Date of BOG Meeting	Old Number of BOG meeting	Renumbered BOG meeting	Venue	Year	Authority
July 8, 2008	BOG/2008-09:01	BOG/9	New Delhi	2008	APPROVAL OF THE BOARD OF GOVERNORS VIDE AGENDA ITEM NO. BOG/24/16(i) OF BOG MEETING HELD ON JULY 24, 2013

PDPM

Indian Institute of Information Technology,
Design & Manufacturing Jabalpur

Annexure 4

MINUTES OF 2008-09 THE 1ST MEETING OF THE BOARD OF GOVERNORS HELD ON JULY 08, 2008 IN THE NID OFFICE, INDIA HABITAT CENTER NEW DELHI

Members Present:

1.	Prof Sanjeev Bhargava Director PDPM IIITDM Jabalpur	Member
2.	Prof HP Dixit Director General SGG&PA, Bhopal	Member
3.	Prof Manoj Harbola Professor IIT Kanpur	Member
4.	Prof Aparajita Ojha Professor PDPM IIIT DM Jabalpur	Member
5.	Mr Anurag Shrivastava OSD, Department of IT MP Government, Bhopal Nominee of the MP Government	Member
6.	Ms Alice Chaco Under Secretary (Higher Education) Nominee of the MHRD	Member
7.	Shri Anup Shukla Administrative Officer I PDPM IIIT DM Jabalpur	Acting Secretary
8.	Shri Raghunath Bhattacharya Administrative Officer II	Special Invitee
8.	Shri TS Anand AE PDPM IIIT DM	Special Invitee

Leave of Absence:

Prof Sanjay G Dhande, Prof Rajeev Sangal, Prof Dariel A Koshi, Mr Manoj Gaur, Mr Pawan Goenka, Mr Fakharuddin, Mr DS Mathur

1. The Director explained the circumstances for the delay in convening its meeting after a long gap of more than seven months. At this juncture, the Board of Governors expressed its gratitude to its first Chairman, Shri Sudeep Banerjee, and other members and resolved that the services rendered by Shri Sudeep Banerjee towards the development of the Institute, as its founder Chairman, shall always be a source of inspiration for the Institute and shall be remembered for years to come.

2. The Director informed the members that the newly nominated Chairman of the Board, Shri AK Singh, had not taken the charge due to the delay in completing the required administrative procedures. However, convening of the meeting of the Board could not be delayed any further because the Institute's accounts for the year 2007-08 had to be

audited. For the purpose of sending them to the AG (MP) Gwalior, Annual Accounts 2007-08 had to be adopted by the Board. The Director also informed the members that the Ministry of HRD was constantly informed and the current meeting had been convened after taking their advice.

3. It was pointed out that the Board, in the absence of its Chairman, had to choose a member to chair the meeting of the Board. Prof Manoj Harbola proposed that, in view of similar precedents regarding the Board of Governors of IITs, the Board resolves that during the absence of the Chairman of the Board of Governors, the Director of the Institute would preside over its meetings. The proposal was accepted by the members.

4. Since the Finance Committee meeting could not be convened due to the lack of quorum, and the Board meeting was convened mainly to adopt the Annual Accounts – 2007-08, it was decided to go through the agenda and discuss the same. It was also decided that the Institute would convene the meeting of the Finance Committee shortly. In case the Finance Committee recommends the adoption of Annual Accounts – 2007-08, the meeting of the Board would not be convened again and the same would be adopted by circulation. In case the Finance Committee recommends the adoption of the Annual Accounts, the Director was authorized to formally write to the AG (MP) Gwalior for the purpose of auditing of Institute's accounts.

With these observations, the meeting of the Board began formally.

