Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram
Chennai- 600127

Minutes of the 45th Meeting of the Board of Governors held at 11.00 A.M. on Friday, 7th February 2020, at Board Room, IIITDM Kancheepuram, Chennai - 127

MEMBERS PRESENT:

1.	Prof. S. Sadagopan	--	Chairman
2.	Prof. Baskar Ramamurhty	--	Member
3.	Prof. Banshidhar Majhi	--	Member
4.	Shri. Krishna.V.Giri	--	Member
5.	Prof. S. Narayanan	--	Member
6.	Shri. A. Chidambaram	--	Secretary

LEAVE OF ABSENCE WAS GRANTED:

1. Shri. B. Santhanam
2. Prof. David Kovil Pillai
3. Dr. Jaideep Kumar Mishra
4. Shri. B.S. Raghavan

GENERAL DISCUSSION:

The Chairman welcomed the members to the meeting. The comments received from MHRD and Shri. B.S. Raghavan, member was submitted to the board. The director presented the important events of the Institute.

1. The Placement Statistics of the Institute was presented and the Director has informed that the reputed companies like Amazon, Adobe, IBM Motor Q, Intel etc. visited the campus and recruited the students.

2. The socio-cultural events of "**EK BHARAT SHRESTHA BHARAT"** and Republic day celebrations held at the Institute were presented to the information to Board.

3. The Board wanted to know the status of the Peer review committee and the Vision 2025 proposed by the Institute. The Director has explained that the Peer review of the Institute has been completed and the report of the Peer review committee was not submitted to MHRD as it is learnt that the peer review of one of the Institute is not yet over and a consolidated report will be presented by them. Further, the Vision document 2025 as approved in the 41st Board meeting will be aligned with the inputs from Peer review committee report and the action plan to achieve the same will be presented in the forthcoming meeting.

4. The Board discussed the requirement of water for the Institute and suggested the rejuvenation of the ground water level through sourcing of treated waters at rejuvenation points and conservation of water to prevent water shortage. The Director has informed that the rain water harvesting is done through letting the water in the open well near the mango garden and plans are afoot to construct two more open wells to meet water shortage during summer.

5. The Board discussed the faculty position at the Institute and advised the director to adopt an informal approach by means of contacting the established and reputed Institute and motivate the scholars to apply for faculty position. Further, the committee also desired that the Institute may hire the retired Scientist from ISRO, Atomic Energy etc. on contract position to support the faculty in the research areas.

6. The Board discussed the thrust area of design in the proposed revision of curriculum and advised the Institute to constitute a sub-committee consisting of Dr. Venkatesh, Senate member, Shri. Krishna V Giri and Shri. Santhanam, Board members to deliberate and guide the Institute in this regard. Further the Board also desired that the Faculty of the Engineering Design department of IIT Madras may be consulted by the faculty of IIITDM Kancheepuram to have the understanding of the Design curriculum.

BOG 45(2020)-01	Confirmation of the minutes of the 44th meeting of the Board of Governors held on 27th September 2019
	The minutes of the 44th meeting of the Board of Governors held on 27.09.2019 was circulated to all members of the Board and no comments were received. **The Board of Governors confirmed the minutes of the 44th meeting placed as *Annexure "A".***
BOG-45(2020)-02	Action taken report on the minutes of the 44th meeting of the Board of Governors held on 27.09.2019
	The action taken report on the 44th meeting of Board of Governors held on 27.09.2019 was placed before the Board. The Board noted the action taken by the Institute and also authorized the Institute to file an additional affidavit in the Hon'ble Supreme Court in the ongoing SLP.
BOG 45(2020)-03	Ratification of appointment for the post of Registrar and Assistant Registrar (Accounts) and status of recruitment for the post of Technical Officer.
	The Institute vide its advertisement No. IIITDMK/R/3/2019 dated 19.06.2019 invited application for various Non- teaching posts including the Group A posts of Registrar, Assistant Registrar and Technical Officer.

Recruitment of Registrar and Assistant Registrar (Accounts):

The applications for the post of Registrar and Assistant Registrar (Accounts) were taken up at the first instance on account of immediate requirement.

On the basis of the recommendation of the screening committee, shortlisted candidates were invited for interview for the post of Registrar on 30.10.2019. Similarly, the shortlisted candidates for the post of Assistant Registrar (Accounts) were called for written test on 30.10.2019 followed by interview on 31.10.2019.

