

RENUMBERING OF PREVIOUS BOARD MEETINGS

Date of BOG Meeting	Old Number of BOG meeting	Renumbered BOG meetings	Venue	Year	Authority
June 30, 2011	BOG/2011:02	BOG/18	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/2011/2nd Meeting of the Board of Governors held on June 30, 2011 at 15.30 Hrs in the C.S. Library Hall 'G' Block, Ministry of Culture Shastri Bhawan, New Delhi.

Members Present:

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| 1. | Shri A.K. Singh, (Retd IAS)
Member, Public Enterprises Selection Board | Chairman |
| 2. | Prof U. B. Desai
Director, IIT Hyderabad | Member |
| 3. | Prof. Ashok Jhunjunwala
IIT Madras | Member |
| 4. | Shri Amit Khare, IAS
JS, ICC | Member |
| 5. | Prof. Aparajita Ojha,
Director, PDPM-IIITDM Jabalpur | Member |
| 6. | Prof. G.K. Sharma
IIT Gandhi Nagar | Member |
| 7. | Prof. R.K. Shyamasundar
TIFR, Mumbai | Member |
| 8. | Shri Ashok Thakur, IAS
Special Secretary, MHRD, GOI | Member |
| 9. | Col(Retd) P.S. Sandhu
Registrar, PDPM-IIITDM Jabalpur | Secretary |
| 10. | Shri A.K. Verma, SE
CPWD(CZ), Bhopal | Special Invitee |
| 11. | Shri R.P. Dwivedi,
Dy Registrar, PDPM-IIITDMJ | Special Invitee |

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

Shri S. D. Dimri, Member, Ordinance Factory Board, Kolkata, Prof. Puneet Tandon, Prof. Pradeep Mathur, Director IIT Indore, Shri N. Ravi Shankar IAS, Leave of absence was granted by the Chairman, BOG.

The Chairman welcomed the members and special invitees.

BOG/2011 :02.01	Opening Remarks by the Chairman, Board of Governors
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Chairman welcomed all the members, the newly nominated member Prof. G.K. Sharma and other special invitees. All the members introduced themselves. Before heading for the next agenda item, members with the permission of the Chair expressed the following:-

- (1) Shri Ashok Thakur, IAS, Special Secretary, MHRD GOI suggested the Director to prepare a projection of fund requirement for the next Five Year Plan keeping in view the consolidation of the civil infrastructure and other requirements of the Institute. The Institute agreed to send the same within three working days.
- (2) Prof R. K. Shyamasundar and Prof. Ashok Jhunjhunwala advised preparing a vision document and the plans of academic orientation for the next five years. The plan should envisage projections of academic and research strategy. They suggested constituting a Strategic Planning Committee \ Advisory Committee to guide the Institute from time to time in shaping up its future for academic excellence. After discussion, the Director proposed to circulate a draft of the vision document by July 30, 2011.
- (3) Members suggested having a special Board meeting to discuss the vision statement of the Institute and its academic growth plans. After discussion it was decided to have a special Board meeting after the vision document of the Institute is prepared.
- (4) Prof U.B. Desai suggested having an informal discussion after every Board meeting to discuss general issues and concerns related to the Institute governance. Members welcomed his idea.

BOG/2011 :02.02	Overview Report by the Director
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Director's Overview Report (BOG)

A. Academics

1. Academic year completed with students completing their degree requirement for graduation

in the Institute. Third Convocation of the Institute is scheduled to be held on July 29, 2011 and Shri Ajai Chowdhry, Chairman and CMD, HCL Infosystems has very kindly given his consent to be the Chief Guest of the Convocation.

