

**RENUMBERING OF PREVIOUS BOARD MEETINGS**

Date of BOG Meeting	Old Number of BOG meeting	Renumbered BOG meeting	Venue	Year	Authority
March 21, 2011	BOG/2011:01	BOG/17	New Delhi	2011	APPROVAL OF THE BOARD OF GOVERNORS VIDE AGENDA ITEM NO. BOG/24/16(i) OF BOG MEETING HELD ON JULY 24, 2013

**Pandit Dwarka Prasad Mishra  
Indian Institute of Information Technology,  
Design & Manufacturing Jabalpur**

Minutes of BOG/2011/1<sup>st</sup> Meeting of the Board of Governors held on March 21, 2011 from 2.00 pm in the C. S. Library Hall of Ministry of Culture, Shastri Bhawan, New Delhi.

Members present:

Shri A. K. Singh, IAS (Retd.) Chairman, Board of Governors and Member, Public Enterprises Selection Board	Chairman
Prof. U. B. Desai Director IIT Hyderabad	Member
Mr. Anurag Jain, IAS Secretary to CM & Department Of IT Education	Ex-officio member
Prof. Pradeep Mathur Director, IIT Indore	Member
Prof. Aparajita Ojha Director PDPM IIITDM Jabalpur	Ex-officio member
Prof. R. K. Shyamasunder Senior Professor Tata Institute of Fundamental Research Mumbai	Member
Prof. Puneet Tandon PDPM IIITDM Jabalpur	Member
Col (Retd.) P. S. Sandhu Registrar, PDPM IIITDM Jabalpur	Secretary

Following members expressed their inability to attend the meeting due to their prior commitments.

Shri Ashok Thakur, IAS , Additional Secretary ( Department of Secondary and Higher Education), Shri S. D. Dimri, Chairman, Ordnance Factory Board, Kolkatta, Prof. H. P. Dikshit, Director General , School of Good Governance and Policy Analysis, Bhopal , Prof. Rajeev Sangal, Director, IIIT Hyderabad, Shri Amit Khare, Joint Secretary (ICC), Prof. Ashok Jhunjhunwala, Professor, IIT Madras.

Leave of absence was granted to them by the Chairman, BOG.



**BOG/2011:01:01****Opening remarks by the Chairman**

Shri A. K. Singh, IAS (Retd.), Chairman welcomed all the members of the Board, especially Prof. R. K. Shyamasundar, TIFR, Mumbai, Prof. U. B. Desai, IIT Hyderabad and Prof. Pradeep Mathur of IIT Indore who have been recently nominated by the MHRD on the Board and were attending the BOG meeting for the first time. The Chairman also appreciated the valuable contribution made by the following members whose term as members of the Board was completed in February, 2011.

- (a) Prof. S. G. Dhande  
Director, IIT Kanpur
- (b) Shri Pradyumna Vyas  
Director, National Institute of Design, Ahmedabad
- (c) Prof. D. P. Singh  
Vice Chancellor,  
Banaras Hindu University
- (d) Dr. Manoj Gaur  
Chairman and CMD  
Jaiprakash Associates

The Chairman then requested the Director to begin with the agenda items.

**BOG/2011:01:02****Overview and Action Taken Report by the Director**

The Director presented a profile of the Institute with details of ongoing R&D projects, faculty participation in conferences and symposia, lab and civil infrastructure development. Details of the ongoing construction works were presented and the status of various construction projects was shown through latest photographs.

The members were also briefed about the action taken on the previous resolutions of the Board as follows.

**BOG/2011:01:02 (i)****Minimum qualification and experience requirements**

The item was listed in agenda point BOG/2011:1:06 and was discussed during the meeting.

**BOG/2011:01:02 (ii)****To consider the proposal for delegation of financial powers to various officers of the Institute.**

The recommendations of the Committee are awaited. It was informed by the Director that the committee has already met and the recommendations are expected to be received in near future. It was decided that the recommendations of the Committee will be circulated to the members so that a decision on the agenda item can be finalized in the next meeting of the BOG.

