duration one year or more.

(iv) A teacher shall, during the period of Sabbatical Leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on Sabbatical Leave.

(v) A teacher on Sabbatical Leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or *ad hoc*

teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, *provided* that in such cases the Board of Management may, if it so desires, sanction Sabbatical Leave on reduced pay and allowances.

(vi) During the period of Sabbatical Leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

16. Leave for faculty members deployed under Special Mode of Recruitment/Re-employed after superannuation/Adjunct Faculty/ Chair Professor/Professor Emeritus shall be as under-

(i) Casual Leave: At par with regular faculty, i.e., 10 (ten) days in an academic year.

(ii) Special Casual Leave: At par with regular faculty, i.e., not exceeding 15 days in an academic year for the purpose is given in clause 3 of these rules.

(iii) Winter and Summer vacations: At par with regular faculty.

(iv) These faculty members are not entitled for Earned Leave.

17. Authorities Empowered to Sanction Leave:

The authorities specified in column (2) of the table below, are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Board of Management. Before sanctioning the leave, the sanctioning authority shall ensure that leave asked for is admissible and is at the credit of the teacher concerned.

Kind of Leave	Sanctioning Authority	Extent of Powers
i. Casual/Special Casual Leave to:		
a. Deans/HODs	Vice-Chancellor	Full
b.. Other teachers	HODs	Full
ii. Duty Leave to.		
a. Deans/HODs	Vice-Chancellor	Full
b. Other teachers	Vice Chancellor	Full
iii. Earned Leave /Half Pay Leave/Commuted Leave/Maternity leave/Child Care Leave Paternity leave/Adoption Leave to:		
a. Deans/HODs	Vice-Chancellor	Full
b. Other teachers	Vice Chancellor	Full

iv) Sabbatical Leave/ Study Leave	Vice-Chancellor	Full
v) Extraordinary leave		
a. Deans/HODs	Vice-Chancellor	Full
b. Other teachers	Vice Chancellor	Full

Provided that where leave involves visit abroad, the competent authority shall be the Vice-Chancellor.

vi) Child Care Leave	Vice-Chancellor	Full

18. Power to Relax:

Where University is satisfied that the operation of any of these rules causes undue hardship in any particular case, the University, may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner with the approval of the Board of Management.

Delhi Technological University

Shahabad Daulatpur, Bawana Road, Delhi-110042

In pursuance of the provisions of section 33 of Delhi Technological University Act, 2009 (Delhi Act 06 of 2009), the Board of Management, Delhi Technological University hereby makes the following regulations relating to Leave as applicable to the permanent Non-Teaching Employees appointed by the University subject to the provisions of the Act, Statutes and Ordinances of the University.

LEAVE RULES APPLICABLE TO PERMANENT NON-TEACHING EMPLOYEES

1. **A.** These Leave Rules shall come into force with effect from the date of approval of the Board of Management.

   B. Leave of any kind cannot be availed as a matter of right. It may be refused or revoked by the competent authority empowered to grant it without assigning any reason, in the interest of the University. Leave shall always be got sanctioned in advance, except in case of urgency.

   C. Subject to the above, the University non teaching employees shall be eligible for the following kinds of leave:

   i) **Leave treated as duty -**
   Casual Leave
   Special Casual Leave

   ii) **Leave earned by duty -**
   Earned Leave
   Half Pay Leave
   Commuted Leave

   iii) **Leave not earned by duty -**
   Extraordinary Leave
   Leave Not Due

   iv) **Leave not debited to leave account-**

   a) **Leave on grounds of health -**

Maternity Leave

Paternity Leave

Adoption Leave

Child Care Leave

b) **Leave for academic pursuits -**

Study Leave

The Board of Management may, in exceptional cases, grant, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

2. **Casual Leave:-**

(i) Total Casual Leave granted to a university employee shall not exceed 8+2=10 (ten) days in a calendar year. This include 02 (two) days Casual Leave in lieu of 02 (two) Restricted Holidays. The two days additional Casual Leave is in lieu of two Restricted Holidays which are converted into Casual Leave.

(ii) Casual Leave shall not be combined with any other kind of leave except Special Casual Leave. However, Casual Leave may be combined with holidays including Saturdays/Sundays. Holidays or Saturdays/Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.

3. **Special Casual Leave:-**

A. Special Casual Leave shall be admissible for a period not exceeding 10 days in a calendar year for participating in sports events and cultural activities.

(1) **Sports events :-**

(a) (i) Participating in sporting events of national/ international importance;

(ii) Coaching/ administration of teams participating in sporting events of national/international importance;

(i) Attending coaching or training campus under Rajkumari Amrit Kaur Coaching Scheme or similar All India coaching or training schemes;

(ii) Attending coaching or training campus at National Institute of Sports, Patiala

(iii) Participating in mountaineering/ trekking expeditions.

(iv) Attending coaching campus in sports organized by National Sports Federation/ Sports Boards recognized by Government.

(b) Special Casual Leave for a period not exceeding 10 days in any one calendar year may also be granted for participating in inter-university and inter-departmental tournaments and sporting events held in or outside Delhi.

(2) Cultural Activities: - Special Casual Leave may also be granted to employees to participate in cultural activities like dance, drama, music, poetic symposium etc. of all India or inter-state character organized by Government of India / State Government/ Government sponsored Bodies.

B. For family planning:-

In addition to above, special Casual Leave to the extent mentioned below, may also be granted –

(1) **In the case of Male Employees :-** Male University employees who undergo vasectomy operation under the Family Welfare Programme for the first time may be granted Special Casual Leave not exceeding five working days. If any employee undergoes vasectomy operation for the second time on account of the failure of the first operation, Special Casual Leave not exceeding five working days may be granted again on production of a certificate from the medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.

(2) **In the case of Female Employees:-**

(a) Female University employees, who undergo tubectomy operations – whether puerperal or non-puerperal, may be granted Special Casual Leave not exceeding 10 working days.

(b) In the case of female University employees who undergo tubectomy operation for the second time on account of the failure of the first operation, Special Causal Leave not exceeding 10 working days may be granted again on production of a medical certificate from the prescribed medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.

(c) Female University employees who have insertions of Intra-Uterine Contraceptive Devices may be granted Special Casual Leave on the day of the IUCD insertion.

(d) Female University employees who have re-insertions of Intra-Uterine Device (IUD) may be granted Special Casual Leave on the day of the IUD re-insertion.

(e) Female University employees who undergo salpingectomy operation alongwith Medical termination of Pregnancy (MTP) may be granted Special Casual Leave not exceeding 10 working days.

Female employees who undergo salpingectomy operation alongwith medical termination of pregnancy and avail the facility of Maternity Leave for six weeks will NOT be entitled to additional 10 working days of Special Casual Leave.

(1) Male employees whose wives undergo tubectomy operation –

(a) Male University employees whose wives undergo either puerperal or non-puerperal tubectomy operation for the first time or for the second time due to failure of the first operation (under Family Welfare Programme) may be granted Special Casual Leave for 3 working days subject to the production of a medical certificate stating that their wives have undergone tubectomy operation for the second time due to the failure of the first operation. It shall not be necessary to state in the certificate that the presence of the University employee is required to look after the wife during her convalescence.

(b) Male University employees whose wives undergo tubectomy/ salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted Special Casual Leave upto 7 days subject to the production of the medical certificate stating that their wives have undergone tubectomy/ salpingectomy operation after Medical Termination of Pregnancy. It shall not be necessary to state in the certificate that the presence of the University employee is required to look after the wife during her convalescence.

(c) Special Casual Leave has to follow the date of operation – The grant of Special Casual Leave to a male University employee whose wife undergoes tubectomy operation is intended to enable him to look after his family after the operation. In the circumstances, the Special Casual Leave will necessarily have to follow the date of operation and there cannot be any gap between the date of operation and the date of commencement of Special Casual Leave.

(2) Special Casual Leave to women employees when their husbands undergo vasectomy operation – Special Casual Leave for one day, on the day when their husbands undergo vasectomy operation may be given to women University employees, to enable them to attend on their husbands.