2. The UGC review Committee visited the Institute during June 6-8, 2011 to review the progress made by the Institute during last two years after the conferment of the deemed university status.
3. Placement. Out of 68 graduating students of 2007-11 batch, 44 have been offered jobs with the help of placement cell of the Institute. This year two Public Sector Units (BEL and TCIL) also came for campus placement. Further, students have been offered external project for Project Based Internships.
4. Faculty selections – Seven names have been recommended for the posts of assistant professor. Chairman, BOG has given approval for appointment of three assistant professors and four more names recommended by the Selection Committees through meeting held during June 24-28, 2011 are going to be placed in the meeting as an agenda item.
5. Term of two emeritus fellows Prof. M. Adhikari and Prof. Amit Ray is ending today on June 30, 2011.
6. Dr. Ashish Kundu, Assistant Professor, Physics has been awarded BOYSCAST fellowship of DST.
7. Publication by the faculty in peer reviewed journals during January –June, 2011 has been satisfactory.

B. Infrastructure Development

a. Construction

1. Work of Hall of Residence 4 has been awarded by the CPWD. This is a three seater hall for the accommodation of 498 students. Hall of Residence 1 is completed and Hall of Residence 3 is nearing completion.
2. Tenders for Narmada Residency II have been analyzed and negotiation with the lowest bidder is in process. This will accommodate 60 faculty /staff.
3. Tenders for Lecture Hall and Tutorial Complex are being analyzed by the CPWD. The latest information will be given by CPWD member.
4. Notice Inviting Tenders for Narmada Residency III has been prepared and the Institute had already deposited 1/3 part of the amount sanctioned by the Board with the CPWD. The Institute has requested them to initiate the process for inviting tenders etc. The remaining amount of the work will be deposited in the next financial year once the project is assigned to some agency and the work starts.
5. The Institute has conveyed to the CPWD that the pace of work of Mess and Dining Hall is not satisfactory and immediate action is required to expedite the work, since the number of students is increasing every year.
6. Detailed estimates submitted by the architects have been analyzed by the CPWD and now the work is ready for floating tender notice.

7. Sewerage treatment plant has been temporarily installed that is connected with all the buildings of the campus at present. Order for supply, installation and commissioning of 1000 KVA DG set has been placed. The work of dedicated feeder for electric power supply to the Institute has also been completed.
8. We are following Griha specifications in all our building constructions since last two years.
9. A public interest litigation has been filed by some citizen of Jabalpur claiming that the construction of the Institute campus is going to adversely affect the environment and the wild life present in the area. We are already taking measures to keep the environment as clean as possible.
10. Many minor construction works have been done to cater to the immediate need of the Institute such as class rooms and labs etc. We are also planning to construct water storage tank of 2 lakhs gallon capacity and two twin houses for security officer and hostel warden.

b. Labs and Equipment

In addition to a computer centre consisting of 180 computers, another computer centre with 150 computers is being established for the students.

C. Finance

The financial year 2010-11 was quite eventful and satisfactory. Institute received Grant in Aid of Rs. 45 Crores under Plan during the F.Y. 2010-11. The grant was fully utilized. Major expenditure incurred areas follows. Establishment expenses Rs. 489 lakhs, Academic expenses 175.74 lakhs, other administrative expenses Rs. 360.96 lakhs, deposited with CPWD Rs. 1820.00 lakhs as part of 1/3rd amount for construction of buildings, Rs. 42.21 lakhs for Laying of HT Line, Rs. 63.98 lakhs for Misc civil works. For purchase of other capital items Institute has incurred Rs. 129.15 lakh for Computer Peripherals and Networking, Rs. 90.62 lakh for Softwares, 70.87 lakhs for furniture, Rs. 138.88 lakh for lab and office equipment.

The final accounts of the institutes were compiled well in time. A team of CAG Gwalior visited the institute and completed the audit of accounts on 23rd June, 2011. The team appreciated the efforts made by the institute in streamlining the procedures and maintaining the accounts of the institute. For the F.Y. 2011-12 MHRD, GOI has allocated GIA (PLAN) OF Rs. 40/- Crores and Rs. 10 Crores have been release in the first qtr. Till date the institute has incurred an expenditure of Rs. 4.9003 crores.