**BOG/2011:01:02 (iii)****To consider the recommendation of the Committee constituted to frame rules and guidelines for consultancy and sponsored research/development projects.**

The recommendations of the Committee were received and were placed as agenda item BOG/2011:01:11 for approval of the BOG.



BOG/2011:01:02 (iv)	To consider the recommendation of the committee constituted to look into the request of Dr. Rajib Kumar Jha to change to salary on scale from the consolidated salary during the period of July 14-07-2008 to 13-07-2009.
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The proposed committee is yet to submit its report, hence the item was deferred till next BOG meeting.

BOG/2011:01:03	Confirmation of the Minutes of BOG/2010/3 <sup>rd</sup> meeting held on 27 <sup>th</sup> December 2010.
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Since no comments were received, the minutes of the Board meeting held on 27<sup>th</sup> December, 2010 were confirmed.

BOG/2011:01:04	To consider the recommendations of the Finance Committee through its FC/2011/1 <sup>st</sup> meeting held on 03 <sup>rd</sup> February 2011.
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The Chairman directed that while seeking the approval of the construction works, the agenda item for each building should be explanatory giving details of the construction cost, built up area and also the approximate cost per unit / per occupant. The Chairman also made an observation on the percentage of fee (5.51% including service tax) being paid to the architects by the Institute and advised to constitute a committee to examine the scope of responsibilities of architects after the Institute started assigning works to the CPWD. It was resolved by the Board to authorize the Director PDPM IITDM to constitute the committee for the purpose with following members (i) A civil engineer who has served /is serving in a govt. department /autonomous organization not below the rank of a chief engineer (ii) A serving officer in CPWD/PWD not below the rank of an executive engineer (iii) A professor of architecture from School of Planning and Architecture.

Recommendations of the Finance Committee were then discussed item wise and the decision of the BOG is listed below for each recommendation separately.

BOG/2011:01:04(1)	To consider the Preliminary Estimate (P. E.) for the work of Construction of P. G. Hostel.
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The recommendations of the Finance Committee for the construction of P. G. Hostel with a Preliminary Estimate of Rs. 36,67,62,000/- (Rs. Thirty Six crores sixty seven lakhs and sixty two thousands only) which included 22% Cost Index, 4% Service Tax, 1% Labour Cess, 1% Quality Assurance, 5.51% Architect fee (including service tax) and 3% contingencies as recommended by B&WC were considered. However, in view of the fund position and priorities of the works, the Finance Committee had recommended taking up the work of P.G. Hostel in phases. The Board approved the recommendation of the Finance Committee to take up of the construction work of married students block in the 1<sup>st</sup> Phase with preliminary estimate of Rs. 1237/- lakhs. For the remaining portion of the PG Hostel, the proposal will be brought separately before the Board at a later stage.

BOG/2011:01:04 (2)	To consider the Preliminary Estimate (P.E.) for the work of Construction of Library cum Computer Centre.
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The recommendations of the Finance Committee were placed before the Board. The Board was also informed about the opinion of some of the members of the Finance Committee that the cost of construction per sqft was on higher side and the CPWD has been asked to recheck their estimates and give the justification for higher cost. The Director informed the



members that the Institute has already approached CPWD in this regard and the response of CPWD is awaited. In view of the above, the matter was deferred.

Some of the members were of the opinion to explore the possibility of employing other construction project management agencies also to expedite the construction work. It was decided that the Director will examine these issues and place before the Board in a subsequent meeting.

BOG/2011:01:04(3)	To consider the Preliminary Estimate (P. E.) for the work of Construction of Basket Ball Court (Indoor) Complex.
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The Board approved the recommendations of the Finance Committee for construction of the Basket Ball Court (Indoor) Complex with a Preliminary Estimate of Rs 2,30,64,000/- (Rs. Two crores thirty lakhs and sixty four thousand only) which included 22% Cost Index, 4% Service Tax, 1% Labour Cess, 1% Quality Assurance, 5.51% Architect fee (including service tax) and 3% contingencies.