Summary of application received for the post of Registrar and Assistant Registrar (Accounts), number of candidates shortlisted for interview/ written test is placed as *Annexure "B1".*

In order to select suitable candidates, a selection committee was constituted as per norms. The list of experts participated in the selection process are provided at *Annexure "B2".* All the selection committee members have submitted a *"No Relation Certificate".*

The selection committee has recommended the following candidates for appointment to the post of Registrar and Assistant Registrar (Accounts).

S. No	Position	Name of the Candidate
1.	Registrar (Pay Level 14 of 7 CPC)	Shri. A. Chidambaram (on Deputation) (Application No. 1903REG0022)
2.	Assistant Registrar (Accounts) (Pay Level 10 of 7 CPC)	Shri. Chandan Kumar Prusty (Application No. 1903ARR0090)

The proceedings of the selection committee are placed as *Annexure "B3".*

As per provisions of IIIT Act, 2014 (Clause 32), the BoG is the appointing authority for all Group A posts. However, in view of urgent requirement, in line with provision of IIIT Act (Clause 15(5)), the Chairman, BoG was requested approval for appointment of recommended candidates to the post of Registrar and Assistant registrar. On the basis of approval of Chairman BoG, the offers for the post of Registrar and Assistant Registrar (Accounts) have been made to the recommended candidates and they have joined the post on 08.11.2019 and 14.12.2019 respectively.

The Board instructed the Registrar not to be part of the deliberation and was advised to stay away. After the exit of the Registrar, the Board discussed the recruitment and appointment of Shri. A. Chidambaram (Application No. 1903REG0022) for the post of Registrar (on deputation) and Shri. Chandan Kumar Prusty (Application No. 1903ARR0090) to the post of Assistant Registrar.

After discussion, the Board ratified the action of Chairman, BoG on the appointment of Shri. A. Chidambaram for the post of Registrar (on deputation) and Shri. Chandan Kumar Prusty to the post of Assistant Registrar.

	Recruitment of Technical Officer: The shortlisted candidates for the post of Technical Officer were subjected to two levels of written test. The interview for the shortlisted candidates in the written examination was held on 30.12.2019. However, the selection committee found "None suitable" for the post (***Annexure "B4")***. The Institute is releasing advertisement for the post of Technical Officer duly following the reservation norms to fill up the vacancy. **The Board noted the same.**
BOG 45(2020)-04	**Status report of Faculty recruitment**
	The Institute vide its advertisement No. IIITDMK/R/4/2019 dated 21.06.2019 invited application for various faculty positions with due approval of the BoG in its 44th meeting. The Institute issued appointment order for 9 external candidates and 3 internal candidates. Of this, all the internal candidates have joined immediately. In case of external candidates, only 4 candidates have joined and others have intimated their inability to join the Institute. A status in this regard is as under: **List of candidates joined:**

S. No	Name of the candidate	Position & Pay Matrix Level
Electronics and Communication Engineering		
1.	Dr. Bhupendra Reniwal	Assistant Professor Grade II at Pay Matrix Level 11
2.	Dr. Tejendra Dixit	Assistant Professor Grade II at Pay Matrix Level 10
3.	Dr. Appina Balasubramanyam	Assistant Professor Grade II at Pay Matrix Level 10
Design		
4.	Dr. N Rino Nelson	Assistant Professor Grade II at Pay Matrix Level 10

List of Candidates not joined:

S.No	Name of the candidate	Position & Pay Matrix Level	Reason
Computer Science and Engineering			
1.	Dr. Deepak Ranjan Nayak	Assistant Professor Grade II at Pay Matrix Level 10	Received offer in SVNIT Surat
Electronics and Communication Engineering			
2.	Dr. Sanjeev Sharma	Assistant Professor Grade II at Pay Matrix Level 10	Personal reasons

		Mechanical Engineering	
3.	Dr. Pawan Sharma	Assistant Professor Grade II at Pay Matrix Level 10	Personal reasons
		Design	
4.	Dr. Amrut Shrikant Mulay	Assistant Professor Grade II at Pay Matrix Level 10	Received offer in SVNIT Surat
		Physics	
5.	Dr. Srabani Kar	Assistant Professor Grade II at Pay Matrix Level 10	Existing contract arrangement is completing only in the month of Sep 2020

The department wise strength of the faculty as on date is as under:

Department	No. of Faculty
CSE	07
ECE	15
Mechanical	17
Physics	05
Mathematics	04
Total	**48**

The Board noted the faculty status and instructed the Director to scout for new talent and visit reputed Institute and encourage the scholars and faculty to apply for the opportunity exists in the Institute.