The action taken report was placed as given below for the perusal of the members.

Item No.	Resolution/ Decisions	Action Taken
BOG/2011:01:04	To consider the recommendations of the Finance Committee through its FC/2011/1 st meeting held on 03 rd February 2011	Committee constitution by the Director with the following members :
	The Chairman directed that while seeking the approval of the construction works, the agenda	Prof. Mandeep Singh Professor,, Department

	<p>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.</p> <p>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.</p>	<p>of Architecture, SPA New Delhi (Chairman), Shri A.P. Singh, Chief Engineer (Retd.), Central Zone, CPWD, Shri A. K. Verma, SE, C Zone, CPWD.</p>
BOG/2011:01:04(1)	<p>To consider the Preliminary Estimate (P. E.) for the work of Construction of P. G. Hostel.</p> <p>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). The Board approved the recommendation of the Finance Committee to take up of the construction work of married students block in the 1st Phase with preliminary estimate of Rs. 1237/- lakhs including all taxes and fees.</p> <p>For the remaining portion of the PG Hostel, the proposal will be brought separately before the Board at a later stage.</p>	<p>The work is assigned to CPWD.</p>
BOG/2011:01:04 (2)	<p>To consider the Preliminary Estimate (P.E.) for the work of Construction of Library cum Computer Centre.</p> <p>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</p>	<p>Preliminary Estimate sent to CPWD for rechecking.</p>

	<p>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.</p> <p>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.</p> <p>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.</p>	
BOG/2011:01:04(3)	<p>To consider the Preliminary Estimate (P. E.) for the work of Construction of Basket Ball Court (Indoor) Complex.</p> <p>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) including all taxes and fees.</p>	The work is assigned to CPWD.
BOG/2011:01:04(10)	<p>Proposal of Revised Budget Estimate (Plan Grant) for the F.Y. 2010-11 and Budget Estimate for the F.Y. 2011-12.</p> <p>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</p>	The Budget is revised as per approval of the Board.

	BOG.	
BOG/2011:01:05	<p>Recommendations of the Senate through its SENATE/2010-11/2nd meeting held on 12th March, 2011</p> <p>(i) Creation of additional teaching positions The recommendation of the Senate for creation of five posts of assistant professors was approved by the Board.</p> <p>(ii) Suggestions for possible names of the Chief Guest for Convocation 2011.</p> <p>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.</p>	<p>The proposal of sanctioned of the teaching post is sent to MHRD</p> <p>Mr. Ajai Chowdhry Padma Bhushan, Chairman and CMD of HCL Info System contacted for Chief Guest for the third convocation which is to be held on July 29, 2011.</p>
BOG/2011:01:06	<p>To consider the proposal for considering minimum qualifications for the recruitment of employees of PDPM IITDM Jabalpur.</p> <p>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.</p>	Complied. Posts advertised accordingly.
BOG/2011:01:07	<p>To consider the proposal for fixing the terms and conditions for appointment of Emeritus Fellows.</p> <p>The recommendations of the committee were discussed in detail and it was decided to frame the rules and guidelines for nomination of distinguished professors and adjunct professors/adjunct faculty and the matter is carry forward this Board meeting.</p>	This item is placed under as agenda item BOG/2011/2:12 in the proposed meeting on June 30, 2011
BOG/2011:01:08	<p>To consider and finalize the procedure for upgrading the scale of Professors to HAG Grade keeping in view the MHRD Guidelines.</p> <p>The Board authorized the Director to constitute</p>	<p>Following Committee is proposed to be constituted :</p> <p>Prof. S.G. Deshmukh,</p>