BOG/2011:01:04(4)	To consider the Revised Preliminary Estimate (RPE) for the work of Construction of Hall of Residence-I.
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The Board approved the recommendations of the Finance Committee for an amount of Rs. 1473/- Lakhs (Rs. One thousand four hundred seventy three lakhs only), as the Revised Preliminary Estimate (RPE) for the work of construction of Hall of Residence-I.

BOG/2011:01:04(5)	To consider the matter related to release of Security Deposit against the Bank Guarantee for the work of C/o Triple Seated Hall of Residence -I.
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The BOG noted the same.

BOG/2011:01:04(6)	To consider the Preliminary Estimate (P. E.) for the work of Construction of Students Activity Centre (Phase - I).
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No discussion was held as the project was deferred by the Finance Committee.

BOG/2011:01:04(7)	To take up the works upto Rs 40.00 lakhs at Institute level.
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BOG approved the recommendations of the Finance Committee in principle. However, in view of the shortage of technical staff to supervise the civil works at the Institute, the Chairman advised to take up only one construction work on trial basis to assess how effectively the civil works could be supervised with limited staff. Based on the experience of the Institute, the Board may decide in future if further works could be taken up at the Institute level.

BOG/2011:01:04(8)	To consider the Revised Preliminary cum Detailed Estimate for the work of construction of External Sewage System (Phase-I).
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The recommendations of the Finance Committee for the construction of External Sewage System (Phase-I) with a Preliminary Estimate of Rs. 118.8/- lakhs (Rs One hundred eighteen and point eight lakhs only) which included 22% Cost Index, 4% Service Tax, 1% Labour Cess, 1% Quality Assurance, 5.51% Architect fee (including service tax) and 3% contingencies were approved by the BOG.



BOG/2011:01:04(9)	To consider the estimate for a Project Team Office of CPWD at Jabalpur.
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The matter was not discussed as the Finance Committee had kept the matter in abeyance.

BOG/2011:01:04(10)	Proposal of Revised Budget Estimate (Plan Grant) for the F.Y. 2010-11 and Budget Estimate for the F.Y. 2011-12.
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The BOG suggested allocating more funds in the sub head – "Lab Equipment" in the budget estimates of the FY 2011-12 to enable faculty develop their R&D labs as well as for the development of undergraduate labs. It was advised to adjust the amount from some other budget heads. Accordingly Rs. 400.00 lakhs were allocated under the subhead "Lab Equipment" in place of 250 lakhs by reducing the budget allocation of Lecture Hall & Tutorial Complex to 650.00 lakhs in place of 800.00 lakhs. The revised budget estimates for the FY 2010-11 and FY 2011-12 as approved by the BOG are placed at BOG/2011/1/Annexure 1.

BOG/2011:01:05	Recommendations of the Senate through its SENATE/2010-11/2 <sup>nd</sup> meeting held on 12 <sup>th</sup> March, 2011
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#### **Senate/2010-11/2.12.1. Creation of additional teaching positions**

The recommendation of the Senate for creation of five posts of assistant professors was approved by the Board for further necessary action to obtain the approval of the MHRD, as it was based on the standard norms of students to teacher ratio of 12: 1.

#### **Senate/2010-11/2.12.2. Suggestions for possible names of the Chief Guest for Convocation 2011**

Names of eminent persons recommended by the Senate as the possible Chief Guest for the third convocation of the Institute were considered and approved by the Board. Further the Chairman requested the members of the Board to give additional names through E-mail/post to the Director, Prof. Aparajita Ojha. The Director was also authorized to contact other eminent persons to explore their availability under consultation with the Chairman.

BOG/2011:01:06	To consider the proposal for considering minimum qualifications for the recruitment of employees of PDPM IITDM Jabalpur.
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The educational qualification and experience for the non-teaching posts that exist in IITs were approved. It was also advised to change the nomenclature of some of the posts that could be mapped to similar posts available in IITs in terms of job specifications and educational qualifications. For such posts also the Board accorded its approval of minimum qualification and experience requirement in principle. In addition, following suggestions were given for *appointment on / qualifications of* some of the specialized posts.

