

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH**  
Taramani, Chennai – 600 113

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**Minutes of the 56<sup>th</sup> Meeting of the Finance Committee (through Hybrid mode) held on 25<sup>th</sup> March 2025 at 03.00 P.M. in the Board Room, NITTTR, Chennai.**

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The following Members were present at the Meeting:

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| 01 | <b>Shri Narayan Singh Bisht</b><br>Deputy Secretary<br>Integrated Finance Division,<br>Ministry of Education,<br>Department of Higher Education,<br>New Delhi – 110 001 | Chairman and<br>Representative of<br>JSFA |
| 02 | <b>Shri Ashok Kumar Singh</b><br>Under Secretary [TS - IV]<br>Ministry of Education,<br>Department of Higher Education<br>Shastri Bhawan, New Delhi 110 001.            | Representative of<br>JS (TEL)             |
| 03 | <b>Dr. Usha Natesan</b><br>Director,<br>NITTTR, Chennai.                                                                                                                | Member- Secretary                         |

The above members have attended the Finance Committee meeting through Video Conferencing except Dr.Usha Natesan, Director, NITTTR, Chennai who has attended through contact mode.

Since the tenure of the Chairman, BoG was vacant from 27.02.2024, the members of the Finance Committee has nominated **Shri Narayan Singh Bisht**, Deputy Secretary, IFD, to chair the 56<sup>th</sup> Finance Committee Meeting.

The Chairman welcomed all the Members of the Finance Committee and the items on the agenda were taken up for consideration.



**Item No. FC. 56.01.01**

**To consider and confirm the minutes of the 55<sup>th</sup> Meeting of the Finance Committee held on 29.11.2024**

**Res. No. FC.56.01.01**

The Finance Committee confirmed the Minutes of the 55<sup>th</sup> Meeting of the Finance Committee held on 29.11.2024.

**Item No. FC.56.02.01**

**To report about the action taken on the various resolutions passed at the 55<sup>th</sup> Meeting of the Finance Committee held on 29.11.2024**

**Res. No. FC.56.02.01**

The Committee noted the action taken by the Institute on the resolutions passed in the 55<sup>th</sup> Meeting of the Finance Committee held on 29.11.2024 and approved the same.

**Item No. FC.56.02.02**

**To report about the details regarding grants received and progress of expenditure of the Institute up to 28.02.2025**

**Res. No. FC.56.02.02**

The Committee perused the details regarding the grants received and noted the progress of expenditure of the Institute up to 28.02.2025.

**Item No. FC.56.03.01**

**To consider and approve Remuneration, Sitting Fees, TA and DA for PhD and PG Courses**

**Res. No. FC.56.03.01**

The committee perused the proposal and resolved to approve the same, since the proposed rates are lesser than the rates prescribed by other INI's.

**Item No. FC.56.03.02**

**To consider and approve the proposed Medals and Prize for Academic Excellence**

**Res. No. FC.56.03.02**

The committee perused the proposal and resolved to approve the same.

**Item No. FC.56.03.03**

**To consider and approve the Re-appropriation  
of SWAYAM Financial Norms**

**Res. No. FC.56.03.03**

The committee perused the proposal and resolved to approve the same.

**Item No. FC.56.03.04**

**To consider and approve the Guidelines for the  
Utilization of Cumulative Professional  
Development Allowance (CPDA)**

**Res. No. FC.56.03.04**

The committee perused the proposal and resolved to approve the same.

**Item No. FC.56.04.01**

**To consider and ratify the JSA and SSA  
(Stenographer) Skill Test Cost**

**Res. No. FC.56.04.01**

The committee perused the proposal and resolved to approve the same.

**Item No. FC.56.05.01 (i)**

**To consider and approve the norms for Host  
Institutions and Industrial Training Programmes**

**Res. No. FC. 56.05.01 (i)**

The committee perused the proposal and resolved to approve the same.

The Meeting ended at 04.00 p.m. with Vote of thanks to the Chair.

**-sd-**

**CHAIRMAN (BOG)  
[NOMINATED]**

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*11/4/25*  
**DIRECTOR / MEMBER SECRETARY**

*1/4*





**NATIONAL INSTITUTE OF TECHNOLOGY: TIRUCHIRAPPALLI – 15**  
**OFFICE OF THE DEAN (ACADEMIC)**

**CIRCULAR**

Date: 22.01.2015

Sub: Revised rate of Remuneration, Sitting fee, TA, DA – reg.