(3) In case of post-sterilization operation complications – A University employee who requires Special Casual Leave beyond the limits laid down for undergoing sterilization operation owing to the development of post-operation complications may be allowed Special Casual Leave to cover the period for which he or she is hospitalized on account of post-operational complications, subject to the production of a certificate from the concerned hospital authorities / an Authorized Medical Attendant.

(4) Admissible for sterilization operation by laproscopic method also –The provisions relating to grant of Special Casual Leave to male and female University employees may also be applied to cases where the sterilization operation is performed by laproscopic method.

(5) For undergoing recanalizaiton operation:- University employees who undergo operation for recanalization may be granted Special Casual Leave up to a period of 21 days or actual period of hospitalization as certified by the Authorized Medical Attendant, whichever is less. In addition Special Casual Leave can also be granted for the actual period of the to and fro journey performed for undergoing this operation. The grant of Special Casual Leave for recanalization operation (without any commitment to the re-imbursement of medical expenses) is subject to the following conditions :-

(i) the operation should have been performed in hospital/ medical college/ institute where facilities for recanalization are available. If the operation is performed in a private hospital, it should be one nominated by the State Government/ Union Territory Administration for performing recanalization operations.

(ii) the request for grant of Special Casual Leave is supported by a medical certificate from the doctor who performed the operation to the effect that hospitalization of the University employee for the period stipulated therein was essential for the operation and post-operation recovery.

(iii) The concession indicated above is admissible to University employees who-

(a) are unmarried; or

(b) have less than two children; or

(c) desire recanalization for substantial reasons, e.g., a person has lost all male children or all female children after vasectomy/ tubectomy operation performed earlier.

(6) Combining with regular/ Casual Leave:- Special Casual Leave connected with sterilization/ recanalization under family welfare programme may be suffixed as well as prefixed to regular leave or Casual Leave. However, Special Casual Leave should not be allowed to be prefixed both to regular leave and Casual Leave. Special Casual Leave should either be pre-fixed to regular or to Casual

Leave and not both. Similarly Special Casual Leave may be suffixed either to regular leave or to Casual Leave and not both. The intervening holidays and or Saturdays/Sundays may be prefixed/ suffixed to regular leave, as the case may be.

C. MISCELLANEOUS:-

Special Casual Leave not exceeding ten days in any one calendar year may also be granted–

(1) to serve as Juror or Assessor or to give evidence before the Court of Law as a witness in a civil or criminal case in which his private interests are at issue. The leave so granted should be sufficient to cover the period of absence necessary;

(2) when deputed to attend reference libraries of other institutions and conferences of educational gathering of learned and professional society in the interests of the University or other academic work which will include working on the Committees appointed by the University / Government/ U.G.C; lecturing and examination work or such other work as may be specified by the University.

(3) to participate in literary, scientific or educational symposia or seminar or cultural or athletic or sports activities conducted by the University or by bodies recognised by the University; or

(4) Natural Calamities, Bandhs etc. – When employees residing at places 8 km. away from office, are unable to attend office due to dislocation of traffic arising out of natural calamities, bandhs etc.; if the absence was due to picketing or disturbances or curfew, Special Casual Leave may be granted irrespective of the distance from residence to office.

If, however, the official had applied, or applies, for leave for genuine reasons, e.g., medical grounds etc; for the day/ days of the bandh, he may be granted the leave admissible including Casual Leave, and not Special Casual Leave.

(5) During Elections – During General Elections/ bye-elections to Lok Sabha / State Assembly, employees enrolled as voters in a constituency but having offices in another constituency, are entitled to a day's Special Casual Leave on the day of Election in their home constituency to enable them to exercise their franchise if their offices are not closed on that day.

(6) Donating blood to recognised Blood Banks on working days (for that day only).

(7) To do such other work as may be approved by the University.

(8) Combination of Special Casual Leave with ordinary Casual Leave/ regular leave – It is open to the competent authority to grant Casual Leave in combination with Special Casual Leave; but in cases where it is permissible to grant regular leave in combination with Special Casual Leave, Casual Leave should not be granted in combination with both Special Casual Leave and regular leave.

4. (i) Earned Leave admissible to non teaching employees:-

(a) Leave account of every non teaching employee serving in the University shall be credited with Earned Leave, in advance, in two installments of 15 days each on the first day of January and the first day of July of every calendar year.

(b) The leave at the credit of the Employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days. If a University employee is on leave on the last day of any particular half year of the calendar year, he shall be entitled to Earned Leave credited on the first day of the succeeding half year provided that the authority competent to grant leave has reasons to believe that the employee will return to duty on its expiry.

Provided that where the Earned Leave at the credit of University Employee as on the last day of December or June is 300 days or less but more than 285 days, the advance credit of 15 days Earned Leave on first day of January or July to be afforded in the manner indicated under clause (a) of Rule 4 shall

instead of being credited in leave account be kept separately and first adjusted against the Earned Leave that the University employee takes during that half year and balance, if any, shall be credited to the leave account at the close of the half year, subject to the condition that balance of such Earned Leave plus leave already at credit do not exceed the maximum limit of 300 days.

(c) A period spent in Foreign Service shall count as duty for purposes of this rule, if contribution towards leave salary is paid on account of such period.

(ii) (a) Maximum Earned Leave that may be granted at a time shall be 180 days.

Provided Earned Leave taken as leave preparatory to retirement can be availed of upto a maximum of 300 days.

(b) Earned Leave may be granted to a University Employee for a period exceeding 180 days but not exceeding 240 days if the entire leave so granted or any portion thereof is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan.

Provided that where Earned Leave exceeding 180 days is so granted, the period of such leave spent in India shall not in the aggregate exceed aforesaid limits.

(iii) Earned Leave shall be credited to the leave account of a University employee at the rate of 2 ½ days for each calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.

(iv) (a) The credit for the half year in which a University employee is due to retire or resigns from the service shall be afforded only at the rate of 2 ½ days per completed calendar month upto the date of retirement or resignation.

(b) When a University employee is removed or dismissed from service or dies while in service, credit of Earned Leave shall be allowed at the rate of 2 ½ days per completed calendar month upto the end of the calendar month preceding

the calendar month in which he is removed or dismissed from service or dies in service.

(v) If a University employee has availed of Extraordinary Leave and/ or some period of absence has been treated as *dies non* in a half-year, the credit to be afforded to his/her leave account at the commencement of the next half-year shall be reduced by 1/10th of the period of such leave and/ or *dies non* subject to maximum of 15 days.

(vi) While affording credit of Earned Leave, fractions of a day shall be rounded off to the nearest day.

5. **Half Pay Leave:**

(i) The Half Pay Leave account of every University employee shall be credited with Half Pay Leave in advance, in two installments of ten days each on the first day of January and July of every calendar year.

(ii) (a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half-year of the calendar year in which he is appointed.

(b) The credit for the half-year in which a University employee is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.

(c) When a University employee is removed or dismissed from service or dies while in service, credit of Half Pay Leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

(d) Where a period of absence or suspension of a University employee has been treated as *dies non* in a half-year, the credit to be afforded to his/her Half Pay Leave account at the commencement of next half-year, shall be reduced by one-eighteenth of the period of *dies non* subject to a maximum of ten days.

(iii) The Half Pay Leave under this rule may be granted to an employee on medical certificate or on private affairs.

6. **Commuted Leave:-**

(i) Commuted Leave, not exceeding half the amount of Half Pay Leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent university employee subject to the following conditions:

(a) Commuted Leave during the entire service shall be limited to a maximum of 240 days;

(b) When Commuted Leave is granted, twice the amount of such leave shall be debited against the Half-Pay Leave due; and

(c) The total duration of Earned Leave and Commuted Leave taken in conjunction shall not exceed 240 days at a time. *Provided* that no Commuted Leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the university employee will return to duty on its expiry.

7. **Extraordinary Leave:-**

(i) A permanent university employee may be granted Extraordinary Leave when:

(a) No other leave is admissible; or

(b) Other leave is admissible and the university employee applies in writing for the grant of Extraordinary Leave.

