

Agenda Notes

26th Meeting
of the
Board of
Governors

Venue of the meeting

The Janpath Hotel, Janpath Marg
New Delhi-110001

Date and Time of the Meeting

February 03, 2014 (Monday)
at 1200 Hrs.



PDPM

Indian Institute of Information Technology,
Design and Manufacturing Jabalpur (M.P.)

**PANDIT DWARKA PRASAD MISHRA
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING JABALPUR**

26TH MEETING OF THE BOARD OF GOVERNORS
TO BE HELD AT 12.00 HRS ON FEBRUARY 03, 2014
VENUE: THE JANPATH HOTEL, JANPATH MARG, NEW DELHI - 110001

AGENDA

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BOG/26/1	Opening remarks by the Chairman. Will be presented in the meeting itself.
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BOG/26/2	Overview and Action Taken Report by the Director. 1) The overview report will be presented by the Director in the meeting itself. 2) The Action Taken Report is attached as <u>BOG/26th/Annexure- I (Page 5 to 6)</u>.
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BOG/26/2 Overview and Action Taken Report by the Director.

The Action Taken Report is placed below for the perusal of the members.

Item No.	Resolution/ Decisions	Action Taken
BOG/25/3	Confirmation of the Minutes of BOG/2013 /1st (23rd) meeting held on March 1, 2013	The minutes were confirmed.
BOG/25/4	(i) To consider the Revised Budget Estimates (R.E.) for the F.Y. 2013-14 and Budget Estimates (B.E.) for the F.Y. 2014-15 as Plan Grant-in-Aid (ii) To consider the Annual Audit Report of the Institute for the F.Y. 2012-13 for adoption. (iii) Creation of Institute Corpus fund for managing income from internal resource generation.	The RPE has been forwarded to MHRD, GOI. The Annual Audit Report for the F.Y. 2012-13 was approved and submitted to MHRD, GOI alongwith Annual Report. The decision is implemented.
BOG/25/5	To consider the recommendations of the Sub-committee of the BOG to frame the Recruitment Rules (RSRs).	The approved Recruitment and Service Rules have been sent to MHRD, GOI for approval. Meantime the recruitments are being made as per the new rules.
BOG/25/6	To consider the policy framed by the Institute on Intellectual Property Right (IPR) for approval.	The modified rules after consultation with other Institutes will be placed before the Board for approval.
BOG/25/7	Adoption of the MHRD, GOI letter No. 27-11/2011.TS-I dated 18 th Sept 2013 on implementation of 4 tier flexible faculty structure in IIITs.	Notification issued. However the same has not been implemented in view of another letter received from MHRD on implementation issues.
BOG/25/8	Confirmation of the services of faculty and officers on completion of probationary period.	Notified.
BOG/25/9	To consider the request of Shri Biswajeet Mukharjee, Research Engineer for extension of Study Leave from 7 months as requested by him for completion of Ph.D.	The approval of extension of Study leave intimated to Shri Biswajeet Mukharjee.

BOG/25/10	Request of Dr. Asish Kumar Kundu for one year of leave for carrying out Collaborative Research in University of Caen, France.	Chairman, BOG was authorized to take decision on receipt of clarification on his position of invitation. The Chairman has approved the same on December 2013 and the same has been conveyed to Dr. Asish Kumar Kundu.
BOG/25/11	Proposal for transferring of partial internal income of the Institute generated from Research Projects, Consultancy Projects and Continuing Education Programmes to PDA of the concerned faculty	The decision has been notified for implementation.
BOG/25/12	Approval of the recommendations of the Selection Committee for faculty and non-teaching officers.	The appointment letters were issued to the selected faculty and officers and all have joined except Mr. Pavan Kumar Saini (for the post of Deputy Registrar) who has been given extension upto 30 th April 2014.
BOG/25/13	Agenda for Reporting	Not for action.
BOG/25/14	Any Other Agenda with the permission of the Chairman	
BOG/25/14(1)	Nomination of a member in the Finance Committee as per MOA of PDPM-IIITDM Jabalpur	Shri Dinesh Mohan Gupta was nominated by the Board. Shri Gupta has given his consent.
BOG/25/14(2)	Nomination of a member of B&WC of PDPM-IIITDM Jabalpur	Shri Arvind Kumar Pandey SE(Electrical) MPPKVVCL Jabalpur was nominated and he has given his consent.
BOG/25/14(3)	Approval of Annual Report for the F.Y. 2012-13	The Board authorized the Chairman, BOG for approving the same. The Chairman, BOG has approved the Annual Report and the same has been submitted to MHRD.
BOG/25/14(4)	To take decision on the selection of Mr. Varun Bajaj as Assistant Professor	He has been communicated the decision.
BOG/25/14(5)	Confidential On the mails received by the Board members from two faculty members of the Institute	Action being initiated.

