

## Indian Institute Of Information Technology, Design & Manufacturing Jabalpur

### MINUTES OF 2007-08/ 2<sup>nd</sup> MEETING OF THE FINANCE COMMITTEE

held on 20<sup>th</sup> November, 2007 at 03.00 PM  
in the Conference Room (MHRD), Shastri Bhawan, New Delhi

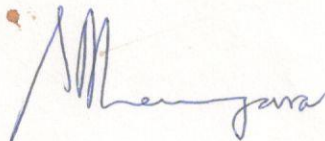
#### Members Present:

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| 1) Shri. Sudeep Banerjee<br>Chancellor, NEUPA, New Delhi   | Chairman                               |
| 2) Prof. Sanjeev Bhargava<br>Director, PDPM IIITDM Jabalpur  | Member                                 |
| 3) Mr SK Ray<br>Joint Secretary and Financial Advisor<br>MHRD, New Delhi   | Member                                 |
| 4) Ms. Seema Raj,<br>Director (Technical)<br>MHRD, New Delhi   | Substituting Shri Ravi Mathur - Member |
| 5) Prof. H P Dikshit<br>Director General,<br>School of Good Governance<br>& Policy Analysis,<br>Govt. of Madhya Pradesh, Bhopal. | Special Invitee (Member BoG)           |
| 6) Dr. Darlie O Koshy<br>Director<br>National Institute of Design,<br>Ahemdabad  | Special Invitee (Member BoG)           |
| 7) Prof Manoj K Harbola<br>Dept. of Physics<br>IIT Kanpur, Kanpur  | Special Invitee (Member BoG)           |
| 8) Prof Aparajita Ojha<br>Professor<br>PDPM-IIITDM Jabalpur  | Special Invitee (Member BoG)           |
| 9) Ms Alice Chacko<br>Under Secretary to Govt. of India,<br>MHRD, New Delhi  | Special Invitee                        |
| 10) Shri SC Prusty<br>Finance Officer & Officiating Registrar<br>IIITDM Jabalpur   | Acting Secretary                       |

#### Leave of Absence:

Shri. Dilip Mehra,  
Principal Secretary, Technical Education  
Government of Madhya Pradesh, Bhopal

Dr. Manoj Gaur  
Managing Director, Jai Prakash Associates Ltd and Director, JIL Info Tech Ltd  
New Delhi-110057






## FC/2007-08: 02.01 - Overview Report of the Director

While welcoming all the members of the Finance Committee, the Director informed about the major operation the Chairman had gone through in recent times. However, it was very inspiring and heartening to see that in spite of this being a serious operation, the Chairman had taken back things to his stride in a very with all the normal work. The Finance Committee wished him a speedy recovery and good health in times to come.

### A. ACADEMICS

- **Strength of Faculty Members and Research Engineers in the Institute:**

The Finance Committee took note of the faculty members and Research Engineers who had joined IIITDM Jabalpur in recent time and expressed its happiness on their background, quality and research potential. It also expressed hope that the Institute would be able to attract similar good faculty members and research engineers in future also.

- **Progress Towards the Indo-Japanese Cooperation:**

The Finance Committee noted contents presented in the Director's Overview Report. Further, the Director clarified that the proposed Indo-Japanese Cooperation was not viewed by the Japanese Government as an aided programme but as a cooperation of intellectual exchange between the two sides. Hence, as for now, there was no financial commitment from the Japanese side. The Finance Committee was also informed that Japan had never set up any Institute any where in the world till now and cooperation to develop IIITDM Jabalpur was a very new experience also for them. Working out the details of cooperation requirements would perhaps take more time. It was informed that the interest among the professors of the Japanese institutes/universities was genuine and they appear very committed to make the programme successful. The Director informed that the faculty exchange programme was very crucial for the further growth of this cooperation. Under the present scheme of things, the travel cost was to be borne by the visiting side and the cost of local transport and living was to be borne by the host.

The Finance Committee noted the above comments and accepted the arrangements made in this regard till now.

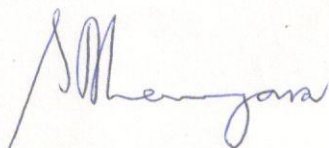
### B. CONSTRUCTION ACTIVITIES

- a. **Temporary Construction Activities in the IT Bhawan of the Jabalpur Engineering College**

The finance Committee took note of the work done for the temporary construction activities at the IT Bhawan of the Jabalpur Engineering College and expressed satisfaction for their completion, as per desire of the Finance Committee and the Board, prior to admissions of the new batch of students in August 2007.

- b. **Repair and Maintenance Activities in Hostel VIII of the Jabalpur Engineering College**

The finance Committee took note of the work done for the repair and maintenance of Hostel VIII of the Jabalpur Engineering College and expressed satisfaction for their completion, as per desire of the Finance Committee and the Board, prior to admissions of the new batch of students in August 2007.





**c. Construction Activities in the Institute Campus at Dumna**

The Finance Committee was apprised of various construction activities undertaken at Dumna site of the Campus. The Committee took note of the same and expressed concern on delay in activities and requested the Institute to do every thing to enhance the pace of construction of the new campus.

