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

Minutes of the 46th Meeting of the Board of Governors held at 11.00 A.M. on Friday, 3rd July 2020, through Video Conferencing (Google Meet)

MEMBERS PRESENT:

1.	Prof. S. Sadagopan	--	Chairman
2.	Prof. Banshidhar Majhi	--	Member
3.	Shri. B.S. Raghavan	--	Member
4.	Prof. David Kovil Pillai	--	Member
5.	Prof. S. Narayanan	--	Member
6.	Dr. Jaideep Kumar Mishra	--	Member
7.	Shri. Hans Raj Verma	--	Member
8.	Shri. A. Chidambaram	--	Secretary

LEAVE OF ABSENCE WAS GRANTED:

1. Shri. B. Santhanam
2. Prof. Baskar Ramamurhty
3. Shri. Krishna.V.Giri

GENERAL DISCUSSION:

The Chairman welcomed the members to the meeting. The Chairman welcomed Shri. Hans Raj Verma, IAS, Additional Chief Secretary, Government of Tamil Nadu, who had taken over as Secretary IT department, Government of Tamil Nadu recently and was attending the Board meeting for the first time as the Ex-Officio member of the BoG, IIITDM Kancheepuram.

The Director explained to the Board about scheduling of the meeting through video conferencing due to COVID - 19 problem. The Chairman and members agreed for the same and the Chairman has emphasized the need to adopt to the new normal and adoption of technology is the way forward. The Director presented a short video of the COVID - 19 preventive measures and the research activities carried out by the Institute. The Board appreciated the measures taken by the Institute. The member wanted to know the contribution made by the Institute in the "Atma Nirbhar Bharat Abhiyan" launched by the Government of India towards MSMEs. The Director has explained that the Institute is conducting annual conclave for MSMEs and is in continuous interactions with MSMEs through IIITDM incubation cell "Made It Foundation (MaDeIT)".

The comments received from MHRD for the agenda points were also presented to Board for discussion.

BOG 46(2020)-01	Confirmation of the minutes of the 45th meeting of the Board of Governors held on 7th Feb 2020
	The minutes of the 45th meeting of the Board of Governors held on 07th Feb 2020 was circulated to all members of the Board and no comments were received. **The Board of Governors confirmed the minutes of the 45th meeting placed as** *Annexure "A"*
BOG 46(2020)-02	**Action taken report on the minutes of the 45th meeting of the Board of Governors held on 07th Feb 2020**

	1. General Discussion
	
	   a. Requirement of water for the Institute and rejuvenation of ground water level and conservation of water.
	
	Two locations have been identified to dig open well to harvest rain water from major buildings and additional water from percolation pits. Treated water is utilized for gardening purpose and the excess water is let into storage pond. The Board wanted to know the cost of the bore well and provision of water during scarcity time in view of the reduction in capital budget. The Director has explained that the cost of bore well is minimal and this minor work can be met from the revenue head. The Board advised the Institute to take appropriate measures in managing the requirement of water for the Institute.
	
	   b. Proposed revision of curriculum and constitution of sub-committee for Design courses
	
	A committee has been constituted for Design courses including Dr. Venkatesh and Shri Krishna V Giri as desired by the BOG and committee has already met once. The revision of the curriculum will be finalized soon and the new curriculum will be effective from 2021-22 admission batch.
	
	2. BOG 45 (2020)-05- Annual Performance Review of Faculty and discussion of the evaluation report with the faculty
	
	The Director has interacted with the faculty and handed over the evaluation reports with an advice to focus on thrust areas set by the Institute with quality publications, sponsored research, consultancy and creation of IPR.
	
	3. BOG 45 (2020)-07- Movement of Sh. R. Gunasekaran to the post of Joint Registrar through evaluation
	
	The office order for movement of Sh. R. Gunasekaran to the post of Joint Registrar issued.
	
	The Board noted the action taken by the Institute on the 45th meeting of Board of Governors held on 07.02.2020.

BOG 45(2020)-03	**Status note on Academic activities & Administrative activities during COVID - 19 pandemic period**

It is informed that the country is passing through the difficult phase due to pandemic and in particular, Chennai is hard hit by COVID-19. The Govt. of India and the Govt. of Tamil Nadu had announced lockdowns during this period and had issued various notifications for prevention of spread of Corona virus. As per the instruction, the Institute was closed for academic activities since 16th March,2020. The Institute has taken various steps during the period and the same is given below for information to the Board.

Academics Activities:

1. As soon as the COVID-19 breakdown has started its spread in other states, an advisory was issued by the Institute on 4th of March to the students, staff, and faculty to maintain hygiene and social distancing.