BoG/2008-09: 01.01   Overview Report of the Director

A. ACADEMICS

- **Strength of Faculty Members in the Institute:**

  The Board took note of the present strength of the faculty members and those who had been recently selected in the previous round of the Selection Committee. Members expressed happiness on the academic background, quality and research potential of the selected candidates. In spite of these favourable developments, the issue of the difficulties faced by the Institute in attracting suitable faculty members specifically with the specialization in Computer science & Engineering and Electronics & Communication Engineering was brought to light by the Director. Members took a note of the problem and urged the Institute to take appropriate steps in this regard.

B. STUDENTS RELATED ACTIVITIES

- **Student Feedback Survey:**

  The Board expressed satisfaction on the fact that the Students Reaction Survey on the performance of the faculty members was regularly done by the Institute in every semester and took note of the same.

- **Projects Undertaken :**

  The Committee expressed happiness on sponsored research projects being undertaken by the Institute's faculty and students.

C. Progress on the Indo-Japanese Cooperation:

The Board noted the contents presented in the Director's Overview Report. The Board also expressed the satisfaction on the fact that (a) as per requirements of the Indo-Japanese Cooperation, five faculty members of the Institute namely, Dr Puneet Tandon, Dr Tanuja Sheorey, Dr Vijay K Gupta, Dr Prittee Khanna and Dr Mukesh K Roy had visited

various universities/ institutes and industries in Japan during December 2007 for whom the travel cost was borne by the Institute and the hospitality and travel in Japan was borne by the Japanese side, (b) five undergraduate students of the Institute had visited Japanese industries and universities in the month of May 2008 and (c) the two delegations from Japan, comprising of four Japanese experts in each delegation had visited the Institute in Semester II, 2007-08 to give lectures in different undergraduate and postgraduate courses of the Institute. The Board also appreciated the progress made on the intellectual exchange programme through these visits.

BoG/2008-09: 1.02   Confirmation of Minutes of the 2007-08/ 3rd Meeting of the Board held on November 20, 2007

The Minutes of the meeting had already been circulated and no comments had been received. The Minutes were confirmed without any amendments.

BoG/2008-09: 01.03   Recommendations of the Finance Committee of the Meeting held on November 20, 2007

Since the meeting of the Finance Committee could not be held immediately before the Board Meeting on the same day due to the lack of quorum, the Board discussed the Agenda Items in its own meeting. The following summarizes the deliberations of the Board:

The Audit Report 2006-07 from AG(MP) Gwalior:

The Board discussed the Audit Report 2006-07 from AG(MP) Gwalior and, subject to the condition that the same is recommended by the Finance Committee, accepted it.

Consideration of Annual Accounts: 2007-08:

The Board discussed the Annual Accounts 2007-08, as prepared by the Institute and, subject to the condition that the same is recommended by the Finance Committee, accepted them.

Budget Estimates of 2008-09:

The Board discussed the Budget Estimates – 2008-09, as prepared by the Institute and, subject to the condition that the same is recommended by the Finance Committee, accepted them.

Positions of Non-Academic Staff Requirement in next five years:

After presenting the rationale behind the requirement of the non-academic staff needed by the Institute, as presented in the Agenda, the Director explained the following features of the Institute to the Board:

a) Unlike other IIITs at Allahabad and Gwalior, which have only computer science/IT and/or electronics related disciplines as part of their curriculum, IIIT Jabalpur, being an Institute with an emphasis on Design & Manufacturing, has also Mechanical Engineering as one of its undergraduate as well as postgraduate disciplines. This fact changes the entire nature of the laboratories which are needed in the Institute. Thus, besides the labs of Computer Science/IT and Electronics, the labs of Physics, Materials Science, Ergonomics, Mechanical Workshop and Advanced Manufacturing Processes also need to be set up. Obviously, the setting up and running of these laboratories require the hiring of persons with specialized skills and can not be run by the outsourcing method.

b) As per its Detailed Project Report (DPR), the mandate of the Institute is to provide an atmosphere based on "Project Based Learning" and therefore an emphasis is to be laid on 'Hands-on Training' to students. The collaboration of the Institute with Japan increases the importance further in these regards. The unique UG curriculum of the Institute, which has also been vetted by the Japanese experts, lays emphasis on extensive laboratory work by students as part of the curriculum. The dilution of the requirements of laboratories and therefore the technical staff needed to run them will change the very focus of the Institute.

c) The Institute does believe in the philosophy of keeping a bare minimum staff to run its activities and wishes to exploit the technology to perform its various functions in a more efficient manner. The requirement of the ministerial staff, which is given in the proposal is thus far lower than that in IITs and also other IIITs. In fact, it can be seen that the ratio of ministerial: technical non-academic staff is much lower than that existing in IITs in spite of many of the staff having retired in the recent past.