(ii) Extraordinary Leave shall always be without pay and allowances. Extraordinary Leave shall not count for increment except in the following cases:

(a) Leave taken on the basis of medical certificates;

(b) Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the university employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the university employee has no other kind of leave to his/her credit; and

(c) Leave taken for pursuing higher studies;

(iii) Extraordinary Leave may be combined with any other leave except Casual Leave and Special Casual Leave, provided that the total period of continuous absence from duty on leave shall not exceed three years except in cases where leave is taken on medical

certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

(iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into Extraordinary Leave.

8. Leave Not Due:-

(i) Leave Not Due, may, at the discretion of the Vice Chancellor, be granted to a permanent university employee for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the Half-Pay Leave earned by him/her subsequently.

(ii) 'Leave Not Due' shall not be granted, unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the university employee will return to duty on the expiry of the leave and earn the leave granted.

(iii) A university employee to whom 'Leave Not Due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the university employee for further service, refund of leave salary for the period of leave still to be earned may be waived by the Board of Management.

Provided that the Board of Management may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

9. Maternity Leave:-

(i) A female University employee with less than two surviving children may be granted Maternity Leave by an authority competent to grant leave for a period of 180 days from the date of its commencement.

(ii) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(iii) Maternity Leave not exceeding 45 days may also be granted to a female University employee (irrespective of the number of surviving children) during the entire service

of that female employee in case of miscarriage including abortion on production of medical certificate.

(iv) (a) Maternity Leave may be combined with leave of any other kind.

(b) Notwithstanding the requirement of production of medical certificate, leave of the kind due and admissible (including Commuted Leave for a period not exceeding 60 days and Leave Not Due) upto a maximum of two years may, if applied for, be granted in continuation of Maternity Leave granted under sub-rule (i).

(v) Maternity Leave shall not be debited against the leave account.

10. Paternity Leave for 15 days –

(i) A male University employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife for child birth, i.e. up to 15 days before, or up to six months from the date of delivery of the child.

(ii) During the period of such leave, he/she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(iii) The Paternity Leave may be combined with leave of any other kind.

(v) Paternity Leave shall not be debited against the leave account.

11. Adoption Leave:

(i) A female university employee, with fewer than two surviving children, on valid adoption of a child below the age of one year may be granted Child Adoption Leave, by an authority competent to grant leave, for a period of 180 days immediately after the date of valid adoption.

(ii) During the period of Child Adoption Leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(iii) Child Adoption Leave may be combined with leave of any other kind.

(iv) In continuation of 'Child Adoption Leave' a female university employee on valid adoption of a child may also be granted, if applied for, leave of the kind due and

admissible (including Leave Not Due and Commuted Leave not exceeding 60 (sixty) days without production of Medical Certificate) for a period upto one year reduced by the age of the adopted child on the date of valid adoption, without taking into account the period of Child Adoption leave.

Provided that this facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption.

(v) The maximum period of one year leave of the kind due and admissible (including Leave Not Due and Commuted Leave upto 60 days without production of Medical Certificate), will be reduced by the age of the child on the date of adoption without taking into account Child Adoption Leave as in following illustration :

If the age of the adopted child is less than one month on the date of adoption leave upto one year may be allowed.

If the age of child is six months and above but less than seven months, leave upto 6 months may be allowed.

If the age of the Child is 9 months and above but less than 10 months, leave upto 3 months may be allowed.

(vi) Child Adoption Leave shall not be debited against the leave account.

12. Child Care Leave:-

(i) A woman university employee may be granted Child Care Leave by an authority competent to grant leave for a maximum period of 730 days during her entire service for taking care of her tow eldest surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.

(ii) For the purposes of sub-rule (i), "child" means-

(a) A child below the age of eighteen years: or

(b) A child below the age of twenty-two years with a minimum disability of forty per cent as specified in the Government of India in Ministry of Social Justice and Empowerment's Notification No. 16-18/97-N1.1, dated the 1st June, 2001.

(iii) grant of Child Care Leave to a woman university employee under sub-rule (i) shall be subject to the following conditions, namely:-

(a) it shall not be granted for more than three spells in a calendar year, however child care leave may be granted to single mothers for six spells in a calendar year.

(b) it shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer, provided that the period for which such leave is sanctioned is minimal.

(iv) During the period of Child Care Leave, the woman employee shall be granted at 100% of leave salary equal to the pay drawn immediately before proceeding on leave for the first 365 days and 80% of salary for the next 365 days.

(v) Child Care Leave may be combined with leave of any other kind.

(vi) Notwithstanding the requirement of production of medical certificate, leave of the kind due and admissible (including Commuted Leave not exceeding sixty days and Leave Not Due) up to a maximum of one year, if applied for, be granted in continuation with Child Care Leave granted under sub-rule (i).

(vii) Child Care Leave shall not be debited against the leave account.

(viii) Pro-forma for maintaining Child Care Leave account:-

Period of Child Care Leave taken		**Balance of Child Care Leave**		**Signature and designation of the certifying officer**
From	To	Balance	Date	
1	2	3	4	5

(ix) Child Care Leave can be availed, even if employee has EL at credit.

13. **Study Leave:-**

(i) Study Leave may be granted to University employees with not less than five years regular service for undergoing a special course of study consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duties or being capable of widening his/her mind in a manner likely to improve his/her ability.

(ii) Sanctioning authority :- Board of Management of the University on the recommendation of the Vice-Chancellor, subject to the condition –

(a) Course should be certified to be of definite advantage to University from the point of view of public interest and is related to sphere of duties of the university employees

(b) The particular study or study tour should be approved by the authority competent to grant leave

(c) The official on his/her return should submit a full report on the work done by him/her while on Study Leave.

(iii) Not granted-

(a) for studies out of India if facilities for such studies exist in India.

(b) to an official due to retire within three years of return from the Study Leave.

(c) to same official with such frequency as to remove him/her from contact with his/her regular work or cause cadre difficulties owing to his/her absence on leave.

(iv) Maximum period is 24 months in the entire service and may be granted at a stretch or in different spells.

(v) This will not be debited to the leave account. May be combined with any other leave due, but maximum period of continuous absence, excluding Extraordinary Leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree.

(vi) Requisite Bonds in the prescribed forms are required to be executed by the official.

(vii) If the course falls short of the Study Leave, the official should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.

(viii) Leave Salary – (a) Outside India: - Pay last drawn plus Dearness Allowance, House Rent Allowance and in addition, such allowance admissible; (b) In India: - Leave salary will be equal to pay last drawn plus Dearness Allowance and HRA. No study allowance admissible. Stipend, scholarship or remuneration for any part-time employment during the period of Study Leave should be adjusted against the leave salary subject to the condition that the leave salary will not be less than that admissible during Half Pay Leave.

Note :- HRA shall be payable for the first 180 days at the rates applicable at the last place of duty, continuance beyond 180 days will be subject to the production of prescribed certificates for the drawl.

(ix) Officials granted Study Leave shall not be paid T.A.

(x) Resignation or retirement after Study Leave or not completing the course of study – An official, who after availing of Study Leave resigns from service or otherwise quits within three years after return to duty or does so without returning to duty at all from Study Leave, or fails to complete the course of study, should refund (i) the actual amount of leave salary, study allowance, cost of fees, T.A. and other expenses, if any, incurred by the University, and (ii) the actual amount, if any, of the cost incurred by other agencies such as Foreign Governments, Foundations, Trusts in connection with the course of study, with interest thereon at the prescribed rates. In exceptional cases, the Board of Management may waive or reduce such recoveries.

14. Authorities Empowered to Sanction Leave:

The authorities specified in column (2) of the table below, are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Board of Management. Before sanctioning the leave, the sanctioning authority shall ensure that leave asked for is admissible and is at the credit of the employee concerned.