2. Academic activities for UG/DD/PG students were declared closed on 16th March and almost all the students have been sent back to their home by 19th March 2020 for ensuring their well-being. No student is reported to be affected by the disease in their home environment. At present, only 12 Ph.D. scholars (3 Girls + 9 Boys) are staying in the hostel and the Institute is operating mess with vegetarian food for them.

3. The faculty have utilized Google Class room, Zoom, Skype etc. for conducting online classes. The course materials (PDF docs. and PPTs) are shared to students and they have been advised to contact respective faculty to clear their doubts. The students, not having the access to 4G connection, have been provided course materials through mail.

4. In order to help the graduating students, the Institute has conducted their project review and also final exams through online mode. All these activities have been successfully completed and the Institute has issued the Course Completion certificates to those who have successfully completed their course works without backlogs. This will enable the students to seek admission for their higher studies or to join jobs. It is also informed that no placement offer is withdrawn by the companies.

5. In case of present 2nd year / 1st year students, it is proposed to conduct online examinations from 1st-15th July 2020 and their results will be published by 25th July,2020. The forthcoming, odd semester (July-Nov,2020) is also proposed to commence 3rd August, 2020 through online mode.

6. Pre-final year B. Tech. / DD students have to undertake 5 - month internship from 12th May to 11th Oct and the students, received internship offer prior to lockdown, have been advised to undertake their internship by working from home from 12th May and proceed to the company / R & D Lab only after the lockdown period is over at the respective places. The students who could not get internship offer have been advised to work from home with their faculty supervisors on their

projects. Their exams for the January - May 2020 Semester will be completed after completion of internship in October 2020.

7. There are 35 students (wards of Indian parents residing in foreign country) admitted under DASA scheme (1st/2nd/3rd year) who have joined their parents abroad prior to lockdown period. The procedure prescribed by the Govt. will be followed for these DASA students to rejoin the Institute. However, they will be engaged through online platforms until they are back in campus.

8. The Institute has taken up following COVID related research activities:

   a. 3D printed ventilator splitters and PPEs
   b. Design and Manufacturing of Hands-free door handles
   c. Portable / Hand held /12 V operated microwave dryer for re-useable mask
   d. High speed 360-degree nozzle for liquid sanitizer spray
   e. Identification, classification, and disposal of medical waste infected with Corona virus using autonomous robotic systems
   f. Robotic hand for cleaning wash basins used by COVID-19 patients

9. In addition, the Institute in collaboration with incubated start-up MAX, has helped Chengalpattu District police administration in conducting surveillance throughout the district using Drones and AR/VR. Police personnel can examine at the control room and work out crowd control plans for enforcing social distancing.

10. Dr. Appina Balasubramaniam, Assistant Professor, Dept. of ECE has published a research paper titled "A Preliminary Prediction of COVID -19 Cases in India by April 2020 Using Exponential Mathematical Modelling" in National Journal of Research in Community Medicine, 9 (1), Jan-March 2020. This paper predicted that the number of cases can be reduced by strict enforcement of lockdown and social distancing.

Administrative Activities:

1. The employees of the Institute have contributed their one-day salary amounting to Rs.2,57,155/- to PM CARE fund on 02.04.2020.
2. The Institute has donated the provisions like rice, dal, oil etc. to the migrant workers engaged by the CPWD for Institute construction activities who are staying in the labour camp.
3. The Institute has distributed hand sanitizers and masks to all the employees including contract employees as a safety precautionary measure. The Institute is scanning all the visitors through thermal scanner at the entry gate for prevention of spread of virus.
4. As per the Govt. of India instruction, the wash basins have been installed in the entry points of the building for washing their hands. Further, all the employees and students residing in the campus are advised to install the "Aarogya Setu" app.
5. Further, due to continued increase in cases in Chennai city, the Institute has decided to do door to door screening of all the inmates of the campus, employees with oxi-pulse meter and thermal scanner for prevention and early detection of COVID cases.