The Director also pointed out that, during the current phase of the Institute, it was also very important that the right kind of senior administrative persons were employed. He informed the Board that the two officers, namely the Finance Officer and the Deputy Registrar, who were given the appointment during the last year, could not cope up with the pressure of the administrative work needed in a nascent academic institute and had therefore left after tendering their resignations. The Board took note of such developments and suggested that the *essential* and the *desirable* requirements proposed by the UGC carefully followed before selecting the senior administrative personnel.

While the requirements of the non-academic staff were being discussed, the nominee of the MHRD pointed out that in contrast to the norms proposed earlier, the recent circular of the Ministry of Finance had informed that students: faculty and faculty: non-academic staff ratios were to be kept as 12:1 and 1:1.1 respectively.

After a considerable discussion, the Board accepted the number of positions of the non-academic staff as proposed by the Institute and suggested that the Institute may also put up its case to the Ministry of Finance, through MHRD, if felt desirable.

Leased Accommodation Scheme of the Institute:

The Board discussed the proposal of the Leased Accommodation Scheme, as prepared by the Institute and, subject to the condition that the same is recommended by the Finance Committee, accepted it.

TA/DA to Post Graduate & Research Students for attending National/International Conferences

The Board discussed the proposal of giving the TA/DA to Post Graduate & Research Students for attending National/International Conferences, as prepared by the Institute and, subject to the condition that the same is recommended by the Finance Committee, accepted it.

BoG/2008-09:01.04   Approval to start the M Des Programme in the Institute as Recommended by the Senate

The Board expressed its happiness on the fact that the Institute's Senate had cleared the starting of the M Des programme at the Institute with effect from July-August 2008 and gave its approval for the same.

BoG/2008-09: 01.05   **Approval of Recommendations of the Selection Committee for the Faculty Positions**

The Board approved the recommendations of the Selection Committee for the faculty positions.

BoG/2008-09: 1.06   **Any other Item with the Permission of the Chair**

The Board was apprised in contrast to other IIITs, namely at Gwalior and Allahabad, the emphasis of IIITDM Jabalpur was not only on IT but also on Design and Manufacturing. Due to these reasons the character of IIITDM Jabalpur is different than other IIITs. The Institute therefore felt the need to fill some of its non-academic staff positions with different designations than those which were given in the initial sanction letter. The Board was requested to approve the conversion of the posts in the same pay scales as given below:

S No	Name of the Post (Sanctioned)	Pay Scale (in Rs.)	Name of the Post (Suggested)
1	Finance Officer	12000-18000	Deputy Registrar
2	Assistant Finance officer	8000-13500	Assistant Executive Engineer
3	Data Processing Assistant (Grade A) (Two posts)	5500- 9000	Junior Engineer /Junior Superintendent
4	Data Processing Assistant (Grade B) [Two posts]	4500 - 7000	Mechanic Grade A [Two Posts]
5	Deputy Accounts Assistant	4000- 6000	Upper Divisional Clerk
6	Junior Steno	4000 - 6000	Technical Assistant
7	Caretaker	4000 - 6000	Technical Assistant
8	Drivers [Two posts]	3050 – 4050	LDC [Two posts]

After a brief discussion, the Board approved the conversion of the existing posts as given in the above Table.

With no other items for discussion, the meeting ended with a vote of thanks to the Chair.

Approved

Sd/-
S Bhargava
(Director & Acting Chairman)