Kind of Leave	Sanctioning Authority	Extent of Powers
i. **Casual/Special Casual Leave to:**		
a. Registrar/Controller of Finance/ Controller of Examinations/Librarian	Vice-Chancellor	Full
b. Dy. Registrar/Asstt. Registrar and equivalent posts	Registrar	Full
c. Other staff		
i. Casual Leave	Branch/Section In-charge	Full
ii. Special Casual Leave	Registrar	Full
ii. **Earned Leave /Half Pay Leave/Commuted Leave/Extraordinary Leave/ Maternity leave/Child Care Leave/Paternity Leave/ Adoption Leave to:**		
a. Registrar/Controller of Finance/ Controller of Examinations/Librarian	Vice-Chancellor	Full
b. Dy. Registrar/Asstt. Registrar and other staff	Registrar	Full
iii. **Leave Not Due**	Vice-Chancellor	Full
iv. **Study Leave**	Vice-Chancellor	Full

Provided that where leave involves visit abroad, the competent authority shall be the Vice-Chancellor.

15. Power to relax:-

Where University is satisfied that the operation of any of these rules causes undue hardship in any particular case, the University, may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner with the concurrence of the Board of Management.

INTELLECTUAL PROPERTY RIGHTS POLICY (2017)

DELHI TECHNOLOGICAL UNIVERSITY
BAWANA ROAD, DELHI - 110042

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Section 1

INTRODUCTION

1.1 PREAMBLE

Delhi Technological University (hereafter remarked as 'DTU') is a University that continuously strives to attain academic excellence in teaching and research in the domain of Science, Engineering, Technology, Economics and Management. Its actions and pursuits are targeted upon faculty/ students/ project staff/ supporting staff/ visitors and are based on knowledge and conversance. As twenty first century is known to be administered by technological advancements, where values and perspicacity change in the blink of an eye, the system demands the technological institutions to preserve the primary sense of academics & research on one hand and on the other side, accept the dynamic horizons of entrepreneurship and business economy on the grounds of knowledge generated, protected and distributed under the intellectual property Regime. Because the world these days is incredibly dynamic and there's an increasing awareness of the 'knowledge asset', an intellectual property Rights (IPR) Policy is needed not only to protect the concerns of DTU but additionally to make DTU faculty/ students/ supporting staff/ project staff/ visitors alert regarding 'knowledge asset and its impact on the society'.

The present policy ensures the protection of the claims of the Inventor(s) of DTU i.e. faculty/ students/ supporting staff/ project staff/ visitors of DTU through the choice of intellectual property protection on a completely unique work, ideas, inventions, products, technology or to keep it open for public domain, whichever they find appropriate. In accordance with the Mission and Vision of DTU, the policy stands with the outreach of the innovative technologies developed at DTU. The policy also motivates the Researchers, Faculty and Students of DTU to induct technology sharing using the intellectual property Rights gained over a completely unique technology.

1.2 PURPOSE

The information proposed in this document associates to an IPR policy (and colligated administrative processes) with the intent that:

(a) It establishes the standards to defend the lawful interest of students/ faculty/ supporting staff/ project staff/ visitors of DTU and the society in a legitimately and coherent manner with the 'allegiance' of DTU and 'role' assigned to it by the society.

(b) It empowers DTU to contribute towards its primary responsibility of furthering, accelerating and promoting innovations in the area of science, technology, Economics and management in the broadest possible means;

(c) It shares a global perception of practices related to intellectual property retaining national identity and local constraints, avoiding as far as possible 'conflict' of opposing interests,

(d) It provides a transparent administrative system for the ownership, control and transfer of the intellectual property created and owned by the University;

(e) The policy promotes fair use of traditional knowledge while recognizing local traditional knowledge stakeholders and benefit sharing.

(f) It keeps into consideration the conservation of biodiversity and sustainable use of bio-resources.

1.3 TYPES OF IP

The intellectual properties can be broadly listed as:

a) Copyrights
b) Patents
c) Industrial designs
d) Trade/Service marks
e) IC layout designs
f) Traditional knowledge and Geographical Indications
g) New plant variety and Biotechnology inventions

1.4 DEFINITIONS

These intellectual properties can be illustratively defined as: -

a. *Copyright*- is an exclusive right given to the author of the original literary, architectural, dramatic, musical and artistic works; cinematograph films; and sound recordings.

b. *Patent*- is an exclusive right granted for an invention, which is a product or a process that provides a new way of doing something, or offers a new technical solution to a problem.

c. *Industrial Design*- means only the features of shape, configuration, pattern, ornament or composition of lines or colors applied to any article whether in two dimensional or three dimensional or in both forms, by any industrial process or means, whether manual, mechanical or chemical, separate or combined, which in the finished article appeal to and are judged solely by the eye; but does not include any mode or principle of construction or anything which is in substance a mere mechanical device.

d. *Invention* – means a new product or process involving an inventive step and capable of industrial application.

e. *Inventive step* – means a feature of an invention that involves technical advance as compared to the existing knowledge or having economic significance or both and that makes the invention not obvious to a person skilled in the art.

f. *Trade/Service mark*- means a mark capable of being represented graphically and which is capable of distinguishing the goods or services of one person from those of others and

may include shape of goods, their packaging and combination of colors.

g. *IC Layout Designs* - means a layout of transistors and other circuitry elements and includes lead wires connecting such elements and expressed in any manner in a semiconductor integrated circuit.

h. *Traditional Knowledge*- The knowledge developed by the indigenous or local communities for the use of a natural resource with respect to agriculture, food, medicine etc. over a period of time and has been passed from one generation to another traditionally.

i. *New Plant Variety*- a plant variety that is novel, distinct and shows uniform and stable characteristics.

j. *Geographical Indications*- means an indication which identify such goods as agricultural goods, natural goods as originating or manufactured in the territory of a country or manufactured in the territory of a country or a region or locality in that territory where a given quality, reputation or other characteristic of such goods is essentially attributable to its geographical origin and in case where such goods are manufactured one of the activities of either the production or of processing or preparation of the goods concerned takes place in such territory, regions or locality as the case may be.

k. *Biotechnology Inventions*- include recombinant products such as vectors, nucleotide sequences, micro-organisms.

l. *First Party* – Delhi Technological University (DTU).

m. *Second Party*- Faculty, Supporting staff, Project staff and Students of DTU.

n. *Third Party*- Any governmental or non-governmental organization or person with whom the First or the Second Party interacts for any activity with/without exchange of consideration in cash or kind.

o. *Faculty* – Faculty means a person professionally qualified to carry out teaching and research at DTU as a whole-time employee, Contractual Faculty, Emeritus fellow, DST inspire Fellow, UGC Faculty or Visiting professor appointed by DTU.
Note: this definition of faculty is meant only for the purposes of this document and in not intended to replace the definition of faculty in the statutes or other documents of DTU.

p. *Student* - Student means a person who has registered or enrolled as full-time student, part-time student, Post-Doctoral Fellow, casual student or exchange student from other universities/ colleges.

q. *Supporting Staff* - Supporting Staff means a person employed full-time or part-time by DTU to support the research, development, teaching and other supporting activities (including administrative activities) of DTU.

r. *Project Staff* - Project staff means a person employed temporarily on a contract under a research project, consultancy or any other activity carried out by DTU.

s. *Inventor(s)* – A person or a group of persons responsible for creating an IP. In case, creation of IP is associated with more than one inventor, one of them, from DTU, would function as a **Lead Inventor**.

t. *Activity*- Activities related to teaching, research, consultancy, generation and dissemination of information carried out by a person or an Institution independently, or collaboratively.

u. *Visitor*- A person either from India or abroad visiting under a collaborative activity or associated work at DTU. It is expected that the visit has been approved by competent authority of DTU.

v. *Associated Agreement* – document created with mutual consent of involved parties defining the rights, roles and responsibilities of each of the parties, for example, Memorandum of Understanding (MoU), Memorandum of Association (MoA), Research Agreement, Consultancy Agreement, Non-Disclosure Agreement (NDA), etc.

w. *Non-Disclosure Agreement (NDA)/Confidentiality Agreement* -The agreement intends to protect proprietary or confidential information among the parties involved in executing a NDA.