BOG 45(2020)-05	**Annual performance review of faculty**
	IIIT council in its 4th meeting considered an agenda regarding status of research productivity of the faculty members in each IIIT (CFTIs) and also discussed about the faculty members who have not published in reputed journals for the last three years. The Council, after detailed discussion, desired that the *"Institute should establish a mechanism to evaluate the performance of all the faculty member in research, teaching and other areas. BoG of each IIIT should consider this evaluation at least once a year. The IIITs were also advised to consider linking performance evaluation with promotion".* In line with direction of the Council, the Institute has recently carried out performance review of all faculty by an expert committee. The experts, considered

	their performance in the area of research, teaching and other contribution and submitted their evaluation report to the Director. The committee pursued the evaluation report and discussed at length the improvement of the performance of the faculty. **The Board advised the Director to personally talk and explained the contents of the evaluation report to the faculty and the faculty may be advised to treat the evaluation report in a constructive way and the action taken by the faculty in this regard may be included in their yearly appraisal report. The committee members in subsequent years may go through the earlier years' report and further evaluation be done on action taken by the faculty.**
BOG 45(2020)-06	**Ratification for promotion of Sh. C. Gurunathan to the post of Technical Officer(SS)**
	The Institute vide its notification No. IIITDMK/RRO/Admn/2/2019 dated 06.12.2019 invited applications from eligible staff members for various promotional posts including the post of Technical Officer (SS) at Pay level 11. As per Recruitment and Promotion Norms (RPN) approved by the IIIT Council, the post of Technical Officer (SS) is to be appointed entirely on promotion. Persons having B.E/B.Tech qualification with 8 years of experience as Technical Officer is eligible for consideration of promotion. A meeting of the Departmental Promotion Committee was held on 01.01.2020 to consider the candidature of staff for promotion. The committee was headed by the Director and comprised of the following members:

S. No	Members
1	Prof. S Narayanan - Expert Member
2	Prof. S P Venkatesan - Expert Member
3	Dr. Sreekumar - Dean (FA)
4	Dr. Binsu J Kailath - Dean (Acad)
5	Dr. Naveen Kumar - Dean (Student Affairs)
6	Dr. M. D. Selvaraj - Dean (SRICEE)

The committee considered the candidature of incumbent Technical Officer Sh. C. Gurunathan who has joined the Institute on 20.07.2011and completed the requisite service period on 20.07.2019 and eligible for consideration.

The evaluation was based on the performance in the written test, Annual Performance Appraisal Report and personal interaction. Based on performance of Sh. C. Gurunathan, DPC recommended promotion of Sh. C. Gurunathan to the post of Technical Officer (SS). A copy of proceedings of the DPC is attached as *Annexure "C".*

As per provisions of IIIT Act, 2014 (Para 32), the BoG is the appointing authority for all Group A posts. As the meeting of the BoG is likely to held in the month of

	February, 2020, the Chairman was requested to approve the recommendation of the DPC for promotion of Sh. C Gurunathan to the post of Technical Officer (SS) at Pay Level 11 w.e.f.01.01.2010. On the basis of approval of Chairman, BoG, Sh. C. Gurunathan has been promoted to the post of Technical Officer (SS) at Pay Level 11. **The Board after discussion ratified the action of the Chairman on the promotion of Sh. C. Gurunathan to the post of Technical Officer (SS).**
BOG 45(2020)-07	**Approval for movement of Sh. R Gunasekaran to the post of Joint Registrar through evaluation**
	As per RPN Rules approved by the IIIT Council, a Deputy Registrar, after 5 years of service will move to PB-4 with GP of 8700 (Pay matrix level 13 in 7th CPC) with designation as Joint Registrar on Non-Functional Selection Grade. Sh. R Gunasekaran is working as Deputy Registrar (Administration) from 01.01.2015 and completed his eligible 5 years of service on 31.12.2019. In order to consider his movement, a performance evaluation was conducted by an expert committee comprising of following members. <table><tr><th>S. No</th><th>Members</th></tr><tr><td>1</td><td>Prof. Srinivas Kotyada, IMSc. Chennai</td></tr><tr><td>2</td><td>Prof. Sibasish Ghosh, IMSc. Chennai</td></tr><tr><td>3</td><td>Prof. S P Venkateshan, Retd. Professor IIT Madras</td></tr><tr><td>4</td><td>Prof. Banshidhar Majhi, Director, IIITDM Kancheepuram</td></tr></table> The Committee taking into account his contribution and performance during the service period, recommended for movement to Pay Band: 4 in the scale of Rs.37400-67000 with the Grade Pay of 8700(Pay Matrix Level 13 in 7th CPC) w.e.f. 01.01.2020 with revised designation as Joint Registrar. A copy of proceedings of the committee is placed as *Annexure "D".* **The Board after discussion approved the movement of Shri. R Gunasekaran, Deputy Registrar (Administration) to PB-4 with GP of 8700 (Pay matrix level 13 in 7th CPC) with designation as Joint Registrar w.e.f 01.01.2020.**
BOG 45(2020)-08	**Report on the recruitment of Non-Teaching posts**
	In order to augment the strength of administrative and technical staff, the Institute vide its advertisement No. IIITDM/R/3/2019 dated 19.06.2019 invited applications for Group B and Group C Non- Teaching posts. The recruitment process was carried out following due procedure by conducting 3 levels of written examination. The duly constituted selection committee met on 30.12.2019 and approved the