**C. STUDENTS WELFARE AND RELATED ACTIVITIES**

• **Distribution of Notional Prizes and Certificates of Merit:**

After a brief discussion the members suggested that the prizes be renamed from "Notional Prizes and Certificates of Merit" to "Certificates of Merit and Prizes for Academic Excellence". The finance Committee took note of the above suggestion and recommended accordingly to the Board.

• **Holding of English Proficiency Development Classes:**

The Board expressed happiness on such efforts made by the Institute as they were likely to further empower students in the Institute coming from the weaker background.

**FC 2007-08: 02.02 – Confirmation of the Minutes of the Meeting held on May 11, 2007**

The committee confirmed the minutes of the Meeting held on 11<sup>th</sup> May, 2007.

**FC 2007-08: 02.03 - Consideration of Annual Accounts of 2006-07 and Recommendation to the Board for Adoption**

After minor discussions and deliberations, the Finance Committee accepted the Annual Accounts of 2006-07 and recommended same to the Board for Adoption.

**FC 2007-08: 02.04 - Special Measures to be Adopted by the Institute during Incubation Period for its further Growth and Smooth Functioning**

• **Reimbursement of Medical Expenses Incurred on Students Against First Aid**

The Board endorsed that the responsibility of health care of students lies solely with students and their parents/guardians. The members discussed the matter in detail and suggested that a Contingency Fund of Rs. 1 Lakh may be created to meet out emergency medical problems of students. The Institute was advised to evolve its own norms for the purpose of reimbursement towards emergency medical problems of students.

The Board also desired that the efforts be made to make medical doctor available in each Hall of Residence for specific timings on every day. Students should be advised to consult the doctor in the hostel itself. They should be rushed to specialists only in case of emergency.

• **Communication Facilities in the Institute**

The case of providing communication facilities to faculty and staff of the Institute was considered to be a genuine need of the Institute at this juncture. The matter was discussed in detail. Dr Darlie O Koshy, Director, National Institute of Design Ahmedabad suggested that the facilities extended by the BSNL may be explored



and the Chairman desired all details thereof be presented in a tabular form at the next meeting. This Agenda Item was therefore deferred for the next meeting.

- **Hiring of Visitors Hostel and Housing for the Faculty and Staff**

In view of (i) the background, (ii) areas of interest and specialization and (iii) publication record of the faculty of the Institute, the Finance Committee expressed its happiness on the high-quality and well qualified faculty which the Institute was able to attract. The Committee appreciated the problem faced by the Institute towards providing housing facilities to fresh faculty members and considered it to be genuine problem which, if not solved properly, could hamper the further growth of the Institute.

Dr Darlie O Koshy, Director, National Institute of Design Ahemadabad suggested that the "Least Accommodation Scheme", which was implemented at NID Ahemedabad under similar circumstances, could be tried out by the Institute in this regard. The Finance Committee appreciated the suggestion of Dr Koshy and asked the Institute to suitably modify this agenda item and bring the same in the next meeting.

**FC 2007-08: 02.05      Special Measures to be Adopted for Giving TA/DA to Students**

- **TA/DA for PhD and M Tech Students Authorized to Attend Conferences/ Workshops /Seminars to present their Research Work**

The Finance Committee appreciated the need for providing TA/DA to M Tech and PhD students whose papers get accepted in national level Conferences/Workshops/Seminars conducted by institutes/organizations of high repute. However, members felt that since this matter may create repercussions for other institutions also, the Institute should first try to collate the policy adopted by IITs and other institutions under similar circumstances. Members suggested that the Institute may bring the proposal for discussion in the Finance Committee after suitably modifying the same.

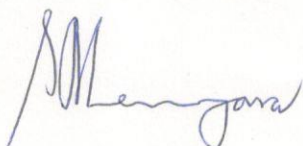
- **TA/DA to Students Representing the Institute in Students Festival**

The matter was discussed. The Finance Committee cleared the payment of to-and-fro rail fare by the shortest route and registration fee to students authorized by the Institute for participating in the festivals. Members suggested that since the accommodation and meals are generally arranged by the host Institute in such cases, no extra amount from the Institute's side should be considered admissible to students.

**FC 2007-08: 02.06      Consideration of Modified Fee Structure for Undergraduate Courses from Academic Year, 2007-08**

The Finance Committee took note of the Undergraduate Fee structure announced by the Institute for the year 2007-08. After a brief discussion the Committee also accepted the same for the current year. However, it suggested that fee heads, other than the (i) semesterly tuition fee, (ii) examination fee (iii) registration fee and (iv) laboratory contingency fee, be amended every year to take care of the price increase. The committee also suggested regrouping of different fee heads so as to reduce them to a minimal number.

It was also pointed out that the tuition fee waived for SC/ST students was reimbursable by the Institute by appropriate ministries of the Government of India. The Institute was advised to make claims towards such reimbursements on a yearly basis.