x. *Work Commissioned/Outsourced* - work commissioned by DTU to a creator or group of creators either employed by DTU or invited from outside DTU with or without any consideration in cash or kind. Typical examples of DTU commissioned works are: a. Design work, b. Artistic Work, c. Engineering/Architectural Models, d. Computer Software e. Reports based on surveys and analysis, f. Video works.

y. *Work for hire*- The work (or a product) originated from DTU and is meant for the specific purpose of DTU and produced by (a) an author during his/her employment at DTU or (b) non-employee under contracted work by DTU.

z. *DTU Innovation and Incubation Foundation (DTU IIF)* - The unit is a part of the industry interface of DTU to promote partnership with new technology entrepreneurs and start-up companies at DTU

1.5 IPR POLCY ADMINISTRATION

The obligations and powers to implement and ameliorate IPR Policy by various entities are described below:

1.5.1 POWERS TO AMEND IPR POLICY

Board of Management (referred to as BOM) of DTU will have all the authority to make

alterations to the IPR policy or formulate a new policy whenever it is felt necessary. This may be done considering the changes in the policies of the government or other national and international advancements including laws, legal judgments and treaties. The newly formulated policy or the amendments shall be applicable to all students/ faculty/ supporting staff/ project staff/ visitors.

1.5.2 RESPONSIBILITY TO CREATE/AMEND PROCEDURES AND PROCESSES FOR IMPLEMENTATION OF IPR POLICY

The Vice Chancellor of DTU will have complete authority to create and ameliorate the governing body and process from time to time in view of the changing needs including definition of administrative bodies and confiding roles and responsibilities to certain individual(s)/existing entities for developing elaborate methods and to alleviate implementation of the IPR policy of DTU as and when required.

1.5.3 INFRINGEMENT OF INTELLECTUAL PROPERTY (IP)

In case of infringement/violation of any IPRs such as patent infringement by the DTU faculty /students/project staff/ supporting staff/visitors or any third party infringing upon the IPR of an DTU inventor, DTU would create an appropriate administrative body, which would first investigate the matter and make recommendations to the Vice Chancellor for resolution of such violation/infringement. In case any dispute arising of any third party infringement upon IPR of DTU, the above administrative body would investigate the matter and make recommendations to the Vice Chancellor including need for any legal action against the infringing party.

1.5.4 PROCEDURE FOR APPEAL

In case of any conflict, grievance regarding ownership of IP, processing of IP proposals, procedures adopted for implementation of IPR policy and interpretation of various clauses of IPR policy, any aggrieved person can appeal to the administrative body formed for the purpose to resolve the intellectual property right dispute. In case the appellant is not satisfied with the decision of such a body, he/she can appeal to the Vice Chancellor of DTU, whose decision shall be final.

Annexure - I describes suggested administration mechanism for some of the key activities.

Section 2

OWNERSHIP OF INTELLECTUAL PROPERTY

2.1 INTRODUCTION

Excellence in research and education, exchange and dissemination of knowledge are guiding principles of DTU. These activities may lead to generation of new Intellectual Property (IP), which needs to be protected, developed, transferred and commercialized for the benefit of the society. Also, the information on the newly created and protected IP should be disseminated at the earliest so that the scientific community is not deprived of its right to knowledge and carry out further research. This can be facilitated only if the Ownership of a newly created IP is clearly defined. Clarity on Ownership of IP protects the interest of both the inventor(s) and the society at large.

Like in case of other types of property where there is an owner who can sell, rent and gift the property, the same concept is applicable in respect of all IPs. An owner of an IP is the one who has the rights to enter into transaction of IP such as licensing, selling, assigning of IPR or engaging in any other similar activity, to earn revenue or any consideration accruing from such an activity and retain, share and utilize the revenue so earned.

Owning an IP involves a process defined by law and has cost associated with it. Each country has its own legal status and fee structure. An Owner needs to acquire ownership rights separately in each country by paying necessary registration fee and associated expenses. Retaining the ownership involves payment of maintenance fee as per the prescribed laws over the life of IP.

2.2 TYPES OF ACTIVITIES LEADING TO GENERATION OF IP

DTU has engaged itself in different types of Research and Development (R&D) activities including the following, which may generate intellectual property(ies):

a) Research taken up by a faculty/ student/ project staff/ supporting staff/ visitor in the normal course of his/ her appointment/ engagement at DTU with funds coming from DTU (this would include research projects undertaken by students under the supervision of the faculty member);

b) Research taken up by a faculty/ student/ project staff/ supporting staff/ visitor from funds coming from a sponsor such as Government of India, state governments, international agencies, or foreign governments, etc.;

c) Collaborative research undertaken with other institutions including government departments and agencies, PSUs and private companies located in India;

d) International collaborative research with institutions and companies located outside India;

e) Research supported by companies and other private organizations through research projects or consultancy assignments; and

f) Any combination(s) of the above

Ownership of IP in the above-mentioned situations may not be defined/ specified in the same way. The ownership definitions for different types of IP and other relevant aspects are described in Section 2.3.

2.3 OWNERSHIP OF INTELLECTUAL PROPERTY (IP)

2.3.1 Patent as well as inventive steps, Copyright on Software, Industrial design, IC layout design, New plant variety and pharmaceutical substance

(A) **Intellectual property is owned wholly or exclusively by DTU if:**

a. It has been developed either solely with the use of funds/ facilities provided by DTU or with a mix of funds/facilities of DTU and external agencies but without any formal associated agreement

b. It has been developed with the use of external funds/ facilities, including, that of sponsored research and consultancy projects without any associated agreement.

c. It has been developed under any contract arrangement including "work for hire", work commissioned and/or outsourced by DTU.

d. It has been developed pursuant to a written agreement where ownership has been transferred to DTU. Examples are work assigned to programmers, writers of DTU publications, etc.

e. It is not assignable to an individual or a specific group of identifiable contributors, i.e. software or technology or process developed over a period of time with contribution from different individuals of/for DTU.

(B) **Intellectual property can be owned by Third party(ies) (exclusively or jointly with DTU) if:**

a. It has been developed with external funding from Third party(ies) including sponsored research, consultancy projects and other collaborative activity(ies) with a formal associated agreement.

b. It has been developed without external funding from third parties under collaborative project(s) or activity(ies) with Third party(ies) with associated agreement(s).

c. It has been developed out of the work carried out by DTU faculty/student/project staff/supporting staff during their visit to a Third party Institution/organization.

For sharing of IP in case of sponsored research and consultancy projects or any other collaborative activity, the following guidelines shall be followed:

(i) If the funding agency allows DTU to own the IP, then DTU may share its rights with other Third party(ies) subject to their respective contribution.

(ii) In case of funds provided by an agency of Government of India, the ownership shall be decided in compliance with the ownership clauses defined by the funding agency at the time of approval of the activity(ies).

(iii) In case of funds provided by a non-government agency, the ownership may be shared between DTU and funding agency. The sharing may take into consideration relative contributions of parties involved as well as any background IP with respective parties. Waiver of joint ownership can be considered by DTU on recommendation(s) of the involved Inventor(s) or Lead Inventor based on the adequacy of compensation provided to DTU.

(iv) For a multi-country/multi-institutional collaborative project, there must be an explicit agreement defining the ownership of IP generated.
(Normally, IP will be shared among only those parties that contribute towards creation of IP through direct involvement of their human/other resources.)

(v) In case of collaborative activity with foreign institutions involving indigenous biological material, IP ownership has to take into account restrictions as per the prevailing 'Biological Diversity Act 2002' of India.

(C) The Intellectual property can be owned by the Inventor(s) if:

None of the situations defined above for DTU or Third party ownership applies, and the IP is unrelated to the inventor's engagement with DTU. For faculty and staff, the engagement implies responsibilities associated with employment. It is also expected that the person concerned would have pursued these activities outside of normal working hours of DTU.