BOG/26/3	Confirmation of the Minutes of 25TH Meeting of BOG held on October 11, 2013. Minutes of 25th meeting of the BOG were circulated to the members after the approval of the Chairman. Copy of Minutes is attached as <u>BOG/26th/Annexure-II (Page 8 to 15)</u>. No comments have been received from the members. The Minutes are placed before the Board for confirmation.
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**Pandit Dwarka Prasad Mishra
Indian Institute of Information Technology,
Design & Manufacturing Jabalpur**

Minutes of 25th meeting of the Board of Governors held on October 11, 2013 from 12.00 hrs in the Summit Hall of "The Connaught" in New Delhi.

Members present:

Prof. S. V. Raghavan Scientific Secretary Office of the PSA, Govt. of India	Chairman
Shri Ashish Chauhan Managing Director and CEO B.S.E. Ltd.	Member
Prof. U. B. Desai Director, IIT Hyderabad	Member
Shri D. M. Gupta IOFS (Retd) Former DGOF & Chairman Ordnance Factory Board	Member
Shri Amit Khare Joint Secretary Department of Secondary & Higher Education, MHRD, Govt. of India	Member
Prof. Pradeep Mathur Director, IIT Indore	Member
Prof. Aparajita Ojha Director PDPM IIITDM Jabalpur	Member (Ex-officio)
Prof. G. K. Sharma IIT Gandhinagar	Member
Prof. Puneet Tandon Professor & Dean (P&D), PDPM-IIITDMJ	Member
Shri R. P. Dwivedi Deputy Registrar, PDPM IIITDM Jabalpur	Acting Secretary

Following members expressed their inability to attend the meeting due to their prior engagements. Their leave of absence was approved by the Chairman, BOG.

Dr. Ajay Kumar
Joint Secretary
E-Infrastructure/E-Learning Group
Dept. of Electronics and Information Technology
Govt. of India

Shri Hari Ranjan Rao,
Secretary, Govt. of Madhya Pradesh
Department of Information Technology,

Prof. R. K. Shyamasundar
Tata Institute of Fundamental Research
Mumbai

(Expressed that he would be available on Skype, connection could not materialize at the venue)

Prof. Tanuja Sheorey
PDPM-IIITDM Jabalpur

BOG/25/1	Opening remarks by the Chairman
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The Chairman, Board of Governors welcomed all the members. He briefed the members about his visit to the Institute during July 30-31, 2013 on the occasion of 5th Convocation with Shri Ashok Thakur, Secretary (HE), MHRD, GOI and Dr. TV Mohandas Pai, Chief Guest of the Convocation. The Chairman expressed his satisfaction over the construction activities at the Institute campus and he informed the members that the foundation stone ceremony of Hall of Residence 7 (PG hostel) was held on July 30, 2013. He appreciated some of the design projects demonstrated by students during his last visit to the Institute. He also expressed his satisfaction over the development of labs and research facilities. He expressed the need of greater involvement of faculty and students in creation of research facilities and resource generation by way of research and consultancy projects in order to become self-sustainable.

BOG/25/2	Overview and Action Taken Report by the Director.
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The Director presented an overview of recent progress, achievements and various events at the Institute.

(i) Workshops / Training Programmes /Other Events organized -

- CNC- Programming Simulation and Operations - July 01- 12, 2013 (Coordinators Dr. P K Jain and Dr. P K Kankar, ME faculty).
- 2nd Workshop on Applications of MATLAB in Engineering Computation - August 30 – September 01 September 2013 (Coordinators Dr. P K Jain and Dr. P K Kankar, ME faculty).
- National Workshop on Emerging Trends in Information Technology in University Management (jointly by Association of Indian Universities and IIITDMJ) during September 9-13, 2013 (Coordinators – Dr. Pritee Khanna, IIITDMJ, CSE Faculty and Dr. Usha Rai Negi, AIU).
- Mini-workshop on Precision Measurements, Challenges and Applications for nano electronics (Coordinator – Dr. Asutosh Shirvastava, ECE faculty. Supported by Tektronix India Pvt. Ltd.).