	a committee to frame the procedure for upgradation of Professors to the HAG grade.	Director, ABV IITM Gwalior, Prof. S.S. Gokhale, Director, NIT Nagpur, Smt. Pratima Dikshit, Director (T), MHRD Delhi, Prof. Aparajita Ojha, Director, PDPM IITDM Jabalpur
BOG/2011:01:09	<p>Creation of posts- non teaching.</p> <p>The Board approved the proposal of the Institute for creation of nine non-teaching positions for onward recommendation to the MHRD with few modifications,;</p> <p>The BOG also stressed upon the need to recruit the Executive Engineer and other supervisory staff for IWD on priority.</p>	<p>Complied. Proposal of sanctioned of the posts is sent to MHRD</p> <p>The post of EE is advertised vide advertisement No.05/2011 dated June 13, 2011.</p>
BOG/2011:01:10	<p>Regularization and confirmation of services of Mr. R. P. Dwivedi, DR (F&A).</p> <p>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.</p> <p>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.</p>	Complied
BOG/2011:01:11	<p>Recommendations of the committee constituted by the Board on framing the procedures and guidelines for consultancy & sponsored R & D projects.</p> <p>Recommendations of the committee constituted by the Board for framing the procedures and guidelines for consultancy & sponsored R & D projects were discussed and</p>	<p>Complied.</p> <p>Guidelines modified accordingly.</p>

	Board approved the same with modifications.	
BOG/2011:01:12	<p>Application of Dr. PriteeKhanna for eight months leave for post-doctoral research in Japan under JSPS programme.</p> <p>Application of Dr. Pritee Khanna for eight months leave for post-doctoral research in Japan under JSPS programme was approved by the Board.</p>	Complied

BOG/2011 :02.03	Confirmation of the Minutes of BOG/2011/1st Meeting held on March 21, 2011
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The Minutes were confirmed by the Board.

BOG/2011 :02.04	Recommendations of Senate through its SENATE/2010-11/2ND MEETING HELD ON June 17, 2011
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- (a) The Board of Governors approved the names of students who were recommended by the SENATE for award of Degrees, Medals and Prizes for the year 2010-11. The Board also authorized the Chairman, BOG for approving the names of students for remaining medals/prizes whose cases would be recommended by the Chairperson, Senate at a later stage for the year 2010-11.
- (b) The Board of Governors accorded the Post-Facto approval to Seat Matrices for the Academic Sessions from 2005-06 to 2010-11 and gave approval for Seat Matrix of Academic Session of 2011-12.
- (c) **Recommendations of SENATE for providing financial assistance to students whose papers are accepted for oral presentation at National/International Conferences:-**

After deliberation, the Board approved the following.

- (i) To provide financial assistance to a student for participating in a national /international conference if his/her paper is accepted for oral presentation only in a reputed conference. A student will get support only if he has good academic record and his work is outstanding. Students seeking financial assistance will be required to apply to the Coordinator, Academic Affairs. The amount of financial assistance may vary based on the nature and location of the conference and will be solely on the discretion of the Director. An undergraduate student can avail financial assistance only once during his/her programme whereas a post graduate student can avail financial support upto two times during his programme.



The Board also advised to create a knowledge exchange fund that should be utilized for the purpose and should be recouped at the end of each year to fund this assistance.

(d) Consideration of Candidature of three M.Tech.(ECE) Students

The matter was discussed in detail. Members deliberated on the eligibility conditions for admission to M. Tech. programme. The Director informed the members that for Institute assistantship a candidate should have qualified marks as given in the GATE score card. It was also informed to the members that the students were selected through an admission test and interview conducted by the Institute. In view of the lack of information required to resolve the issue, the BOG ruled that the matter be further inquired and a fresh report be prepared to settle the issue. It was decided to discuss the matter in the next Board meeting. Meanwhile the Board approved the proposal that the programme of the students be continued until a decision is taken on the matter in the next Board meeting.

BOG/2011 :02.05	Recommendations of the Selection Committees for the post of Assistant Professors in English, Electronics and Communication, Mathematics and Physics
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Appointment of the under mentioned candidates recommended by the duly constituted Selection Committees was approved by the Board.