- (a) The post of System cum network administrator, placement cum public relations officer, research scientist, design engineer and research engineer should be filled up on contract basis for a period of 3-5 years.
- (b) For the post of Research Scientist the requirement of Ph. D. in physical sciences or engineering may be dropped. Candidates with educational qualifications of M.Sc./ M.Tech. / M.E. with eight years of experience in the relevant field be considered for the post.

Following suggestions were also given for group B and group C posts.



- (c) The post of Programmer should also be filled up on contract basis. The post may be re-designated as IT assistant.
- (d) The nomenclature of Senior Stenographer be changed to Senior Office Assistant with the qualification of Stenography in addition to computer usage and typing proficiency.
- (e) Some of the posts such as plumber, electrician, caretaker and driver be filled on contract basis only for a period of 3-5 years in future.

The suggestions were approved by the Board and the Institute was advised to seek MHRD's approval on the change of nomenclature.

BOG/2011:01:07

To consider the proposal for fixing the terms and conditions for appointment of Emeritus Fellows.

The recommendations of the committee were discussed in detail. Some of the members were of the view that the term Emeritus Fellow is universally accepted as a term for conferring honour on a very distinguished scholar and should not be linked with the re-employment provisions with salary/ honorarium. In order to conform with the context of the terminology "fellow" used world over, it was suggested to phase out the term "Emeritus Fellow" and replace the same with Visiting Professor. The terms and conditions of appointment as recommended by the committee may be suitably modified for re-employment of retiring people as visiting professor. The same may be placed before the Board for approval in its next meeting.

Further, it was decided to frame the rules and guidelines for nomination of distinguished professors and adjunct professors/adjunct faculty and the matter be brought before the Board in the next meeting.

BOG/2011:01:08

To consider and finalize the procedure for upgrading the scale of Professors to HAG Grade keeping in view the MHRD Guidelines.

The Board authorized the Director to constitute a committee to frame the procedure for upgradation of Professors to the HAG grade and the recommendations of the committee be placed before the Board in the next meeting.

BOG/2011:01:09

Creation of posts- non teaching

Following suggestions given by the members of the Board were approved.

- (a) The post of security officer should not be linked with estate officer and should be called "Security Officer". An estate officer is generally a senior technical officer of an institute's works department. The responsibility be given to executive engineer (EE) of the Institute. Until the appointment of EE, an existing officer be entrusted with this additional responsibility.
- (b) The post of Stenographer be changed to Office Assistant with the same grade pay.

With the above modifications, the Board approved the proposal of the Institute for creation of following nine non-teaching positions for onward recommendation to the MHRD :



S. No.	NAME OF POST	SALARY/PAY	NO. OF POST
1.	Security Officer	PB-3, Grade pay 5400/-	01
2.	Assistant Registrar	PB-3, Grade Pay 5400/-	02
3.	Junior Superintendent	PB-2, Grade Pay 4200/-	01
4.	Security Assistant	PB-1, Grade Pay 2400/-	01
5.	Sanitary Inspector	PB-1, Grade Pay 2400/-	01
6.	Office Assistant	PB-1, Grade Pay 2400/-	01
7.	Library Assistant	PB-1, Grade Pay 2400/-	01
8.	LDC	PB-1, Grade Pay 1900/-	01

The BOG also stressed upon the need to recruit the Executive Engineer and other supervisory staff for IWD on priority.

BOG/2011:01:10	Regularization and confirmation of services of Mr. R. P. Dwivedi, DR (F&A).
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The Institute had advertised two vacancies of Deputy Registrar vide Advt No 1/2008 dated 04 October 2008 Appointment orders against both the advertised posts were issued on 07 Jan 2009 after the recommendation of duly constituted selection committee and on the approval of the Board of Governors. Shri Raghunath Bhattacharaya who was appointed against one of the posts joined the Institute on 09 Jan 2009. Later an order from the Hon'ble High Court of Madhya Pradesh was issued on January 7, 2009 that was received in the Institute on January 13, 2009. The order stated the following-

*"In the meanwhile, appointment to the post of Deputy Registrar to be made in pursuance to the advertisement Annexure P-19 shall be provisional and subject to final decision of this petition".*

Reasons for this order have been described in the item BOG/2011:01:10 (pp 61-63) of the agenda notes of this BOG meeting and are reproduced below from 1 to 6.