As approved in the 36<sup>th</sup> BOG Meeting held on 25.07.2014, the revised TA, DA, Sitting fees and Remuneration rates for the External Experts of Senate, Board of Studies, Academic Audit, Project Work/Thesis Viva Voce examinations for UG / PG/Ph.D are as detailed below:

**UNDER GRADUATE COURSES (B.Tech.)**

Name of the Item	Revised Rate / per student (Rs.)
Comprehensive Viva Voce and Project Viva Voce (minimum of 10 students / examiner)	150

**UNDER GRADUATE COURSES (B.Arch.)**

Name of the Item	Revised Rate / per student Rs.)
Review for Design / Studio Based Subjects (Mid and End Semester Evaluation) (minimum of 10 students / examiner)	150
Dissertation (minimum of 10 students / examiner)	150

**POST GRADUATE COURSES (M.Tech.)**

Name of the Item	Revised Rate / per student (Rs.)
Project Viva Voce (minimum of 5 students / examiner)	500

**POST GRADUATE COURSES (M.Sc. / MBA / MCA)**

Name of the Item	Revised Rate / per student (Rs.)
Project Viva Voce (minimum of 5 students / examiner)	500

**RESEARCH PROGRAMMES [MS (by Research)]**

Name of the Item	Sitting Fees
	Revised Rate / per student (Rs.)
General Test Committee meeting	3000
Honorarium for Indian Examiner for Thesis Evaluation	4000
Viva Voce Examination	3000

**RESEARCH PROGRAMMES [Ph.D.]**

Name of the Item	Sitting Fees
	Revised Rate / per student (Rs.)
Doctoral Committee meeting	3000
Comprehensive Examination	2000*
Synopsis meeting	3000
Honorarium for Indian Examiner for Thesis Evaluation	5000
Honorarium for Foreign Examiner for Thesis Evaluation	US\$400
Viva Voce Examination	5000

\* Minimum shall be Rs.3000 for an examiner



**ACADEMIC AUDIT (UG / PG)**

Name of the Item	Sitting Fees
	Revised Rate (Rs.)
UG courses / per semester	5000
PG Courses / per semester	5000

**SENATE, BOARD OF STUDIES MEETING**

Name of the Item	Sitting Fees
	Revised Rate (Rs.)
Senate (for External members)	5000
Board of Studies Meeting	5000

**TRAVELLING ALLOWANCE**

Name of the Item	Traveling Allowances
	Revised Rate (Rs.)
Examiners from Institution within the radius of 30 km (to and fro)	800
Examiners from Institution within the radius of 30-60 km (to and fro)	1000
Examiners from Institution above 60 km	II A/C Train Fare from the nearest Railway Station to Tiruchirappalli Junction.
For Ph.D. Viva Voce examiners	Air Fare(as per GoI norms) / 1 <sup>st</sup> AC Train Fare on production of Tickets

Accommodation and Food bills may be reimbursed as per the eligibility criteria of the respective expert member, if the institute guest house accommodation is not available.

**Incidental Charge** : Head Quarters to Air Port/Railway Station – Rs.500/-  
(Flat rate for one way)

**The revised rates are effective from 22, January 2015.**

**Dy. Registrar (Academic)**

**Copy to:**

All Deans, HODs, Registrar, DR (Accounts), DR (R&C)  
Director, for kind information





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**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
ROORKEE****Proforma for TA/ Honorarium to Expert for  
Ph.D Thesis Evaluation /Viva-Voce Exam**

Name of the Research Scholar				
Department				
<b>Details of Expert (in Block Letters)</b>				
Name of Examiner				
Address				
Pay Level as per 7th CPC				
Duration of Travel				
PAN (If possible please attached copy for correct tax deposit)				
Mobile No				
Email id				
Bank Name & Address				
Bank A/c Number				
IFSC Code				
<b>A. TRAVEL DETAILS (Accounting Code: OH-31-13-DepartmentCode-302)</b>				
<b>S No</b>	<b>Particular's</b>	<b>Amount</b>		
1.	Air fare/Train Fare (Please attach ticket and boarding pass)			
2	Train Fare (Please attach tickets or PNR number)			
3	Taxi Fare (Please attach bills)			
4	Travel by own car (@ 11 Rs. Per K.M)			
5	D.A for food expenses (Rs. 1200 per day for Pay level 14 and above and Rs. 1000 per day in other cases) (Please mention amount only -no bills required)			
<b>Total Amount (A)</b>				
<b>B. HONORARIUM DETAILS (Accounting Code: OH-31-22-DepartmentCode-301)</b>				
<b>Sl No</b>	<b>Particular's</b>	<b>No</b>	<b>Rate</b>	<b>Amount</b>
1.	<b>Viva-Voce Examination</b>		3000/-	
2.	<b>Evaluation of Ph.D. Thesis</b>		10000/-	
<b>Total Amount (B)</b>				
<b>TDS @ 10% on Honorarium only (C)</b>				
<b>Net Payment (B-C)</b>				

Signature of the Expert

Signature with seal  
(Head of the Department)