- (i) Ms. Mamta Anand
Assistant Professor - on contract for a period of two years in English on the Pay band 3: Rs 15600-39100 and AGP – Rs. 6000/- with seven non-compounded increments when she produces a Ph.D. degree.
- (ii) Dr. Anil Kumar Assistant Professor (SC Category)
Assistant Professor - on contract for a period of one year in Electronics and Communication Engineering on the Pay band 3: Rs. 15600-39100 and AGP – Rs. 7000/- preserving his basic salary + 1 advance increment. His services may be absorbed against permanent position of assistant professor after successful completion of one year contract on his satisfactory performance in teaching and research.
- (iii) Dr. Rajib Kumar Jha -
Assistant Professor - on contract for a period of one year in Electronics and Communication Engineering on the Pay band 3: Rs. 15600-39100 and AGP – Rs. 7000/- preserving his basic salary + 1 advance increment. His services may be absorbed against permanent position of assistant professor after successful completion of one year contract on his satisfactory performance in teaching and research.
- (iv) Mr. Jawar Singh (PH category)

Assistant Professor - on contract for a period of three years in Electronics and Communication Engineering on the Pay band 3: Rs. 15600-39100 and AGP – Rs. 7000/- with seven non-compounded increments + 3 advance increments.

- (v) Mr. Nihar Ranjan Jena
Assistant Professor - on contract for a period of three years in Physics on the Pay band 3: Rs. 15600-39100 and AGP – Rs. 7000/- with seven non-compounded increments + 4 advance increments.
- (vi) Mr. Devender Kumar (Physics)
Assistant Professor - on contract for a period of three years in Physics on the Pay band 3: Rs. 15600-39100 and AGP – Rs. 6000/- with seven non-compounded increments.

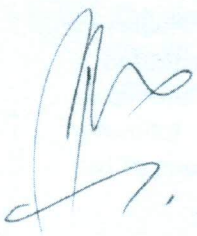
The Board also approved the recommendation of the selection committee that no candidate was found suitable for appointment as assistant professor in Mathematics.

BOG/2011 :02.06	Recommendations of the Finance Committee
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(a) FC/2011:02.04 - Recommendations of Building & Works Committee as recommended by Finance Committee :-

(1) Recommendations of Revised Preliminary Estimates for the work of Construction of Triple Seater Hall of Residence-3.

The Board deliberated on the proposal of Revised Preliminary Estimate of Rs. 2155-00 lakhs (Rs. Two thousand one hundred fifty five lakhs only) including 22% Cost Index 1% Quality Assurance, 1% Labour Cess, 3% Contingency and 5% Architect fee with service tax against the original estimate of Rs. 1690.00 lakhs. However, some of the members were of the view that Rs. 2155 lakhs is on higher side. After discussion and taking a view on the present state of the work, the Board accorded its administrative approval and expenditure sanction (AA/ES) on an excess of Rs. 2 Crores over the initial sanctioned amount of Rs. 1690.00 lakhs. Further, the Institute was advised to get the revised estimates recommended by the Building and Works Committee vetted by CPWD(CZ) Bhopal at the earliest. The BOG advised that in the meantime payment due if any should be made to the contractor within the AA/ES limit of Rs. 1890.00 lakhs to avoid delay in the execution of the work. The final estimated amount will be placed before the BOG for approval after vetting by the CPWD in the subsequent meeting.



(2) Recommendations of Preliminary Estimate for the work of Construction of Library-cum-Computer Centre.

The recommendations of Finance Committee for bringing down the cost of Preliminary Estimate of Library-cum-Computer Centre from Rs. 2359.47 lakhs to Rs 2289.70 lakhs (Rs. Two thousand two hundred eighty nine point seven zero lakhs only) which also includes 22% Cost Index 1% Quality Assurance, 1% Labour Cess, 3% Contingency, 4% Service Tax, 5% GRIHA and 5% Architect fee with Service Tax were approved by the Board of Governors.