candidates for selection to various posts. The proceeding of the selection committee is placed as *Annexure "E1"*.

The Director is the appointing authority for Group 'B' and Group 'C' posts as per the IIIT Act. Based on the approval, the list of selected candidates was notified and the same is enclosed as *Annexure "E2"*.

The summary of the advertised post and selected candidates are as under:

Name of the post	Stream/Department	No. of Posts advertised	No. of offer issued
Junior Technical Superintendent	Computer Science and Engg.	01	01
	Mechanical	01	01
	Electronics and Comm. Engg.	02	02
Junior Engineer	Civil	01	-
	Electrical	01	01
Junior Technician	Computer Science and Engg.	01	01
	Mechanical	04	01
	Electronics and Comm. Engg.	04	03
	Physics	02	-
	Library	02	02
Junior Superintendent	Administration	02	01
Junior Assistant	Administration	09	03
Total		**30**	**16**

The Board noted the same.

Junior Superintendent – Legal Issue:
A discussion was made on the issue and legal opinion *Annexure "E3"* and the MHRD opinion *Annexure "E4"* were also taken into cognizance.

The board noted the same and advised that the appointing authority for the post is Director and Director may the take decision deemed appropriate.

BOG 45(2020)-09	**Uniform contract period for the post of Registrar**

As per the provision contained in RPN 2016, appointments of Registrar in IIITs are carried out on contract basis. In case of appointment of internal candidate for the post of Registrar, the RPN provides contract period of only three years, whereas, a person from outside can be recruited for a period of 3 years initially and on satisfactory performance, his service may be extended for further period of 2 years.

	The proposal of uniform contract period was placed in the 42nd meeting of BoG and the BoG advised the Institute to take up the matter with IIIT Council. In line with advice of BoG, a proposal for grant of uniform contract period of 5 years for all categories of candidates in Registrar Post was placed before the IIIT Council in its 4th meeting held on 16.10.2019. The Council approved the proposal. The Council further advised that *"normally Professors may not be appointed as Registrars because this results in loss of academics. The vacancy of Registrar should be advertised 6 months before the date of vacancy. Necessary amendments in Recruitment Rules may be carried out by the Institutes"*. In line with the approval of the Council, the Institute has amended the RPN Rules. **The Board noted the same.**
BOG 45(2020)-10	**Uniform qualifying period for Technical and Admin cadre post for promotion**
	In the second meeting of the IIIT Council, the Council adapted and approved the Recruitment and Promotion Norms to achieve harmonization of cadre across CF-IIITs. These norms, with due consent of their respective Board, are implemented by the IIITs. However, it is noticed that the RPN provides different qualifying period for promotion in technical and admin cadre post as detailed below:

Technical Cadre (For persons having B.E/B.Tech/M.Sc/MCA qualification)		Admin Cadre	
Post	**Qualifying Period**	**Post**	**Qualifying Period**
Junior Technician (Pay Level 3) to Senior Technician (Pay Level 5)	6 years	Junior Assistant (Pay Level 3)to Senior Assistant (Pay Level 5)	7 years
Senior Technician (Pay Level 5)to Junior Technical Superintendent (Pay Level 6)	5 years	Senior Assistant (Pay Level 5) to Junior Superintendent (Pay Level 6)	6 years
Junior Technical Superintendent (Pay Level 6) to Technical Superintendent (Pay Level 7)	6 years	Junior Superintendent (Pay Level 6) to Superintendent (Pay Level 7)	5 years