2.3.2 Copyright other than Software

(A) **The copyright owned by the author(s):** The copyrights is owned by the authors for textbooks, research books, articles, monographs, teaching-learning resource materials and other scholarly publications unless restricted by an associated agreement. These may also include popular novels, poems, musical composition, other works of artistic imagination, etc. It is advisable to keep the DTU informed about such creations. Revenue generated, if any, from such activities must be reported to DTU as per the prevailing rules of income from other professional activities/ sources.

(B) **The copyright owned by DTU:** The copyright is owned by DTU if the work is created under any contract (same as described under Clause A of Section 2.3.1).

(C) **The copyright reassignable to Authors:** Copyright works that are normally assignable to DTU may be reassigned to the author on request of the author provided it does not violate any agreement with Third party and does not intervene/ harm the interests of DTU.

(D) **Copyright owned by student:**

(i) Copyrights of thesis, dissertations, term papers, laboratory records, and of other documents that are produced by a student during the course of his/ her study will reside with the student unless restricted by an associated agreement and/or research carried out using facilities that have come to DTU with pre-imposed IP protection restrictions.

(ii) For claiming ownership of copyright for thesis and dissertations, the student(s) has/ have to declare that the thesis does not include any information that needs IP protection by DTU.

(iii) Further, any IP generated (other than copyright) out of the work carried out by the student would be covered as per Clause (A) and Clause (B) of Section 2.3.1.

(iv) If any such work could not be protected before submission of the thesis, concerned inventors should take steps to protect the IP within a period of six months of submission of thesis. DTU would have a mechanism in place for processing such thesis in order to protect the confidential information during this period.

(E) **Open Access Policy:** As per Annexure-III

2.3.3 TRADE AND SERVICE MARKS

Trade and service marks related to goods and services involving DTU will be owned by DTU. Use of DTU's name through trademark makes users obligated to certain standards and accountability described later in Section 3.7.

2.3.4 PROTECTION OF BIODIVERSITY AND TRADITIONAL KNOWLEDGE

DTU affirms that it abides with the national laws on biodiversity and traditional knowledge. Inventor(s) has/have to ensure that the provisions under the national laws on biodiversity and traditional knowledge are not violated during the course of securing any IP protection or use of such knowledge.

2.3.5 WAIVER OF IP RIGHTS BY DTU

Subject to any associated agreement and with appropriate approval from the sponsor, DTU may waive its rights to specified intellectual property in favour of the inventor so as to enable the inventor to seek funding or other support for the purpose of commercialization, or the Institute assessment doesn't favour IP protection. Such waiver of ownership in favour of the inventor(s) can be considered-

(a) if DTU decides not to pursue the protection of IP within a period of six months of complete disclosure by the inventor to DTU. The decision to pursue or not to pursue should be communicated to the inventor within a period of three months of complete disclosure by the inventor to DTU, or

(b) if it is established that such ownership of the inventor would be essential to enable dissemination of benefits of the invention to the society.

In all cases, unless explicitly agreed to, DTU shall normally retain a perpetual, royalty-free license to use the intellectual property and any corresponding IP for research and educational purposes.

2.3.6 TRADE-SECRETS AND KNOW-HOW INFORMATION

Trade secrets and know-how fall outside the scope of protection under current IP regime of India. It is important for the owner of such secrets and know-how to maintain confidentiality through confidentiality or non-disclosure agreements (NDA) with the other parties. In order to protect the information exchanged or being exchanged with Third party(ies) associated with an activity, Lead inventor/faculty is encouraged to sign separate NDA with third party(ies), associated faculty members, students, supporting staff, project staff and visitors. Such confidential information should not be incorporated in a student's thesis without the written permission of the owner of the information. Trade secrets and know-how information should be exchanged with Third party(ies) in writing through a disclosure notice in order to keep a record of time and extent of disclosure. Such NDA should have a reasonable time limit from the date of disclosure of the information by the two parties so as not to hamper dissemination and propagation of scientific information to society.

Work carried out or information generated under an activity at DTU will not be generally considered proprietary. Non-publication/non-disclosure of information will only imply that the results have not yet reached a stage that merit disclosure or are awaiting IPR protection.

Considerable amount of IP generated at DTU results from student's work/thesis and intended for research publication. In view of this, it is important that NDA with Third party(ies) should include clause that specifies time limit for assessment of IP created and filing of IP under an activity.

At any time, several faculty members, students, supporting staff and project staff may be working on different aspects of the same research area. NDA or any other agreement of collaboration must protect research and development interests and activities of DTU by person(s) unrelated to the agreement and avoid any restrictive clause in this regard even for a limited period.

2.3.7 COPYRIGHTS OWNED BY THIRD PARTIES

(a) Software

DTU expects that its faculty/students/project staff/ supporting staff/visitors to understand the obligations made to the Third party related to software and databases. It is possible that DTU faculty/ students/ staff/ project staff/ visitors are engaged in developing software or other IP using software, which are not in the public domain and are proprietary to certain suppliers. It is usual for DTU to procure such software for education and research purposes. Many such licenses may have restriction on IP creation and /or its commercial use. It is important that if there are any restrictions in the software employed for such IP creation, the same are settled with the owner / supplier of the software, before initiating IP protection.

Software of general use shall be procured with valid license.

(b) Other copyrighted material

DTU and its faculty, students, supporting staff, project staff and visitors

(i) would use copyrighted materials for only personal use, teaching and research purposes as permitted by Indian law,

(ii) will respect protection offered by Indian copyright law to all copyrighted material, and

(iii) would not use copyrighted material in their thesis, publications, reports and other professional documents without taking explicit prior permission of the copyright holder.

Section 3

TRANSFER AND USE OF IP

3.1 INTRODUCTION

The purpose of transfer and use of IP by DTU, which is a non-profit academic organization, is to meet one of its stated objectives of disseminating the fruits of research and development for the benefit of society. DTU recognizes that translation of created IP to products and services of benefit to society is a complex process that normally involves considerable risk taking and expenses. The DTU policy on transfer and use of IP proposed here takes into account the above fact. Further, commercialization provides incentive to the inventor(s) and provides 'technology push' to the invention and couples it to the 'market pull'. Commercialization of IP is generally carried out via licensing or assignment. A licensing agreement is a partnership between an intellectual property rights owner (licensor) and another who is authorized to use such rights (licensee) in exchange for an agreed payment (fee or royalty) whereas assignment of IP involves transfer of ownership irrevocably and permanently to the assignee by the assignor (*www.wipo.int*). Also, proprietary know-how generated by DTU is a known form of IP, and its transfer and use is covered by this policy.

3.2 MATERIAL TRANSFER AGREEMENT (MTA)

In case NDA does not cover material transfer clause, an appropriate MTA such as in the case of biotechnology inventions shall be signed between the donor and the recipient of the material regarding the use of the subject material.

3.3 POLICY RELATED TO TRANSFER OF BIOLOGICAL RESOURCE AND ASSOCIATED KNOWLEDGE

The Biological Diversity Act 2002 of India regulates the access to Biological resources of the country by non-citizens, non-residents of the country as well as a body corporate, association or organization not incorporated or registered in India. The Act prohibits such persons/entities from obtaining any biological resource occurring in India or knowledge associated there to for research or for commercial utilization or for bio-safety and bio-utilization. The Act prevents any person from transferring the results of any research for financial consideration or otherwise to such persons/entities without prior approval of the National Biodiversity authority (NBA).

3.4 POLICY FOR IP LICENSING AND ASSIGNMENT

Licensing intellectual property to a third party is the most common modality for technology transfer leading towards commercialization. There are various modes of licensing strategy including the following:

- Exclusive licensing: The licensor licenses the IP only to one licensee. In other words the licensee is the only one authorized by the licensor to use and exploit the IP. Even the licensor is excluded from using and exploiting the IP.
- Non-exclusive licensing: In this type of licensing, the licensor is permitted to enter into agreements with more than one entity for use and exploitation of the IP. In other words, the same IP may be used by many licensees at the same time for the same purpose or for different purposes.
- Sole licensing: In this case also, the licensor licenses to only one licensee. However, under this licensing, the licensor can also use and exploit the IP.
- Sub-licensing: Sub-licensing is applicable when a licensee wishes to further license the IP to another party(ies).