The other person, Mr. Suman Kumar who was also issued an appointment order did not join the Institute. Later Mr. R. P. Dwivedi, who was placed in the waiting list against the offer of appointment of Mr. Suman Kumar was issued the appointment order on 02<sup>nd</sup> May 2009. Keeping in view the order of the Hon'ble High Court, the appointment of Mr. R. P. Dwivedi was kept provisional. Mr. Dwivedi joined the Institute on July 29, 2009. Mr. R. P. Dwivedi is a permanent employee of Indian School of Mines (ISM) Dhanbad, in the post of Assistant Registrar and is on lien from ISM while working in PDPM IITDM Jabalpur as Deputy Registrar (Finance & Accounts). His lien is expiring on 28<sup>th</sup> July, 2011.

Mr. Raghunath Bhattacharya who was appointed against a permanent post of Deputy Registrar is retiring on May 31, 2011. As a result, one post of Deputy Registrar out of the two sanctioned posts will fall vacant. The matter was taken to the Board for confirmation of the services of Mr. R. P. Dwivedi on the post of Deputy Registrar with effect from his date of joining (July 29, 2009) against the vacancy arising out of the retirement of Mr. Raghunath Bhattacharaya, as this would not violate the orders of Hon'ble High Court of Jabalpur.

After scrutinizing the case, the Board approved the confirmation of the services of Mr. R.P. Dwivedi as Deputy Registrar after the retirement of Mr. Bhattacharya on June 1, 2011.



Services of Mr. R.P. Dwivedi were deemed to be confirmed with effect from July 29, 2009. The Board also directed that any future appointment against the other vacant post arising out of the retirement of Deputy Registrar Mr. Raghunath Bhattacharya be kept provisional until the final verdict of the Hon'ble High Court of M.P.

Relevant portion of the Agenda Item BOG/2011:01:10 reproduced as follows for reference-

1. There was one sanctioned post of Deputy Registrar against which Shri Satyendu Mohan was appointed as Deputy Registrar vide Institute's letter No IIITDMJ/Dir/R/200702 dated 27.04.2007.
2. He submitted his resignation from the post on 19.02.2008 giving one month's notice period. He was relieved from the Institute services with effect from 1-4-2008.
3. Shri Satyendu Mohan later on, filed a writ petition in the Hon'ble High Court of Madhya Pradesh for reinstatement. In the meantime, this post of Deputy Registrar was readvertised alongwith another post of Deputy Registrar (against the post of Finance Officer converted by BOG/2008-09:01.06).
4. A Stay order was issued by the Hon'ble High Court of MP to the Institute against the post to keep the appointment provisional subject to the decision of the Court on the petition. But in the meantime Shri Raghunath Bhattacharya joined as a Deputy Registrar on 09.01.2009. The factual position was submitted to the Court by the Institute.
5. For the other permanent post of Deputy Registrar (which was against the post of Finance Officer) Shri R. P. Dwivedi was issued an appointment letter on regular basis, but to keep the availability of a vacant post respecting Hon'ble Court's order, the offer of appointment was made provisional subject to the decision of the Hon'ble High Court of MP.
6. There was only one post of Deputy Registrar against which Writ Petition was pending, Institute had taken up the case to create another post of Deputy Registrar (Finance & Accounts) by abolishing the sanctioned post of Finance Officer vide letter No IIITDMJ/Dir/2010/07/950 dated 12.07.2010.

BOG/2011:01:11

Recommendations of the committee constituted by the Board on framing the procedures and guidelines for consultancy & sponsored R & D projects.

Recommendations of the committee constituted by the Board for framing the procedures and guidelines for consultancy & sponsored R & D projects were placed before the Board of Governors. The Board approved the same with the under- mentioned modifications.

Read item no 3 under the head 'Agenda for Research' in the document containing the procedures and guidelines for consultancy and sponsored R&D projects as follows.