- Indo-US Robo League and Robotics Workshop during 5-6 OCT 2013 (Coordinator – Dr. PK Padhy, ECE faculty).
- हिंदी पखवाड़ा : १४-२८ सितम्बर २०१३

(ii) Joining of new faculty -

Manish K. Bajpai – CSE	Ph.D. from IIT Kanpur (Parallel Algorithms)
Vinod Kumar Jain- CSE	Ph.D. from IIITM Gwalior (Wireless Networks)
Matadeen Bansal – ECE	Ph.D. From IIITM Gwalior (Wireless Communication)
Sachin Kumar Jain – ECE	Ph.D. from IIT Kanpur (Power Electronics)
Manoj K. Panda- Mathematics	Ph.D. from IIT Kanpur (Bio-fluid dynamics, Numerical Analysis)
Nihar K. Mahto- Mathematics	Ph.D. from IIT Kharagpur (Applied Functional Analysis)
Jayesh S. Pillai – Design	Ph.D. from Ecole Nationale Supérieure D'arts et Metiers, France (Visual Design)
Mohd. Zahid Ansari – ME	Ph.D. from Inha University, Korea (Design)
To join in December 2013	

(iii) Temporary faculty appointments -

Anurag Singh – CSE	Ph.D. submitted – IIT Kanpur (Complex Networks)
Varun Bajaj – ECE	Ph.D. submitted – IIT Indore (Signal Processing)
Atul Dhar Dwivedi – ME	Ph.D. from IIT Kanpur (Bio-Diesel)
Interview held on October 8, 2013 – To issue appointment letter	

(iv) Faculty and students achievements-

Dr. Rajesh Kumar Pandey – Best Paper Award by Mechatronic and Embedded Systems and Applications (MESA) committee of the ASME at the International Design Engineering Technical Conferences held on August 4-7, 2013, in Portland, Oregon for his research paper entitled "Numerical Scheme for Generalized Isoparametric Constraint Variational Problems with A-operator" jointly written with O.P. Agrawal, Professor at Southern Illinois University, Carbondale, USA.

Dr. Pritee Khanna – Certificate of Merit awarded on her paper with Rohit Sharma, Yash Nemani, Sumit Kumar, Lalit Kane (students) at 2013 International Conference on Computational Intelligence and Intelligent Systems at World Congress of Engineering July 2013. Title of the paper was "Recognition of Single Handed Sign Language Gestures using Contour Tracing Descriptor".

Prof. Puneet Tandon and Dr. Prashant Jain - Certificate of Merit awarded on his paper with Varun Tiwari (student) at 2013 International Conference of Computational Intelligence and Intelligent Systems at World Congress of Engineering July 2013. Title of the paper was "Design Process Automation Support through Knowledge Base Engineering".

(v) Important Institute Projects –

For Police Department of Jabalpur – Automation of City Entry System for Heavy vehicles. Prototype developed. Lab-Testing successfully completed. Detailed project proposal submitted to the Police Department of Jabalpur.

For Vehicle Factory Jabalpur (VFJ) – Indigenous Design of Mine Protected Vehicle. Successfully completed digitization and redesigning of Steering Wheel part. Project Proposal submitted for the complete vehicle to VFJ.

Six other research projects are in progress. A few submitted proposals are under review.

Action taken report on the decision of 24th Board of Governors meeting was also presented to Board. The Board noted the same with satisfaction.

BOG/25/3	Confirmation of the minutes of 24th meeting of the BOG held on July 24, 2013.
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Minutes of 24th meeting of the BOG held on July 24th, 2013 were circulated to all the members. No comments were received. The Board confirmed the minutes.

