

**Indian Institute of Information Technology,  
Design & Manufacturing Jabalpur**

**Minutes of the  
Meeting of the Finance Committee, 2008-09  
held on July 22, 2008**

**Members Present:**

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| 1) Mr SK Ray<br>Joint Secretary and Financial Advisor<br>MHRD, New Delhi   | Acting Chairman      |
| 2) Prof Sanjeev Bhargava<br>Director, PDPM IIITDM, Jabalpur                | Member               |
| 3) Prof Manoj K Harbola<br>IIT Kanpur<br>Board Member and Nominee          | Member               |
| 4) Ms Alice Chacko<br>Under Secretary to Govt. of India<br>MHRD, New Delhi | MHRD Nominee, Member |
| 5) Mr S Mohan<br>Deputy Under Secretary (Finance)<br>MHRD, New Delhi       | Special Invitee      |

**Leave of Absence:**

- |  |        |
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| Shri. Anurag Jain,<br>Secretary, Technical Education<br>Government of Madhya Pradesh, Bhopal | Member |
|--|--------|

At the outset of the meeting, the Director informed that several members of the Board of Governors, including the Chairman, had been replaced by new members. Though Shri. A K Singh, Secretary, Ministry of Textile, had been chosen by the Ministry of HRD to take charge as the new Chairman of the Board of Governors and the Finance Committee of the Institute, he has not been able to join due to several administrative delays. The current meeting had been planned because Annual Accounts of the Institute needed to be audited and this fact required their adoption by the Board through the Finance Committee.

The Finance Committee expressed its gratitude to the outgoing 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.

The Director also informed that the Board in its meeting held on July 7, 2008 resolved that Prof Manoj Harbola and Shri Anurag Jain will be the nominees of the Board in the Finance Committee of the Institute.

In the absence of the Chairman, the Director suggested that Mr SK Ray, Joint Secretary and Finance Advisor in MHRD chairs the meeting convened. This was unanimously accepted by all the members. The meeting began with the permission of the Chair.





**FC/2008-09: 01.01      Overview Report of the Director**

Overview Report of the Director was presented. As it was not separately mentioned, the members enquired about the progress of the campus construction activities. At this juncture, the Director informed the Committee that the construction of the Service Block was completed, the construction of the Core Labs Complex was expected to be completed in ~ 2 months and the construction of the Hall of Residence 1 was expected to be over in ~ 6 months time. The Institute had also done the basic ground work for starting the construction of next set of buildings, namely (1) the triple seated Hall of Residence of the capacity of ~ 500 students, (2) the Students Activity Center, (3) the Lecture Halls & Class Rooms Complex (LHCRC) and (4) the Convocation Hall. The Director also informed that the Preliminary Estimates of these buildings were to be put up before the Buildings & Works Committee (B&WC) in its next meeting and recommendations of the B&WC shall be brought to the Finance Committee shortly. The Finance Committee noted these developments and expressed satisfaction on the progress made. Comments on other parts of the Director's Overview Report are given below:

**A. ACADEMICS**

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

The Finance Committee 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. Member 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 in (i) Computer science & Engineering and (ii) Electronics & Communication Engineering, due to which few courses could not be offered and were postponed to subsequent semester by exchanging them with other professional courses, was brought to light. Members took a note of the problem and expressed their concern.

**B. STUDENTS RELATED ACTIVITIES**

• **Student Feedback Survey:**

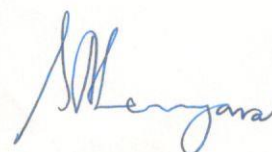
The Committee expressed satisfaction on the fact that the Students Reaction Survey on the class performance of the faculty members was regularly done by the Institute in every semester and took note of the same.

• **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 Finance Committee noted contents presented in the Director's Overview Report. Further, the Director informed that 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 their visits, the travel cost was borne by the Institute and the hospitality was borne by the Japanese side. Similarly, five undergraduate students also visited Japanese industries and universities in the month of May 2008. On the other hand, two delegations from Japan, comprising of four Japanese experts in each delegation, visited the Institute in Semester II, 2007-08 and gave lectures in different undergraduate and postgraduate courses of the Institute. The Committee appreciated the progress made on the intellectual exchange programme through these visits.





**FC 2008-09: 01.02     Confirmation of the Minutes of the Meeting held on November 20, 2007**

Minutes of the Finance Committee meeting # FC 2007-08: 02, held on November 20, 2007 at Shastri Bhawan, New Delhi were confirmed. These minutes are attached as **Annexure 1**.

