

**PROCEEDINGS OF THE 17TH MEETING
OF THE
BOARD OF GOVERNORS**

HELD ON

Tuesday, 08 November 2011



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING, KANCHEEPURAM**



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम
Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram

Proceedings of the 17th Meeting of the Board of Governors held at 11 A.M. on
Tuesday, 08th November 2011, at M/s. Ashok Leyland, 1 Sardar Patel Road,
Chennai – 600 032

Members Present

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| Mr. R Seshasayee | --- | Chairman |
| Prof. R. Gnanamoorthy | --- | Member |
| Dr. G. Viswanathan | --- | Member |
| Prof. Ashok Jhunjunwala | --- | Member |
| Prof. Bhaskar Ramamurthi | --- | Member |
| Prof. Harishankar Ramachandran | --- | Member |
| Prof. S. Narayanan | --- | Member |
| Dr. K. P. Isaac | --- | Member |
| Shri. R. C. Meena | --- | Member |
| Lt. Col. (Retd.) Jayakumar | --- | Secretary |

Leave of absence was granted to Dr. Santhosh Babu, Shri. T. Ramasamy, Shri. Onkar Singh Kanwar and Shri. Deepak Puri.

Shri. A. Manickavasagam, Secretary, Building and Works Committee attended the meeting as invitee.

The Board placed on record its appreciation of the services rendered by the outgoing member Prof. M. S. Ananth and welcomed Prof. Bhaskar Ramamurthi, Director, IIT Madras as a member of the Board.

The Director briefed the members about the functioning of the Institute.

After discussions, the Board gave the following directives:

1. Academic:

- (a) Director to come with recommendations as regards the areas, where the Institute could aspire to become a Centre of Excellence – A roadmap is to be made detailing the plans for upgrading academic content, facilities and faculty recruitment & training.
- (b) At each Board meeting, one chosen department will make presentation on their academic activities.

2. Administration:

- (a) Norms to be laid down with regard to administrative matters such as cleanliness / housekeeping; safety; hygiene; food quality; sanitation etc.
- (b) Appropriate Service Level agreements to be entered into external contractors, specifying norms and providing for incentives / disincentives as necessary.
- (c) Behavioral training to be imparted to Faculty, Students and Staff to maintain cleanliness, decorum and aesthetics of the Campus.

- 3. A plan should be drawn up to make the Campus 'Smart Campus', eventually covering all transactions and information through virtual mode.

The Board was also briefed about the encroachment at the rear side of the Institute and the writ petition filed by the individual. The action taken by the Institute to get this stay order removed was also mentioned.

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| 1.0 Action taken on earlier minutes | |
| 1.1 | Confirmation of Proceedings of the last (16th) meeting of the Board of Governors held on 14 July 2011 |

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| | <p>The Proceedings of the last (16th) Meeting of the Board of Governors (BoG) held on 14th July 2011 were circulated to all members of the BoG. Comments received from Ministry on the proceedings vide their letter F.No.28/8/2011-TS-1 dated 06.09.2011(Annexure A) is attached along with the reply sent to the Ministry on 22.09.2011.</p> <p>The Proceedings were confirmed.</p> |
| 1.2 | Action taken report on the Proceedings of the last (16th) meeting of the Board of Governors held on 14 July 2011 |
| | <p>The action taken on the Proceedings of the 16th Meeting of the Board of Governors held on 14th July 2011 was presented to the Board.</p> <p>The Board noted the action taken on the Proceedings of the last (16th) meeting of the Board of Governors held on 14th July 2011.</p> |
| 2.0 Items for Approval | |
| 2.1 | To approve the Minutes of the 14th Academic Advisory Committee held on 12th August 2011 |
| RESOLUTION NO. 15/2011 | The Board discussed and RESOLVED to approve the minutes of the meeting of 14 th Academic Advisory Committee held on 12 th August 2011 (Annexure 'B'). The Board emphasized that attendance of the members should be monitored and each member should be given a responsibility in building the Institute. |
| 2.2 | To approve the Minutes of the 10th Building and Works Committee meeting held on 29 September 2011 |
| RESOLUTION NO. 16/2011 | The Board discussed and RESOLVED to approve the minutes of the meeting of 10 th Building and Works Committee held on 29 th September 2011 (Annexure 'C'). The Institute was advised to take control over the quarry area by requesting the State Government and guard against any misuse. |