BOG/25/4	To consider the recommendations of the 22nd Finance Committee meeting scheduled on October 11, 2013.
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- (i) **To consider the Revised Budget Estimates (R.E.) for the F.Y. 2013-14 and Budget Estimates (B.E.) for the F.Y. 2014-15 as Plan grant-in-aid.**

The Board approved the recommendations of the Finance Committee on the revised budget of the financial year 2013-14 for Rs. 12600.00 lakhs with the following distribution – Salary Rs. 670.00 lakhs, General Expenditure Rs. 1430.00 lakhs, Capital Expenditure Rs. 10500.00 lakhs. Further, the Board also deliberated on the budget estimate recommended by the Finance Committee for the financial year 2014-15. After discussion on the Institute demand for capital asset creation, general expenditure and salary, a budget of Rs. 15100.00 lakhs was approved by the Board with following distribution – Salary- Rs. 746.00 lakhs, General Expenditure Rs. 1650.00 lakhs, Capital expenditure Rs. 12704.00 lakhs under the plan grant-in-aid.

- (ii) **To consider the Annual Audit Report of the Institute for the F.Y. 2012-13 for adoption.**

The final audit report from the Office of the Director General of Audit (Central Receipt), New Delhi, (branch at Gwalior) received vide letter No. Central/AMG-II/SAR/PDPM/IIITDM/2012-13/67 dated August 09, 2013 was placed before the Board. Recommendations of the Finance Committee to adopt the Annual Audit Report for the F.Y. 2012-13 were approved by the Board.

- (iii) **Proposal for Creation of the Institute Corpus fund for managing income from internal resources generation etc.**

The Board deliberated on the proposal and appreciated that the Institute is planning to create a corpus fund with a view to meet recurring expenditure from internal resources after a few years. The Board approved creation of a corpus fund and emphasized on the greater involvement of the faculty and students in resource generation through research and various activities such as continuing education programmes, consultancy etc. The Director briefed the members about some of the recent developments in this direction.

Members expressed that intensive efforts should be made to grow the corpus fund upto Rs. 250.00 Crores in the next 10 years.

BOG/25/5	To consider the recommendations of the Sub Committee of the BOG to frame the Recruitment Rules for faculty and non-teaching staff.
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The Board discussed on the draft of the recruitment rules as recommended by the sub-committee. The Board approved the recommendation of the sub-committee that the rules be called "Recruitment and Service Rules (RSR)". Suggestions received from members were also discussed. The RSR were approved after some minor modifications. It was decided to circulate the final version of the RSR after incorporating all the changes to the members of the Board. The modified version RSR as approved by the Board is placed as the annexure **BOG/25/Annexure - RSR.**

BOG/25/6	To consider the policy framed by the Institute on Intellectual Property Right (IPR) for approval.
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The Board suggested the Institute to take expert opinion from IITs and such other Institutions of higher learning on the proposed draft of the IPR policy. The matter was decided to be placed before the Board in a subsequent meeting after the expert opinion is received and incorporated in the draft.

BOG/25/7	Adoption of the MHRD, GOI letter F. No. 27-11/2011.TS.I dated 18 Sept 2013 on implementation of 4 tier flexible faculty structure in the IIITs.
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The Board decided to adopt the MHRD GOI letter F No. 27-11/2011.TS.I dated 18 Sept 2013 for implementation of 4 tier flexible faculty structure in the PDPM-IIITDM Jabalpur and the revised norms for career progression with the educational qualification and relevant experience requirement for different faculty positions as approved in the RSR mentioned in BOG/25/5. The Board also approved removal of career advancement scheme for the faculty as mentioned in the above mentioned letter.

BOG/25/8	Confirmation of the services of faculty and officers on completion of probationary period.
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The Board approved the proposal to confirm the services of faculty and officers on completion of their satisfactory probationary period. The Board noted that self-appraisal reports in respect Dr. Ravi Babu Mulaveesala, Assistant Professor and Dr. M. Amar Nath, Assistant Professor were not available as the system of submission of self-appraisal reports was not in existence at that time.

BOG/25/9	To consider the request of Shri Biswajeet Mukharjee, Research Engineer for extension of Study Leave for 7 Months as requested by him for completion of Ph.D. in IIT Bombay.
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The Board accorded its approval for extension of the study leave of Shri Biswajeet Mukharjee for seven months to complete his Ph.D. work at IIT Bombay with the same terms and conditions on which the initial leave was approved.