(3) Reporting Items

BOG noted the works executed/ being executed at the Institute level / handed over to the CPWD in order to meet the increasing demands. The Board also noted with satisfaction, the measures taken by the Institute to investigate the quality of bricks being used in the civil works of the Institute.

(b) FC/2011:02.05 Proposal for revised rules on TA/DA on foreign travel.

The Board approved the following rule for TA/DA on foreign tour.

- (i) All group A employees will be reimbursed the amount of expenditure made on accommodation in hotels/other boarding alternatives upto three star categories only (as per the international norms of three star hotels).
- (ii) DA will be paid as per Govt. of India approved rates for the country of visit to bear food expenses and local travel only.

(c) FC/2011:02.06 Ratification of Approval of Final Accounts of the Institute for the F.Y. 2010-11.

The Board of Governor after discussion on the recommendations of Finance Committee ratified the approval of the Final Accounts of the Institute for the F.Y. 2010-11 accorded by the Chairman, FC/BOG.

BOG/2011 :02.07

To consider the proposal for delegation of Financial Powers to the various Officers of the Institute.

The Board had discussed the proposal of the Institute for delegation of Financial Powers to various officers of the Institute in its BOG/2010/3rd meeting and had constituted a Committee. The Board after deliberation on the recommendations of the Committee approved the Financial Powers to the officers of the Institute with the following modification in item no. 2 under the title "Civil Works" of the recommendations of the Committee.

2.	To sanction expenditure on renovation, repair, addition/alteration etc. of civil works	Above Rs. 100 lakhs	BOG
		Upto Rs. 100 lakhs for each specific proposal	Director
		Upto Rs. 10 lakhs	Dean (Planning and Development

BOG/2011 :02.08	Code of Conduct for the Employees of the Institute.
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The Board approved the Conduct rules of the Institute with immediate effect with following correction - To replace "Institute of Technology Act 1961" by "Memorandum of Association of the Institute" and also to replace "Institute Statues" by "Memorandum of Association of the Institute" in Para 19(line No. 1 and 3).

BOG/2011 :02.09	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 13-07-2008
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The Board deliberated on the recommendations of the Committee and advised the Institute not to implement the recommendations.

BOG/2011 :02.10	Three Months Leave to Dr. Ashish Kundu for the BOYCAST fellowship at National University of Singapore.
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The Board of Governors ratified the decision of the Director to grant leave to Dr. Ashish Kundu with full salary as per rules.

BOG/2011 :02.11	Approval to give Air fare to the candidates appearing for the selection for the faculty position.
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The Board of Governors approved the recommendation of the Institute to provide airfare by shortest route economy class to candidates appearing for interviews against a faculty position in the Institute.

BOG/2011 :02.12	To consider the proposal for fixing the minimum qualifications and experience requirement for appointment of faculty.
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The Board of Governors approved the proposal with the modification that non Ph.D.s should not be considered for faculty positions and minimum qualification and experience requirement should be as per MHRD/guidelines and as amended from time to time by

MHRD/GOI. The following minimum qualifications and experience requirement were approved.

S. No.	Designation	Minimum Qualification and experience requirement for short-listing the candidates
1	Assistant Professor <u>on contract</u>	Ph.D. (B. Tech. / M. Tech. + Ph.D. in engineering or M. Sc. + Ph.D. in mathematics / science / relevant masters degree in other disciplines) with good academic record and research publications. Ph.D. submitted may also be considered for position
2	Assistant Professor <u>On permanent position</u>	A minimum of three years teaching / research/ professional experience excluding the experience gained while pursuing Ph.D. The candidate should have demonstrated research and development capabilities in terms of publications in reputed journals and conference proceedings/ patents etc.
3	Associate Professor	A minimum of six years of teaching/ research/ professional experience (excluding the experience gained while pursuing Ph.D.) of which atleast 3 years should be at the level of Assistant Professor, Senior Scientific Officer / Senior Design Engineer in a research organization or industry. The candidate should have demonstrated adequate experience of independent research in terms of publications in reputed journals and conference proceedings, patents, laboratory / course development, guidance of Master and Ph.D. students and / or other recognized relevant professional activities.
4	Professor	A minimum of ten years of teaching/ research/ professional experience of which at least 4 years should be at the level of Associate Professor or at equivalent level in a research organization or industry as on the date of application. The candidate should have demonstrated leadership in research /development in a specific area of specialization in terms of strong record of publications in reputed journals and conference proceedings, patents, laboratory/ course development, guidance of Master and Ph.D. students and/ or other recognized relevant professional activities.