	The Board discussed the online teaching and wanted to know the feedback of the students about the online teaching. The Director has explained about the process of online teaching and informed the board that the faculty is using the "Google class room" and the "Moodle" for effective teaching. The faculty had attended a week long online teaching course conducted by NITTTR Chennai and gathered useful insight for online teaching methods. The Director further informed that he has interacted with students about the online teaching and the students have expressed their satisfaction. **The Board noted and appreciated the academic and administrative measures taken by the Institute**.
BOG 45(2020)-04	**To consider and approve the minutes of the 42nd Senate meeting held on 03rd June 2020**
	The Senate meeting of the Institute was held on 03 June, 2020 through google meet in view of the COVID - 19 problem. The minutes of the Senate meeting is enclosed for information to the Board *Annexure "B"* The Board discussed the minutes of the senate meeting and advised the Institute to take note of the comments of the Senate about nomination of examiners for the Ph.D. thesis. The Director explained about the system followed in the Institute in selection of the Ph.D. examiners which is in line with norms and the Institute will formulate an exhaustive list of examiners as suggested by the senate. **The Board after discussion approved the minutes of the 42nd Senate meeting held on 03 June, 2020.**
BOG 45(2020)-05	**To discuss and approve discontinuation of direct admission in the Dual Degree programme and grant of option to B. Tech Students to upgrade to M. Tech as Dual Degree programme.**
	At present, the Institute offers admission in B.Tech and Dual Degree (DD) programme and students are admitted through JoSSA in the respective heads. However, over the years, it is noticed that some of the DD students lose interest after 4th year and perform poorly in their thesis work in 5th year. Hence the purpose of the programme gets defeated. Further, it is also noticed that B. Tech. programme is attracting higher ranking students and there are more placement opportunities for these students. It is therefore proposed to discontinue the direct admission of students in the Dual degree programme and offer only B. Tech programme from the year 2020-21 admissions onwards, however, students will have the opportunity to opt for DD programme after the 5th semester as approved by the Senate in its 42nd meeting held on 03.06.2020 with the stipulation that (a) Minimum CGPA required for this upgrading should be 8. (b) The maximum number of students to be upgraded is limited to 20% of the B.Tech. class strength. The Director explained to the Board that, the minimum CPGA of 8 is fixed to maintain

	the quality as these students are expected to take up research thesis in their final year along with regular M.Tech. students. With 20%, almost 80 students will get opportunities to convert to DD which is at par with the present DD intake. Further, 20% has been decided considering the hostel capacity as these students will be staying one more year in the campus. **The Board after discussion approved the discontinuation of direct admission in the Dual Degree programme and grant of option to B. Tech Students to upgrade to Dual Degree programme with proposed regulations.**
BOG 45(2020)-06	**To discuss and approve the reduction of Student strength from the AY-2020 onwards**
	The MHRD has commented for this item as *"The matter may be referred back to senate for appropriate decision to the approved by the BoG, by circulation, separately, in the light of the commitment given by the Institute for providing 10% reservation to the EWS category students during 2019-20 and 2020-21"* The Director informed that the seats in the B. Tech. programme will be increased so as to maintain the EWS quota as committed by the Institute and a fresh proposal will be placed in the Senate after finalizing the seat distribution in different branches for approval. **The Board advised the Institute to follow the MHRD advice and need not worry about the current problem of COVID - 19 at this point of time.**
BOG 46(2020)-07	**To discuss and approve the Creation of Design Department**
	The mission of the Institute is to become a world class apex centre of excellence in education, research, development and training in Design and Manufacturing. Premier institutions like IITs are having a dedicated engineering design department. At IIITDM Kancheepuram, need for a dedicated design department was felt since inception. However, due to limited faculty strength, this could not be carried out. In the recent recruitment, the Institute has appointed a good number of faculty from design background. In addition, the Institute also in the process of revising its course curriculum with emphasis on design contents. It may be noted that BoG in its previous meeting has advised to constitute a committee to discuss the thrust areas of design in the course curriculum. In order to give impetus to design concepts, it is proposed to create a separate Design Department and it is also proposed to add more faculty from design background in the ensuing recruitment. The senate also discussed the same and expressed the strong desire to create a Design department at the Institute and advised the Institute to constitute a committee to finalize the design curriculum.