As the posts carries same pay level but different qualifying period for promotion, the proposal was placed before the BoG in its 42nd meeting for suitable amendment. The BoG advised the Institute to place matter before the Council. Accordingly, the proposal was placed before the Council in its 4th meeting held on 16.10.2019 and the Council approved the revision as follows:

Technical Cadre Post (For persons having B.E/B.Tech/M.Sc/MCA qualification)	Admin Cadre Post	Revised Qualifying Period
Junior Technician (Pay Level 3) to Senior Technician (Pay Level 5)	Junior Assistant (Pay Level 3) to Senior Assistant (Pay Level 5)	6 years
Senior Technician (Pay Level 5) to Junior Technical Superintendent (Pay Level 6)	Senior Assistant (Pay Level 5) to Junior Superintendent (Pay Level 6)	5 years
Junior Technical Superintendent (Pay Level 6) to Technical Superintendent (Pay Level 7)	Junior Superintendent (Pay Level 6) to Superintendent (Pay Level 7)	5 years

In line with the approval of the Council, the Institute has suitably amended the RPN Rules.

The Board noted the same.

BOG 45(2020)-11	**MoU for Academic and Research Collaboration**

The Institute is striving for the academic and research collaboration to improve the ranking of the Institute. Accordingly, the Institute is scouting for the organization/Institutions which are willing to do collaborative research.
The Institute has recently signed the following MoU towards the objectives

1. **National Design and research Forum, Bangalore:**
   ➤ The MoU is concerning development of collaborative research in all possible fields of mutual interest and technical expertise.
   ➤ The NDRF is headed by renowned space scientist Dr. Mylswamy Annadurai.

2. **Chettinad Academy of research and Education (CARE)**
   ➤ Under the MoU following collaborative areas are proposed:
      • Joint research & Development
      • Technical Staff/ Student exchange
      • Deputation of faculty

	• Facilities sharing platform • Jointly organizing seminars, workshops, conferences and other academic activities • Student internship • Conduct of community development programmes The copies of MoU signed by the Institute is placed as *Annexure "F1 & F2"* **The Board noted the same.**
BOG 45(2020)-12	**Grant of leave to pursue Post-Doctoral Fellowship at University of Connecticut, CT, USA by Dr. Asutosh Kar, Assistant Professor**
	It is submitted that Dr. Asutosh Kar, Assistant Professor from ECE department has submitted an application to Director to grant him EOL from 8th May 2020 to 7th may 2021 to carry out Post-doctoral fellowship at UCONN Health, University of Connecticut, CT, USA under the supervision of Prof. Anthony Brammer. He will hold the position of university post-doctoral fellow and will be paid an annual salary of USD 64000/-. The request for grant of leave was examined as per the provisions of the leave rules in the statutes. As per the provisions of leave rules, "*leave can be granted for the purpose of academic growth of the regular faculty member for the beneficial purpose to the Institute in pursuit of excellence. The leave of absence overlapping two or more semesters shall be termed as long leave and the faculty after availing the leave, is supposed to serve the Institute for a period which shall be specified by the Board. Further, the eligibility for long leave state that the faculty should have served the Institute for five years after joining and the eligibility can be relaxed up to two years for Assistant professor for the first time in their tenure.*" Dr. Asutosh Kar has joined the Institute on 11.05.2018 as Assistant Professor and the requisite period for grant of leave falls short of the requirement even after considering the relaxation of two years**. *Annexure "G"*** The request of the faculty is submitted to Board for consideration since 1. The Proposed post-doctoral supervisor Prof. Anthony Brammer is world leader in the medical acoustics and the research will lead to publication in top ranked journals. 2. The research can lead to Indo-US collaboration and the Institute will have chance of joint research projects. 3. The faculty will have chance to work in the best laboratory and the new knowledge gained can be passed on to students at IIITDM Kancheepuram.

In view of the above, the proposal can be considered waiving the eligibility criteria for grant of leave under academic grounds-long leave for a period of one year without salary since he will be in receipt of salary in the proposed fellowship. Further, the faculty may be asked to execute a bond to serve the Institute for a period of one year after rejoining from leave.

The Board discussed the matter and observed that the faculty is not eligible for grant of long leave as per the leave rules/statues. Hence, the request for grant of long leave is not considered.

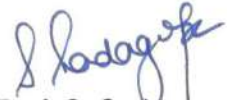The meeting concluded with thanks to the Chair.

(A. Chidambaram)
Registrar & Secretary

(Prof. Banshidhar Majhi)
Director

(Prof. S. Sadagopan)
Chairman