BOG/25/10	Request of Dr. Asish Kumar Kundu for one year of leave for carrying out Collaborative Research in the University of Caen, France.
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The Board deliberated on the invitation letter received by Dr. Asish Kundu for research collaboration with Professor B. Raveau, University of Caen, France. It was suggested by some of the members that the exact position on which Dr. Kundu would be invited for research collaboration should be elaborated, keeping in view the prestige of the Institute and its faculty. Board agreed with the suggestion and it was decided that Dr. Kundu should get it clarified and the exact position on which invitation is extended to him for research collaboration be clearly mentioned on the invitation letter. It was also suggested by members that Dr. Kundu should explore the possibility of submitting joint research proposals under the Indo-French collaborative research programme. Further, members sought the information on total number of physics faculty and the number of faculty from a discipline which could be spared at a time. It was informed to the members that Dr. Nihar Ranjan Jena is presently on leave under Indo-Australian Early Career S & T visiting fellowship. The Board decided to grant leave of ten months to Dr. Asish Kundu after the return of Dr. Nihar Ranjan Jena, once the clarification on his position of invitation is received. The Chairman was authorized to take a decision on his revised leave application.

BOG/25/11	Proposal for transferring of partial internal income of Institute generated from Consultancy Projects, Research projects and Conferences/Workshops/Training programmes to the PDA of concerned faculty members.
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The Board approved the proposal to transfer 20% amount of the internal income of the Institute generated from Research Projects, Consultancy Projects and Continuing Education Programmes to the Professional Development Allowance of the concerned faculty.

BOG/25/12	Approval of the recommendations of the Selection Committees for faculty and non-faculty positions.
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Recommendations of the selection committees for the following appointments were approved by the Board.

Faculty Posts / Career Advancement –

- (1) Dr. Neeraj Kumar Jaiswal as Assistant Professor on contract for a period of three years on PB III and Academic Grade Pay - Rs. 6,000 and minimum basic pay on the scale as per rules + 07 non-compounded increments on submission of Ph.D. degree certificate.
- (2) Dr. Asish K. Kundu as Associate Professor Physics (Under Career Advancement Scheme) on Pay Band-IV, Academic Grade Pay - 9500/- and minimum basic pay on the scale as per rules from the date of eligibility.

Administrative Posts –

- (1) Shri Ram Phal Dwivedi as Registrar on contract for a period of three years on PB IV, Grade Pay - Rs. 10,000/- and minimum basic pay on the scale as per rules.

- (2) Shri Pavan Kumar Saini as Deputy Registrar on PB III, Grade Pay - Rs. 7600/- and minimum basic pay on the scale as per rules.

BOG/25/13	Agenda for reporting
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Board noted the following with satisfaction.

Appointments against faculty and non-faculty positions on purely temporary basis

(a) Faculty

1. Mr. Anurag Singh, Assistant Professor (on contract for two years), Ph.D. submitted at IIT Kanpur, In Pay Band 15600-39100(PB.III) AGP 6000/- with 02 advance increments (Non-compounded).
2. Mr. Varun Bajaj, Visiting Faculty (Temporary for six months) on a consolidated salary of Rs. 47000/- per month.

(b) Non-Teaching

1. Ms. Preeti Singh, Research Engineer (ECE) (Temporary for six months) on a consolidated salary of Rs. 45000/- per month.
2. Mr Rahul Sharma, Research Engineer (ECE). (Temporary for six months) on a consolidated salary of Rs. 40000/- per month.
3. Mr Bhupesh Kumar Poosam, Junior Engineer (Electrical) (Temporary for six months) on a consolidated salary of Rs. 28000/- per month.
4. Mr. Santosh Kumar Gouda, Junior Engineer (Electrical) (Temporary for six months) on a consolidated salary of Rs. 28000/- per month.

BOG/25/14.	Any Other Agenda with the permission of Chair
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BOG/25/14.1 To nominate a member in the Finance committee as per Memorandum of Association of PDPM-IIITDM Jabalpur.

The Board nominated Shri Dinesh Mohan Gupta as a member of the Finance Committee in place of Shri Ashok Jhunjunwala as per clause 8(a)(3) of the MOA.

BOG/25/14.2 To nominate a member in the Building and Works Committee as per Memorandum of Association of PDPM-IIITDM Jabalpur.