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| 2.3 | To approve the Minutes of the 11 th Finance Committee meeting held on 30 September 2011 |
| RESOLUTION NO. 17/2011 | The Board discussed and RESOLVED to approve the minutes of the meeting of the 11 th Finance Committee held on 30 th September 2011 (Annexure 'D'). |
| 2.4 | To consider sanction of research funding as seed grant for faculty members to pursue R & D projects in areas of relevance to the Institute |
| RESOLUTION NO. 18/2011 | <p>The Board noted that in order to foster the research activities of the Institute, there is a necessity to support the research and development activities of the faculty and procure equipment required for research projects in areas of relevance to the Institute.</p> <p>The Board RESOLVED to approve the proposal of funding the research proposal evaluated by the Experts to a maximum of Rs. 5 Lakh per faculty as one time support.</p> |
| 2.5 | To approve the issue of Laptops to Faculty Members under CPDA scheme. |
| RESOLUTION NO. 19/2011 | The Board RESOLVED to approve the proposal to allow the procurement of Laptops under the Cumulative Professional Development Allowance (CPDA). |
| 2.6 | To approve the proposed scheme of rewarding quality research by faculty members and students |
| RESOLUTION NO. 20/2011 | <p>The following schemes of reward were submitted for the approval of the Board to motivate faculty members and students to publish quality research papers in reputed and renowned journals / publications.</p> <p>Paper in Journal with Impact Factor 2 to 3 – Rs.5,000 Paper in Journal with Impact Factor 3 and above – Rs.10,000</p> |

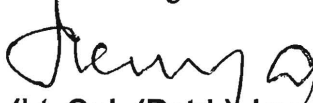
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| | The Board RESOLVED to approve the proposal in the form of an incentive to the new faculty during the first five years of his/ her service. |
| 2.7 | To approve the institution of Best Teacher Award |
| RESOLUTION NO. 21/2011 | It was proposed to institute a Best Teacher Award to recognize the efforts of the faculty members in UG, PG & Ph.D teaching process. Evaluation criterion would be based on the "Average of the Student Feedback obtained (out of 10) of all the courses handled by the faculty in the respective academic year". The above award could comprise of a citation / medal / certificate. It is planned to have the award distributed on Teachers Day. The Board discussed and RESOLVED to approve the proposal. |
| 2.8 | Grant of HRA and other allowance to the staff of the Institute at the rates applicable to Class X City (Chennai UA) |
| RESOLUTION NO. 22/2011 | The Board noted that the HRA is granted as per classification of cities by Ministry of Finance O.M. F.2(37)/E-II (B)/64 dated 27.11.65 as amended from time to time. Melakottaiyur by itself is not a Class X city. However, it fulfills the norms laid down for employees working at this place to draw HRA equivalent to Class X city. Accordingly a case has been taken up with the MHRD for grant of HRA at rates applicable to Class X cities (Chennai UA) vide our letter No. IIITDM/118/2011/1368 dated 08 September 2011 (Annexure 'E'). The Board discussed and recommended to the Ministry for consideration and approval. |
| 2.9 | Implementation of Career Advancement Scheme to faculty members |
| RESOLUTION NO. 23/2011 | With reference to the Career Advancement Scheme (CAS) proposed by MHRD vide their letter No. 3-27/2009-TS.II dated 30.12.2009 in the light of the VI CPC order dated 18.8.2009, the Board was briefed about the variation in the pay scales for teachers of the same grade in the same institution carrying out similar assignment. It was also stated that all the |