Given the breadth of research and development taking place at DTU and diversity of the IP so created, each license agreement is somewhat unique to the technology being transferred. The following guidelines are applicable to license agreement with a Third party:

i) generally no entity shall be granted exclusive right for the development/commercialization of intellectual property owned by DTU.

ii) sub-licensing must be specified whether it is permitted or not, and even if permitted, whether the consent of the licensor is required or not should be clearly stated in the license agreement.

iii) if an entity is granted exclusive rights with respect to a particular IP, the same should be for a limited period to obviate the possibility of misuse/no-use.

iv) wherever applicable, it should be ensured that the licensing process does not restrict the research/publication rights as well as incorporation of necessary material in the thesis of the associated student inventor(s).

v) DTU and its inventors should be protected and indemnified from all liability arising from development and commercialization of a particular intellectual property.

vi) will not place restriction(s) beyond the inventor(s) on DTU from entering into research and development in the same area independently or with other organization(s).

The license agreement may contain such other provisions as may be determined by DTU in the best interest of the society.

Assignment of IP by DTU to another party may be carried out under the circumstances such as conditions by the government or its agencies, defense purposes or if the IP created distinctly accrues benefits to the society at large.

3.5 POLICY FOR IP LICENSING AND ASSIGNING FOR START-UP VENTURES WITH INVOLVEMENT OF INVENTOR(S) FROM DTU

In order to encourage commercialization of IP registered and owned by DTU, inventor(s) of such IPs shall be encouraged to promote a start-up company (following the guidelines established by DTU) for developing a business proposition leveraging the IP under consideration. For this purpose, the start-up can also be accommodated at the DTU IIF at DTU, if so desired by the Inventor(s), after critical appraisal of the Business Plan as per applicable procedures of DTU.

The start-ups in the specified instances shall be licensed IPs owned by DTU on a limited exclusivity basis initially for a period of 3 years. The licensing fee may be decided depending on the nature of funding available for such a venture including the possibility of making the know-how/technology available even without any license fee. However, all such licensing should be accompanied by an appropriate agreement and a monitoring mechanism. During the limited exclusivity period, the start-up shall have 'no rights to sub-license' to any Third party.

Once the start-up venture establishes the commercial viability within the limited exclusivity period, the license agreement shall be re-visited and modified into exclusive over an extended period with a royalty consideration, the quantum of which shall be determined by DTU.

In case the start-up fails to achieve commercial breakthrough within the allotted period, the exclusivity of the license to the start-up shall be forfeited.

Further, as any entity set-up under the DTU IIF is an independent commercial entity, DTU would not have any rights to IP/Know-how developed within the entity unless covered by an explicit agreement.

3.6 SHARING OF REVENUE BETWEEN DTU AND INVENTOR(S)

The sub-section refers to revenue generated from monetization of IP. Protection of IP among other things is meant to provide incentive to all those associated with DTU with a potential for pursuing research leading to marketable product or processes and as a consequence generate revenue for DTU. Therefore, it is the policy of DTU to share the revenue from monetization of IP among stakeholders. These stakeholders besides DTU will include inventors, associated academic entities of DTU and the administrative entities engaged in IP management and commercialization.

DTU reserves the right to determine the share of the different stakeholders involved in IP creation and dissemination from time to time.

Revenue share of the inventor(s) shall continue even after their association with DTU ends. The administering entity would evolve procedure to enable this sharing.

3.7 POLICY RELATED TO THE USE OF NAME OF DTU AND TRADEMARKS OWNED BY DTU BY THIRD PARTIES

DTU would allow the use of its name and trademarks owned by it to the Third party(ies) to whom IP has been licensed/assigned through a signed agreement on following conditions:

(a) IP is intended to be used for the benefit of society.

(b) IP is licensed/assigned with an undertaking from the licensee/assignee that IP will be used-

(i) in a responsible manner to create a product/process conforming to environmental safety, and good manufacturing practices promoted by the Government of India and its regulatory bodies.

(ii) in promoting truthful claims and information, i.e. not for misleading the society or users.

(iii) without any liability to DTU in case of misuse of IP or accidental damage accruing due to use of IP.

(c) In no case IP will be used against the interest of India.

In all such cases, the licensee/assignee must take prior approval of DTU about the manner in which the name of DTU and its trademarks are to be used in any media including print and electronic media.

3.8 NONCOMPLIANCE AND CONFLICT OF INTEREST

All inventors are responsible for compliance with government rules and DTU's policies and ordinances related to development and use of IP generated. In all activities arising out of implementation of IPR policy of the Institute, all faculty members/inventors are expected to avoid potential and mutual conflicts of interest.

3.9 JURISDICTION

For any dispute arising related to IPR implementation, the jurisdiction will be Delhi only.

ANNEXURE I

SUGGESTED IPR ADMINISTRATIVE MECHANISM AT DTU

For the facilitation of IPR policy, DTU can entrust the role and responsibilities to various individuals and entities. This Annexure-I describes suggested administration mechanisms for some of the key activities.

AI.1 ADMINISTERING ENTITIES

The Industrial R&D Unit (**IRD**) is the administrative entity currently associated with IP management and commercialization:

1. The Industrial R&D Unit (**IRD**) has been specifically set up to provide specialized administrative and managerial support for the operation of sponsored research, consultancy and other related R&D activities of the Institute.
2. The IPR Cell, DTU is the administrative Body of DTU to manage and administer all IPR related activities.

AI.2 IPR STANDING COMMITTEE (IPR SC) AND ITS ROLE

The IPR Standing Committee will be the core administrating body, which will be responsible for evolving detailed procedures to facilitate implementation of the IPR policy of DTU. IPR SC would also arbitrate on appeals made and any clarifications sought. The IPR SC will have the following members:

Vice Chancellor	Chairperson (Ex-officio)
Dean (IRD)	member (Ex-officio)
Dean (Academic-PG)	member (Ex-officio)
Dean (Academic-UG)	member (Ex-officio)
Registrar	Member
Coordinator IPR Cell, DTU	Member
Librarian	Member
Deputy Registrar (IRD)	Secretary

IPR SC suggested role would include the following:

(a) to create expert groups in different subject domains for assessing and recommending proposals for IP filing. (Note: this assessment step can be skipped in case the costs of filing are borne by an external funding source including sponsored project or consultancy.)

(b) create and finalize forms, procedures (and guidelines) to implement the IPR policy at DTU.

(c) evolve proper procedures and guidelines for good practices for record keeping to allow efficient IP filing and protection.

(d) tie-up with organizations for filing, licensing/assigning of IPR on revenue sharing basis.

(e) appoint a panel of attorneys to facilitate filing of IPs by both the Institute appointed body as well by individual faculty/staff using their project or other funding.

(f) formulate programs for educating faculty/students/supporting staff/project staff/visitors about IPR and other associated issues.

(g) provide guidelines for IPR related documentation including creating infrastructure for the same.

(h) approach funding agencies for funds for promotion of IPR activities at DTU.

(i) to provide waivers and release of IPR to Inventor(s) and/or Third party(ies) within the framework of IPR policy of DTU.

(j) redress any conflict, grievance regarding ownership of IP, processing of IP proposals, procedures adopted for implementation of IPR policy and interpretation of various clauses of IPR policy.

(k) create and finalize draft agreements to facilitate IP protection by DTU.

(l) to evolve modalities of financing of IP related activities at DTU.

(m) deal with any relevant issues arising out of promotion as well as implementation of IPR policy.

(n) investigate the matter of violation/infringement of any intellectual property rights related to DTU and make recommendations to the Vice Chancellor for resolution of such violation/infringement.

IPR SC may coopt members from within and/or outside DTU to seek their opinion in carrying out any of the above responsibilities.