The Board nominated Shri Arvind Kumar Pandey, Superintending Engineer (Electrical), MPPKVCL in place of Shri D.K. Pandey SE (Electrical) as a member of the Building and Works Committee as per clause 8(a)(6).

BOG/25/14.3 Approval of Annual Report for the F.Y. 2012-13.

It was informed to the members that the Annual Report of the Institute for the F.Y. 2012-13 is under translation in Hindi. As the report is to be placed before both the Houses of the Parliament in time, the Board authorized the Chairman, Board of Governors to approve the same for submission to the MHRD.

BOG/25/14.4 To take a decision on the selection of Mr. Varun Bajaj as Assistant Professor (on contract).

The Board deliberated on the case of Mr. Varun Bajaj, which was already discussed in the 24th meeting of the Board. It was decided to suggest him to apply again for a faculty position when vacant positions are announced by the Institute in future.

BOG/25/14.5 To consider the revision of charges for issue of transcripts and other certificates to students.

The Board approved following revision in the charges for issuing the transcripts to the students –

Charges for Transcripts	Pre-Revised	Revised
For Passed out students	1 ST Complimentary. 2 nd onwards Rs-500 for each copy	1 ST Complimentary. 2 nd onwards Rs. 100 for each extra copy.
For current students	1 ST Complimentary. 2 nd onwards Rs-500 for each copy	Same as above

BOG/25/14.6 On the mails received by Board members from two faculty members of the Institute (This agenda item was declared confidential by the Board members).

The Board members expressed their displeasure on the mails written by some faculty members which were not forwarded to them through proper channel. Chairman also informed the members that he has been receiving such mails and similar letters were forwarded to senior functionaries of the MHRD. Such violation of basic conduct rules was viewed seriously. The Board authorized the Director to take appropriate disciplinary action against these faculty members after due consultation from experts from the ministry /senior faculty members of other institutions as deemed necessary.

The meeting ended with a vote of thanks to the Chair.

Forwarded for approval please,

Sd/-
(R.P. Dwivedi)
Acting Secretary, October 29, 2013

Sd/-
Director

Sd/-
Chairman, BOG

BOG/26/4	To consider the recommendations of the Senate vide /SENATE/2013-14/2ndth Meeting held on January 18, 2014. (1) Senate/2013-14-14/2.06 – Recommendations for the names of persons as Chief Guest for the Sixth Convocation, 2014 . The Senate recommended names of following persons as probable chief guest on the occasion of 6th Convocation 2014 (i) The Honorable President of India (ii) Chairman, ISRO (iii) Mr. Anand Mahindra (iv) Ms. Kiran Mazumdar Shaw (v) Mr. Azim Premji (vi) Prof. CNR Rao The Senate also authorized the Chairperson, Senate to add names of suitable eminent persons in case of necessity in future. (2) Senate/2013-14-14/2.06 – Recommendations for Conferment of Honorary Degree (honoris causa) of doctor of Letters/Science to persons The Senate recommended names of following persons for award of Honorary Degree of doctor of Letters/Science to one of them in the Sixth Convocation 2014. (i) Ms Tesi Thomas (ii) Venki Ramakrishnan (iii) Dr Kasturirangan (iv) Mr Ajai Chaudhari The Board is requested to accord its approval on the recommendation of the Senate.
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BOG/26/5	To consider the recommendation of 23rd Finance Committee meeting scheduled to be held on February 03, 2014. Following items have been placed in the agenda. The following recommendations of B&WC are placed in agenda of Finance Committee scheduled to be held on February 03, 2014. The recommendations of the F.C. will be placed before the BOG. (i) B&WC/2014:01:03 – To consider Preliminary Estimate (PE) of Rs. 8,85,28,600/- (Rs. Eight crore eighty five lakh twenty eight thousand six hundred only) for the work of Ideation Studio and 04 Nos of Rooms for P.G. Workspace adjacent to Lecture Hall & Tutorial Complex (LHTC) for AA&ES of Rs. . (ii) To consider the Preliminary Estimate(PE)of Rs. 1,36,51,,087/- (Rs. One crore thirty six lakh fifty one thousand and eighty seven only) for the work of Construction of Director's Bungalow at PDPM-IIITDM Jabalpur. The Board is requested to consider the recommendations on the above agenda for approval.
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BOG/26/6	To consider for approval of creation of non-teaching positions. The students' strength of the Institute has been increasing every year. Accordingly work in various domains such as academic, students, finance and accounts, audit, planning and development etc. has also been increasing. In the current year it is 1148. As per the formula for student: faculty: non-faculty staff ratio of 12: 1 : 1.1, the strength of non-teaching staff comes out to be 106. The Institute has been sanctioned 74 positions by the MHRD. 32 more positions of non-teaching nature are proposed as shown in <u>BOG/26th/Annexure-III (Page No. 19)</u> The proposal for creation of non-teaching positions is placed herewith for consideration and approval of the Board, so that the same may be conveyed to the MHRD for sanction.
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Based on the total students strength of 1148, and as per MHRD guidelines, 106 positions of non-teaching to be sanctioned to the Institute . The Institute is having 74 sanctioned posts of non-teaching as on date, therefore 32 posts of non-teaching are proposed for creation. The details of existing posts and proposed requirement is given below :-