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| | <p>four IIITs have taken up a case jointly in this regard to address the anomaly. Accordingly a Review Committee formed by the Ministry has gone into the details and given its recommendation which is under consideration at the Ministry. The endeavour is to formulate a policy that is similar to that of IITs.</p> <p>The fact that some of the faculty members will complete three years shortly and would come up for time scale promotion as in the CAS was brought out and advice sought from the Board on the matter (regarding the implementation of existing order).</p> <p>After a detailed discussion, the Board felt that it is NOT advisable to have varying standards of remuneration within the same organization. Board also expressed that the promotion should be based on performance and not time based.</p> <p>Accordingly it was decided that the decision of MHRD in the matter be awaited before initiating any action or awarding promotion.</p> |
| 3.0 Items for Ratification | |
| 3.1 | To ratify the action taken by Director sanctioning Non-productivity Linked Bonus (Adhoc Bonus) to the Staff of the Institute |
| RESOLUTION NO. 24/2011 | <p>The Ministry of Finance vide their letters F.No.7/24/2007/E III(A) and F.No.7/22/2008-E-III (A) dated 13th and 14th September 2011 respectively granted Non-Productivity Linked Bonus (adhoc bonus) to the Central Government Employees for the year 2010-11 (Annexure 'F'). The bonus was accordingly paid to the employees concerned.</p> <p>The Board RESOLVED to ratify the action taken by the Director.</p> |
| 3.2 | To ratify the action taken by Director for payment of DA to the staff |

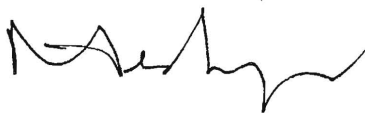
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| | of the Institute |
| RESOLUTION NO. 25/2011 | <p>The MHRD vide their letter No. F.No.22-5/2011-TS.1 dated 05.10.2011 forwarded Ministry of Finance Office Memorandum No.1(14)/2011-E-II (B) dated 03.10.2011 enhancing the rate of Dearness Allowance to Central Government employees from the existing rate of 51% to 58% with effect from 01.07.2011 (Annexure 'G').</p> <p>With the approval of the Director, the dearness allowance at the rate of 58% has been paid to the IIITD&M Staff members.</p> <p>The Board RESOLVED to ratify the action taken by the Director.</p> |
| 4.0 Items for Reporting | |
| 4.1 | To report on sanctioned strength of various posts approved by MHRD |
| | <p>The posts sanctioned by the MHRD vide its letter No. F.No.18-5/2007-TS.1 dated 29.9.2011 (Annexure 'H') was informed to the Board.</p> <p>It was also intimated that the Institute has taken up a case for additional faculty position based on current student strength vide our letter No. IIITD&M/7/2011/1474 dated 10.10.2011.</p> <p>The Board observed that if the Institute waits for the students' admissions to be over in order to get the sanction for posts and then carry out recruitment, it will be inordinately late. Hence, it was decided that the request for faculty / staff recruitment be obtained based our anticipated student intake so as to complete the recruitment before arrival of students / commencement of academic session.</p> |
| 4.2 | To report about faculty/staff members who joined newly at the Institute |
| | Consequent to the recruitment that was held for various posts in July 2011, the following have joined the Institute on permanent basis as per |

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| | the designation and date mentioned against each. | | |
| | Sl. No. | Name | Designation Date of Joining |
| | 1 | Dr. Noor MahammadShak | Asst. Prof. 19.7.2011 |
| | 2 | Gurunathan. C | Tech. Offr. Gr. I 20.7.2011 |
| | 3 | A.Vigneshwaran | Jr. Tech. (ME) 03.08.2011 |
| | 4 | Dr. Pandithevan. P | Asst. Prof. 10.8.2011 |
| | 5 | Dr. S.S.Karthikeyan | Asst. Prof. 17.8.2011 |
| | 6 | Dr. T.R.Ramya | Asst. Prof. Yet to join |
| 4.3 | To inform the appointment of Prof. R. Gnanamoorthy as Director i/c of Central Institute of Classical Tamil (CICT), Chennai | | |
| | For the information of the Board, the orders received vide MHRD letter No. 8-20/2008/DIV(L) dated 04.11.2011 (Annexure 'I') was informed. As per this letter Prof. R. Gnanamoorthy, Director, IIITD&M Kancheepuram, shall hold additional charge as Director of CICT till a regular Director is appointed or until further orders. | | |

The meeting concluded with thanks to the Chair.


(Lt. Col. (Retd.) Jayakumar)
 Secretary, Board of Governors


(Prof. R. Gnanamoorthy)
 Director and Member


(Mr. R Seshasayee)
 Chairman, BoG