AI.3 ROLE OF IRD

In addition, the current role of IRD also includes the following, which may be revised from time to time

a. To create and facilitate Infrastructure/ facilities/ manpower for functioning of IPR Cell.
b. To oversee the functioning of IPR Cell.
c. Organizing IPR SC meetings.
d. To sign all IPR documents on behalf of DTU with Dean (IRD) as the competent authority. Dean (IRD) may designate the Coordinator IPR Cell as competent authority on his behalf for signing agreement(s) created under standardized formats proposed by IPR SC.

   Note: Confidential or Non-disclosure agreements written as per the standard formats made available by IPR SC can be signed by the Lead Inventor on behalf of DTU. However, for cases, where the agreements have clauses other than standard format will continue to be signed by the Registrar, DTU.

AI.4 ROLE OF IPR Cell

(a) IPR Cell will work under Dean (IRD).
(b) There shall be a Coordinator/ Co-coordinator IPR Cell for formulation/ execution of IPR Cell.
(c) Drafting IPR Policy and changes (if any) from time to time and obtain the approval from Competent Authority.
(d) Administering IPR Policy of DTU.
(e) To facilitate faculty/students/project staff/ supporting staff/visitors in all IPR application activities.
(f) To empanel the attorney for filing patent on behalf of DTU.
(g) Work on behalf of DTU, to process and manage IP registrations.
(h) Regularly review IP cases (filed/granted applications) for maintenance / discontinuation.
(i) To coordinate with the inventor (s) to proactively identify third parties for development and commercialization of IP in consultation with DTU IIF.
(j) Custody of all IPR related documents
(h) To process all financial matters related to registration and maintenance of various IPs.
(i) To administer all matters related to IP transfer on the advice of IRD, DTU.
(j) Organization of IP awareness programs at DTU.

AI.4 IPR FUND

DTU shall examine to institute an 'IPR Fund' by accumulating part of the revenue generated from licensing/assigning and other resources to support IPR activities of DTU. DTU would also invest corpus amount every year to encourage filing and registering of IPR(s). The IPR fund will be managed by IRD unit of DTU.

ANNEXURE II

PREVAILING NORMS FOR SHARING

As of now, the income generated by licensing/assigning of IPR or on receipt of royalties associated with technology transfer / specific innovation programs shall be divided as follows:

(a) 60% (sixty percent) of the revenue will go to the Inventor(s); the share of each inventor may be decided by the Lead Inventor.

(b) 40% (forty percent) would go to DTU for promotion of IPR activities and Patent filing support.

ANNEXURE III

DTU FACULTY OPEN ACCESS POLICY

1.0 INTRODUCTION

The Faculty of the Delhi Technological University (DTU) is committed to disseminating the fruits of its research and scholarship as widely as possible. In keeping with that commitment, the Faculty adopts the following policy:

Each Faculty member grants to the Delhi Technological University nonexclusive permission to make available his or her scholarly articles and to exercise the copyright in those articles for the purpose of open dissemination. In legal terms, each Faculty member grants to DTU a nonexclusive, irrevocable, paid-up, worldwide license to exercise any and all rights under copyright relating to each of his or her scholarly articles, in any medium, provided that the articles are not sold for a profit, and to authorize others to do the same. The policy will apply to all scholarly articles written while the person is a member of the Faculty except for any articles completed before the adoption of this policy and any articles for which the Faculty member entered into an incompatible licensing or assignment agreement before the adoption of this policy. The Vice Chancellor on the recommendation of IPR SC will waive application of the policy for a particular article upon written notification by the author, who informs DTU of the reason.

To assist the DTU in distributing the scholarly articles, as of the date of publication, each Faculty member will make available an electronic copy of his or her final version of the article at no charge to a designated representative of DTU (Librarian) in appropriate formats (such as PDF) specified by the IPR SC.

The IPR SC will make the scholarly article available to the public in an open-access repository. The IPR SC, in consultation with the Library Advisory Committee (LAC), will be responsible for interpreting this policy, resolving disputes concerning its interpretation and application, and recommending changes to the Faculty. The policy is to take effect immediately; it will be reviewed time to time by the competent authority.

The faculty calls upon the LAC to develop and monitor a plan for a service or mechanism that would render compliance with the policy as convenient for the faculty as possible.

2. DEFINITIONS

a. *Nonexclusive permission* - After granting nonexclusive permission, one still retain ownership and complete control of the copyright in his/her writings, subject only to this prior license. One can exercise his/her copyrights in any way he/she sees fit, including transferring them to a publisher if he/she so desires.

b. *Scholarly articles* - Faculty's scholarly articles are articles that describe the fruits of their research and that they give to the world for the sake of inquiry and knowledge without expectation of payment. Such articles are typically presented in peer-reviewed scholarly journals and conference proceedings.

c. *Open dissemination / open-access repository* - Journal articles stored and made available on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful, non-commercial purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself.

d. *Irrevocable, paid-up, worldwide license* - the permission granted may not be taken back; there are no fees associated with the permission granted; and the permissions apply worldwide.

e. *Not sold for a profit* - DTU could not generate a profit from exercising the rights granted, but could recover costs for a service related to the articles, such as printed course packs.

f. *Authorize others to do the same* - The copyright holder has the sole right to authorize others to exercise any of the five rights under copyright, and the right to authorize others to exercise rights. This language transfers the nonexclusive right to DTU to allow others to use the articles in specified ways and contexts, such as other DTU faculty members who want to use an article in teaching.

g. *Final version of the article* - The author's version with any changes made as a result of the peer-review process, but prior to publisher's copy-editing or formatting.

h. *Faculty* – As per 1.4 (m)

3.0 WORKING WITH THE DTU FACULTY OPEN ACCESS POLICY

The implementation of the Policy is being overseen by the IPR SC of the University. To submit a paper under the policy, upload the author's final manuscript, post peer-review, via a web form. If already submitted this version to a preprint server (e.g. arXiv), faculty may email the paper's identifying repository number, or the URL, instead of the paper.

- The policy applies only to scholarly articles completed after the policy was adopted.
- Faculty authors are encouraged to use the DTU addendum [MS Word doc] for publisher copyright agreements that reflects this policy.

4.0 SCOPE OF THE POLICY

4.1 Only scholarly articles typically presented in peer-reviewed scholarly journals and conference proceedings are covered under this policy. Many of the written products of faculty effort such as books, popular articles, fiction and poetry, encyclopaedia entries, ephemeral writings, lecture notes, lecture videos, or other copyrighted works are not encompassed under this notion of scholarly article.

4.2 The author's final version of the article i.e. the author's manuscript with any changes made as a result of the peer-review process, but prior to publisher's copy-editing or formatting are considered as scholarly article in this policy.

4.3 Each joint author of an article who holds copyright in the article and, individually, has the authority to grant DTU a non-exclusive license and the DTU open access policy applies to them also. Joint authors are those who participate in the preparation of the article with the intention that their contributions be merged into inseparable or interdependent parts of the whole.

4.4 It doesn't apply to any articles that were completed before the policy was adopted nor to any articles for which a faculty entered into an incompatible publishing agreement before the policy was adopted.

4.5 The policy also does not apply to any articles a faculty writes after leaving DTU.

5.0 OPTING OUT (OBTAINING A WAIVER)

5.1 To opt out, faculty need to fill out a simple web form, or send an email or other written notice to Librarian informing DTU of the following:

- Name of DTU author
- Title of article (expected or working title)
- Journal you expect to publish in
- Reason you are opting out

5.2 If a faculty do not opt out, but assign exclusive rights to a publisher anyway, mistakenly signing a publisher's agreement that conflicts with the policy, DTU's license would still have force, because it would have been granted (through this policy) prior to the signing of the publisher contract.

5.3 Each co-author in a jointly written article owns the copyright. Under Indian Copyright law, any co-author has the right to grant a nonexclusive permission to others. It would be up to the co-author to decide whether to opt out of the policy for a given article to accommodate a co-author.

5.4 In case a faculty wants to retract a paper later as required by publisher, it would be possible to remove a paper, particularly in cases involving a legal dispute. In this case the specifics would depend on what procedures are worked out by the IPR SC to implement the policy.