**FC/2008-09: 01.03     The Audit Report 2006-07 from AG(MP) Gwalior**

The Audit Report from AG(MP) Gwalior was discussed and its recommendations were noted. The Finance Committee accepted the Audit Certificate and the Audit Report 2006-07 from AG (MP) Gwalior and recommended the same to the Board for its adoption.

While going through the recommendation of the AG (MP) Gwalior that the depreciation of assets be kept in mind while preparing the Annual Accounts of the Institute, the Institute drew the attention of the members of an earlier circular by the MHRD, issued for IITs, not to do so. At this juncture, Mr S Mohan pointed out that the orders from the Ministry in this regard have been modified. The Institute was advised to take the revised orders and do the needful.

**FC 2008-09: 01.04     Consideration of Annual Accounts of 2007-08**

The Committee took note of the total grant received and its internal segregation under sub-heads of Recurring and Non-Recurring nature.

It was pointed out the income from student fee, shown in Schedule-14 (Fees/Subscriptions), was less than that of the previous year. Director explained that since the Institute has adopted the accrual system of accounting, the income from the semester fee account for the year 2007-08 was proportionately taken up to March and beyond March. In the previous year, i.e. in 2006-07, the same was not properly mentioned.

After minor discussions and deliberations, the Finance Committee accepted the Annual Accounts of the Institute for the year 2007-08 and recommended the same to the Board for adoption.

**FC 2008-09: 01.05     Considerations of Budget Estimates of 2008-09**

After minor discussions and deliberations, the Finance Committee accepted the Budget Estimates of 2008-09 and recommended the same to the board for Adoption.

It was pointed out that the requirements of funds in 2008-09, as projected by the Institute for undertaking the construction of all the four buildings, i.e. the triple-seated Hall of Residence, the Students Activity Center, the Lecture Halls and Class Rooms Complex (LHCRC) and the Convocation Hall might not be available as per the existing budget allocation by the Ministry. The Institute was advised to take appropriate decisions in this regard.

**FC 2008-09: 01.06 -     Leased Accommodation Facility to be provided by the Institute as a Special Measure for its Growth and Smooth Functioning during its Incubation Period**

Recommendations of the Internal Committee were presented by the Director. The Committee took note of the recommendations of the Internal Committee on the Leased Accommodation Facility. After a detailed discussion on various aspects related to it and keeping in mind the difficulties being faced in attracting good faculty to the Institute in the absence of such mechanisms, the Committee decided to have the following:

- a) For senior faculties and emeritus fellows the Institute can lease houses having monthly rent not exceeding Rupees Seven thousand.





- b) For other faculties and 'A' Class officers the Institute can lease houses having monthly rent not exceeding Rupees Five thousand.
- C) The number of houses taken on lease should be kept at the lowest level.

The Finance Committee recommended the Leased Accommodation Facility to the Board for its approval.

**FC 2008-09: 01.07      Position of Non-Academic Staff required during next five years**

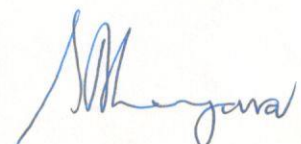
The proposal of the Institute regarding requirements of the non-academic staff, which was worked out as per earlier understanding regarding the appointment of faculty and non-academic staff as per ratios of Students: Faculty as 10:1 and Faculty: Non-Academic Staff as 1:1.5, was presented by the Director. After the proposal was presented, the Acting Chairman informed the Committee of the recent circular of the Ministry of Finance which requires these ratios to be kept as 12:1 and 1:1.1 respectively.

At this juncture the Director explained the following features of the Institute to the Committee:

- a) Unlike other IITs at Allahabad and Gwalior, which have only computer science/IT and/or electronics related disciplines as part of their curriculum, IIT 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 proposed here is thus far lower than that in IITs and also other IITs. 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.

In view of the above facts, the Director requested the Finance Committee to accept the requirement of the Institute regarding non-academic staff, as prepared and presented before the Committee. It had been worked out after giving in a lot of thoughts. The Director also informed the Committee that these requirements were earlier discussed by the Board also and the Board is in agreement with the points mentioned above.

The requirements presented by the Institute were approved. The Acting Chairman informed the Committee that in view of the circular from the Ministry of Finance, the Ministry shall be able to clear the requirements as per formula suggested by the Government.






FC 2008-09: 01.08 **Providing TA/DA to PG Students for Attending National/  
International Conferences and other Events**

The proposal for giving TA/DA to PG students for attending National/International conferences and other similar events was presented by the Director along with the practices followed in IIT Madras, IIT Delhi and IIT Kanpur. The Committee took note of the proposal and decided to recommend the same to the Board for its approval.

The meeting ended by proposing a vote of thanks to the Chair.

  
Sanjeev Bhargava  
Director

Approved

Shri SK Ray  
Acting Chairman  
Finance Committee