	Designation/Name of Post	Grade Pay/Pay Band	Existing	Proposed for creation
Group- 'A'	Librarian	10000(PB.IV)	0	01
	Deputy Registrar	7600 (PB.III)	02	01
	Medical Officer	7600 (PB.III)	0	01
	Assistant Registrar	5400 (PB.III)	05	03
	TOTAL – Gp-'A'			06
Group- 'B'	Technical Assistant (Grade-I)	4800 (PB.II)	0	04
	Executive Manager	4600 (PB.II)	0	02
	Executive Assistant (Grade-I) (Junior Supdt)	4200 (PB.II)	02	04
	Medical Assistant(Male/Female-01 each)	4200 (PB.II)	0	02
	TOTAL – Gp-'B'			12
Group- 'C'	Technical Assistant(Gr.II)	2400(PB.I)	13	04
	Library Assistant	2400(PB.I)	02	01
	Lab Assistant	2000(PB.I)	08	04
	Executive Assistant (Gr.II)	2400(PB.I)	07	05
	TOTAL –Gp-'C'			14
	GRAND TOTAL			32

BOG/26/7	Purchase of 1000 KVA DG set: Recommendations of the enquiry committee constituted by the Director In the purchase process of 1000 KVA DG set, some procedural lapses were observed at the time of payment processing. In view of this, payment to the company has been kept on hold. The Director constituted a committee comprising of four experts (i) Director (Commercial), MP Power Transmission Company (ii) Retd. Chief Engineer, CPWD Central Zone (iii) Retd. Colonel from Indian Army handling legal cases and (iv) Prof. Puneet Tandon, Dean(P&D)/CVO, PDPM-IIITDM Jabalpur. The Committee has investigated the documents and has completed its enquiry. Report of the Committee is likely to be submitted and will be placed on the table before the Board during meeting itself. (i) To investigate, if there was any lapse/discrepancy in the process of tendering and / or the tender document, and the reason thereof. (ii) To identify any other matter of significance related to the case. (iii) To give its recommendations on the future course of action and regarding the payment for the work executed by the company
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BOG/26/8	Agenda item for ratification The following decisions were taken by the Chairman/Director and the same are placed before the Board for ratification. (1) Approval of the Annual Report of the Institute by the Chairman for submission to the MHRD. (2) Payment of Moving expenses of Rs. 47930/- to Dr Jayesh Pillai, joined as Assistant Professor in Design discipline from abroad (University of Caen, france). Decision taken by the Director may be ratified.
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BOG/26/9	Reporting Items (i) Minutes of Selection Committee for the post of Executive Engineer (Civil) held on October 17, 2011 against Advt. No. 5/2011 non-traceable The minutes of the meeting for the selection committee for the post of Executive Engineer (Civil) held on October 17, 2011 against Advertisement No. 5/2011 are not traceable. In this selection Committee none was found suitable.
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BOG/26/10	Any other item with the permission of the Chairman
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The Agenda is forwarded for approval please,

(R. P. Dwivedi)
Registrar & Secretary

Director, PDPM-IIITDM Jabalpur

Chairman, BOG
PDPM-IIITDM JABALPUR