"The Institute at the initial stage may decide to access funds from the following sources to strengthen research in its thrust areas:

- (a) Funding from Government sources
- (b) International funding



## (c) Funding from industry"

Add following points under the head 'General Guidelines' after the points 1-5.

6. The faculty of the Institute should be encouraged to submit project proposals to funding agencies and carry out consultancy/testing work.
7. For each faculty carrying out sponsored R&D/consultancy projects/ testing works, a professional development fund (PDF) be created that should include the professional development allowance of the faculty.
8. Incentive such as contribution in the PDF of the faculty member actively involved in sponsored R&D projects/consultancy projects should be devised from the overhead charges received by the Institute from the projects carried out by the faculty.
9. The Institute share of the Overhead charges should also be utilized for the professional development of PG students.

Item 14(i) under the head 'Distribution of the Institutional Share' be read as follows.

"20% of the Institute share will be credited towards the professional development fund of concerned faculty member(s) /academic staff. Equal share will be credited to the PDF of persons in case more than one faculty /academic staff are involved in a project as investigators/coordinators/consultants. The amount so earned can be utilized for the professional development of the PG students working under the guidance of the concerned faculty /academic staff for their thesis work."

BOG/2011:01:12

Application of Dr. Pritee Khanna for eight months leave for post-doctoral research in Japan under JSPS programme.

Application of Dr. Pritee Khanna for eight months leave for post-doctoral research in Japan under JSPS programme was approved with full salary on the condition that she will sign a bond with the Institute to the effect that she will return to Jabalpur after her visit and will join PDPM IIITDM Jabalpur. She will serve the Institute for at least three years after her return from Japan, failing which she will be required to deposit the entire amount of salary, which would be paid to her during the period of her leave from the Institute.

BOG/2011:01:13

Items for reporting/ratification

The Board unanimously approved the following items.

1. Special allowance extended to coordinators- academic affairs, library affairs, students affairs, wardens/in charge visitor's hostel as approved for deans and wardens in conformity with those admissible in IITs, as proposed in the agenda notes of the meeting was approved with effect from 1-4-2010 as per MHRD notification.
2. 90 days extra ordinary leave (EOL) without pay granted to Dr. Hari Kumar Voruganti, visiting faculty was approved.
3. Confirmation of the services of the following seven employees of the Institute was ratified :

S. No.	Name of Employee	Date of Confirmation
1.	Dr. Mukesh Kumar Roy	07/07/2006
02.	Dr. Prashant Jain	01/07/2009
03.	Dr. H. chelladurai	10/08/2009



04.	Dr. P. N. Kondekar	25/01/2010
05.	Mr. Ram Shankar	30/12/2009
06.	Mr. Biswajeet Mukherjee	23/11/2009
07.	Mr. D. S. Ramteke	18/11/2009

BOG/2011:01:14	Any other item with the permission of the Chair
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Delay statement on the Annual Report. The Board approved the Delay Statement on the Annual Report for 2009-10 and directed the Institute to forward it to the MHRD for placing before both the Houses of the Parliament.

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

April 2011

Col. (Retd.) P. S. Sandhu  
Secretary, BOG

*Put up for perusal and approval  
please.*

*Chairman.  
BOG.  
PDPM IIITDM  
JALAPUR*

*13 Apr 2011  
Col (Retd) P. S. Sandhu.  
REGISTRAR & SECRETARY  
BOG*



0761-2032221


PDPM

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

Date- April 13, 2011

NOTE

The minutes of the BOG meeting (BOG/2011/1st meeting) held on March 21, 2011 prepared and submitted for perusal please.

  
Col (Retd.) P.S. Sandhu  
Secretary, Board of Governor  
PDPM IIITDM,  
Jabalpur

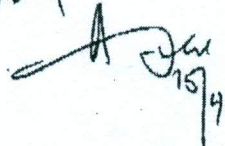
Director

Forwarded for kind approval please.

Aqier  
(A. OSHA)

Shri A.K. Singh  
Chairman, BOG.


Approved

  
15/4

In (H/T)  
Jabalpur,

Please circulate the minutes with  
required attachment

Aqier  
18-4-2011

  
Reg. 19/4/11.