**FC 2007-08: 02.07 Appointment of Adjunct Faculty in the Institute**

The need to have Adjunct Faculty Members due to (a) non-availability of well-qualified faculty members in some areas of specialization and (b) less exposure of the existing faculty members in different areas of studies was pointed by the Director. Some members proposed other alternative models for appointing Adjunct Faculty in the Institute. The Director clarified that IIITDM, apart from the regular faculty positions, has already been maintaining the following categories for faculty members:

- (1) **Visiting Faculty** – Persons who have submitted their PhD thesis in some IIT or a prestigious Institute but have not defended prior to applying at IIITDM are given an ad-hoc appointment of Visiting Faculty if recommended either by the Selection Committee or the Faculty of the Institute after a successful seminar given in the Institute.
- (2) **Guest faculty** – Persons of eminence in their specialized areas of research are invited to deliver special lectures which are not part of any course. There is no long term commitment towards the Institute by the Guest Faculty.

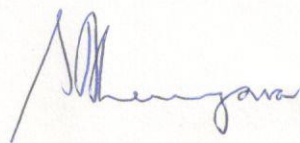
The proposal of the Institute for the Adjunct Faculty was discussed by the Finance Committee in details. Some members proposed that In order to optimize the cost of air fare of the Adjunct Faculty on per lecture basis, the Adjunct Faculty should be required to stay in the Institute for a minimum period of two weeks. Several other members, however, pointed out that ensuring a period of two weeks of a stay at a stretch may not be practicable for persons of high repute.

In view of the proposal of Adjunct Faculty being critical for the future nourishment and growth of the new Institute, the Finance Committee recommended it to the Board with the following terms and conditions:

- A. Names of eminent academicians/professionals from (i) IITs, IISc Bangalore and other institutes of good repute in India, (ii) universities and institutes outside India and (iii) industries of repute will be cleared for making them Adjunct Faculty at IIITDM Jabalpur by the sub-committee of the Senate,
- B. For the purpose of organizing special lectures by Adjunct Faculty, the Institute would pay the to-and-fro air fare within India/ AC I train fare, as applicable, for each visit to the Institute. However, in order to minimize the travel cost per lecture, the Institute would try to keep the stay of the Adjunct Faculty for more than 10 lectures per visit to the Institute,
- C. The Institute would take care of the local hospitality and transport during the stay of the Adjunct Faculty at the Institute,
- D. An honorarium up to Rs 3000/- per lecture would be admissible to the Adjunct Faculty.

**FC 2007-08: 02.08 Recommendations made by the Buildings & Works Committee**

The Finance Committee was informed about the difficulties and problems faced by the Institute in finalizing the tender for (i) civil works of (a) Hall of Residence II, (b) Lecture Hall & Class Room Complex: Phase I, (c) Mess & Dining Hall I and (ii) electrical work of (a) Hall of Residence I and (b) Core Labs Complex. The Committee was also informed about the progress made regarding civil works. Members were informed that these point were discussed at length in the meeting of the Buildings & Works Committee (B&WC) held on November 19, 2007.





It was further brought to the notice of the Finance Committee that the negotiated item rates quoted by the lowest contractor were similar for both Hall of Residence I (SH: Electrical) and Core Lab Complex (CLC) (SH: Electrical). In spite of this fact, though the overall quoted cost for the Hall of Residence is within the limits of the sanctioned approval, the overall quoted cost for electrical work of the CLC after negotiation is still above the earlier taken financial approval due to the fact that the CLC, being a lab complex, is designed to have higher number of electrical points and loads on per unit area basis.

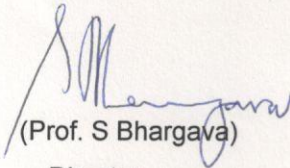
The Finance Committee was also informed that since the civil works for the CLC were already been underway any deferment in award of electrical component of work would further amount to a delay in the progress of ongoing civil work.

In view of the above, the following recommendation of the B&WC was considered by the Finance Committee for the work of Construction of Core Lab Complex (SH: Electrical): "The B & WC ratified the decision to award the Core Lab Complex (SH: Electrical) work to the lowest tenderer, M/s Bhardwaj Brothers, at Rs 1, 36, 53, 067/- (Rs. One crore thirty six lacs fifty three thousand sixty seven only) an amount arrived at after negotiation against the earlier approved amount of Rs 1, 03, 49,048/- ( Rs One crore three lacs forty nine thousands forty eight only) for the same."

The Finance Committee ratified the recommendation of the B&WC and recommended the same to the Board for approving the award of the work of Construction of the Core Lab Complex (SH: Electrical) to M/s Bharadwaj Brothers at Rs 1,36,53,067/- (Rs. One crore thirty six lacs fifty three thousand sixty seven only).

**FC 2007-08: 02.09 Any other items with the permission of the Chair.**

There being no other item for discussion the meeting ended with a vote of thanks to the Chair.

  
(Prof. S Bhargava)

Director



(Shri S C Prusty)

Acting Secretary

Approved



(Shri Sudeep Banerjee)

Chairman  
Finance Committee