The Director expressed her view point that in design field especially, there is a scarcity of Ph.D. candidates whereas highly qualified and experienced people are available in India who could contribute to the teaching programme of the Institute. It was advised to create suitable (non-faculty) academic positions to strengthen the academic staff in design discipline specially and in other important fields in general, to keep some positions open for such qualified people.

BOG/2011 :02.13	To consider the proposal for fixing the terms and conditions for offering the visiting professor/distinguished professor/ adjunct professor and adjunct faculty position at the Institute.
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Members were of the view that the honorarium of adjunct professor /faculty should be suitably modified so that it takes care of the long and short period of visits and the designation/ experience of the faculty. Further it was decided to have visiting associate professor /assistant professor positions also for strengthening the Institute's capacity. A proposal for offering visiting positions to young faculty members / scholars/researchers / experts working in other organizations may be brought in one of the subsequent meetings of the Board.

After deliberations, the Board accorded its approval on the proposal and advised that the honorarium of adjunct professor /faculty should be fixed based on the services rendered and designation of the faculty. The Board advised the Director to prepare a proposal and circulate the same for a resolution.

BOG/2011 :02.14	To consider the approval of Honorarium to faculty for Summer Course.
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Members deliberated on the proposal and opined that the amount should be more than what is proposed by the Institute. Some of the members expressed that faculty members need to contribute a significant amount of time and energy during summer vacation to help those academically deficient students clear their backlogs. The Board authorized the Director to modify the honorarium keeping in view the number of students also in the course. The same may be reported in the next Board meeting for ratification.

BOG/2011 :02.15	The recommendations of SENATE/2010-11/3rd meeting of the Senate held on 17th June
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This item is reported under agenda item no. BOG/2011:02.04 - Recommendations of Senate through its SENATE/2010-11/2ND meeting held on June 17, 2011 (d) in these minutes.

BOG/2011:02.16	Items for reporting/ratification
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The Board noted /ratified the following items–

- (a) The Third convocation of the Institute is scheduled to be held on July 29, 2011 at 4.00 p.m. The Board noted the same.
- (b) Shri Ajai Chowdhry, Chairman, HCL Infosystems has given his consent to address the graduating students as Chief Guest of the Convocation. The Board noted the same.



(c) The Chairman, BOG has accorded his approval on the recommendations of the selection committee in Computer Science and Engineering, Design and Mechanical Engineering. Following persons have been offered position as Asst. Professor(on contract) for a period of three years in the discipline shown against their names :

- (1) Mr. Sarvan Kumar Mohanty (Computer Science and Engineering)
- (2) Mr. K. K. Balakrishnan (Design)
- (3) Mr. Pawan Kumar Kankar (Mechanical Engineering)

The Board ratified the decision taken by the Chairman, BOG.

BOG/2011 :02.17	Any Other Items with the Permission of Chairman.
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The under mentioned items were taken up in the BOG with the permission of the Chair.

BOG/2011 :02.17(a)	Proposal to authorize the Chairman BOG for approval of the Annual Report of the Institute.
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The Board authorized the Chairman to approve the Annual Report of the Institute to avoid delay for placing the same before both the Houses of Parliament and report the same in next board meeting.

BOG/2011 :02.17(b)	Nominations of Board Nominees in various statutory committee of the Institute
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The Board approved the nomination of the following members as Board's nominee.

- (i) Finance Committee - for a period of three years as per MOA.
 - (1) Prof. U.B. Desai, Director IIT Hyderabad- Board's Nominee
 - (2) Prof. Ashok Jhunhunwala, IIT Madras -Board's Nominee
- (ii) Building & Works Committee - for a period of three years
 - (1) Prof. G.K. Sharma - Board's Nominee
 - (2) Shri D.K. Pandey, SE, MPPKVV Ltd Jabalpur in the capacity of an Electrical Engineer not below the rank of S.E. in Govt./Govt. Agency.

BOG/2011 :02.17(c)	Appointment of Vigilance Officer and Grievances Redressal Officer at the Institute
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During the meeting an additional item was discussed on the advice of Shri Amit Khare, JS, ICC with the permission of the Chairman. He suggested that the institute should appoint a Central Vigilance Officer and a Grievances Redressal Officer out of the available officers/ faculty to hold the additional charge and the responsibility. He informed the members that

for CVO three names are required to be forwarded to the MHRD, GOI for nominating one out of the suggested names. Board approved the suggestion.

BOG/2011 :02.17(d)	Minimum qualification and experience requirement in case of TA/LA of the Institute
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The Director informed the members that Board of Governors had approved the recommendations of the Committee constituted to recommend minimum qualification and experience requirement for non-teaching staff in the Institute. The recommendations were based on the suggestions of Director (T), MHRD that they should be in parity with IIT norms. However, educational qualification for similar positions as given in the advertisements of IIT Kanpur and IIITDM Kancheepuram also take ITI qualification into account. She further informed the members that the faculty of the Institute has recommended including

Technical Assistant	(i) M. Sc. In appropriate field/ B. Tech./ B.E. or B. Sc. With two years relevant experience <u>OR</u> MCA with one year experience. <u>OR</u> Three years diploma in engineering in appropriate field with 3 years of relevant work experience <u>OR</u> (10+2) with Govt. approved /recognized ITI course of 12 months duration in relevant field with 5 years of work experience in relevant field as LA or equivalent . (ii) Knowledge of computer applications
Lab Assistant	(i) Bachelors degree in appropriate field <u>OR</u> Diploma in Engineering of three years duration in appropriate field <u>OR</u> B.Sc. degree in appropriate field of BCA <u>OR</u> Diploma in Engineering of 3 years duration with one year experience <u>OR</u> (10+2) with Govt. approved/ recognized ITI course of 12 months duration in appropriate field with 3 years of relevant work experience (ii) Knowledge of computer applications

The meeting concluded with a vote of thanks to the Chairman and other members.


[Col (Retd) P.S. Sandhu]
Registrar & Secretary BOG

Chairman, BOG

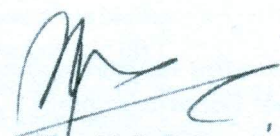


PDPM

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

NOTE- 1

The minutes of the BOG meeting (BOG/2011/2nd meeting) held on June 30, 2011 prepared and submitted for perusal please. It is requested that without waiting for the confirmation of the of the minutes of BOG held on June 30, 2011 approval may be granted to offer the appointment letters to the selected candidates for faculty positions due to urgent need during the forthcoming semester.


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

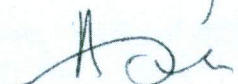
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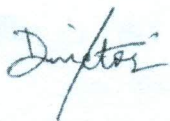
Director

Recommended and forwarded for
kind approval please.

AO/Sec
7-7-2011

Chairman, Board of Governor

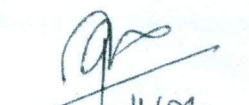

8/7



Please circulate the approved minutes.

AO/Sec
11-7-2011

Reg and Sec. BOG


11/8/11