	Presently, the Institute offers 6 design courses to all branches along with a product development. The creation of Design department will help the Institute to offer Ph.D. in Design and start a M. Des. programme. This will help the growth of Design faculty and the Institute will attract quality design faculty in future. **The Board approved the proposal for creating a Design department in the Institute.**
BOG 46(2020)-08	**Ranking of the Institute in the NIRF 2000**
	It is informed that the Institute has secured the rank of 182 in the NIRF 2000 and increased it ranking from 197 from the last year. The Institute is in constant endeavor to improve its ranking and the research project and the placement etc. has shown a marked increase which has helped in improvement of the ranking. However, it is noticed that the student faculty ratio which is one of the important parameters is very low with the faculty strength of 49 against the student strength of around 1600 as on AY 2020. The Institute has notified the faculty recruitment and the last date of application was 25th March 2020 and the same was extended up to 15th April 2020. The Institute proposes to place rolling advertisement in the Institute website for periodical recruitment as is done by IISERs etc. The Institute has also written a letter to Secretary, MHRD for permission to conduct online recruitment of faculty in view of the COVID-19 problem. The Director has explained the efforts being taken by the Institute in this regard. The Director has also explained that out of 5 parameters considered under NIRF ranking, the Institute is in comparable position in Graduation Outcome (GO), Outreach & Inclusivity and Peer Perception amongst other IIITs and Institute lacks scores in Teaching-Learning and Resources (TLR) and Research & Professional Practice (RP). This is due to the fact that number of incumbent faculty is 48 out of 113 sanctioned strength. It has an impact on faculty-student ratio, number of publications, patents, consultancy etc. Hence it is proposed to recruit faculty soon and asked for approval from HRD to conduct interview online and also for sanction of fund increases salary expenditure. The Director also explained about the rolling advertisement of faculty released by the Institute and applications received till 31st July, 2020 will be considered for scrutiny in addition with the candidates applied in the last advertisement. **The Board appreciated the improvement in ranking of the Institute and noted the action being taken by the Institute for improvement of ranking in future. The Board also approved the rolling advertisement for faculty positions.**
BOG 45(2020)-09	**Austerity measures proposed for the FY 2020-21**
	It is submitted that the Institute has proposed a budget estimate of Rs.55.38 crore as grant from MHRD in the Budget Estimate 2020-21. However, as per the allocation of budget by the Finance Ministry to MHRD on the demand for grants, MHRD has

communicated the approval of the grant for Rs. 38.59 crore for the FY 2020-21. The details are as under

(INR in Crores)

Head	Budget Estimate proposed for FY 2020-21	Grant Approved by MHRD for FY 2020-21
Recurring Expenditure	21.47	14.85
Salary	18.11	16.74
Capital Expenditure including Water supply scheme	15.80	7.00
Total	**55.38**	**38.59**

However, due to COVID-19 problem, MHRD has communicated about release of 15% of budget estimate for the first quarter on salary and recurring heads only and no capital grant was released. The situation may continue and there may be likely shortfall in the release of grant.

Hence, taking into account the fund constraints, it is proposed to adopt following austerity measures during the year 2020-21.

a) No CPDA grant to undertake foreign visits
b) Optimal engagement of staff/outsourced staff
c) Reduction in recurring expenditure
d) Optimization of purchase of equipment and computers.
e) Economy in Travel and administrative expenditure

The BOG appreciated the austerity measures taken and wanted to know the previous year's expenditure and the Registrar has presented the last three years' expenditure and the action being taken by the Institute in reduction of expenditure in the revenue and capital head. The Board advised the Institute that the faculty members may be allowed to participate in the international online conferences of repute, and the registration fee (one per faculty/year) may be reimbursed for continuation of academic interactions by the faculty.

BOG 45(2020)-10	**Declaration of completion of probation for the Faculty**
	It is submitted that faculty who were recruited as Assistant Professor and Associate Professors have completed their probation or will be completing by July, 2020. To assess their performance during their probation, the following committee was constituted by the Director consisting of internal and external members.

Department	Institute Member (s)	External Member
Electronics and Communication Engineering	(a) Dr. Binsu J Kailath (b) Dr. M D Selvaraj	Dr. Sarat Kumar Patra, Director IIIT Vadodara
Mechanical Engineering / Physics and Mathematics	(a) Dr. M Sree Kumar (b) Dr. S Jayavel For Physics & Mathematics (c) Dr. Naveen Kumar (d) Dr. Tapas Sil	Dr. Bibhuti Bhusan Biswal, Director, NIT Shillong
Computer Science and Engineering	Prof. Banshidhar Majhi	(a) Prof. Ashok Kumar Turuk, NIT Rourkela (b) Prof. Pankaj Kumar Sa, NIT Rourkela

The performance of the faculty has been evaluated by the duly constituted committee on 29th & 30th June 2020 through Google meet.

The committee taking into account their work during their probation period and interview recommended for the confirmation of their probation period on completion of probation period shown against their name. The specific comments received from the committee for further improvement for the faculty will be communicated.

The list of faculty members with date of completion of probation period is given below:

Name	Designation	Dept.	DOJ Current Post	Probation period in years	Probation Up to
Dr. Noor Mahammad Shak	Assistant Professor Gr I	CSE	28/2/2018	2	28/2/2020
Dr. N Sadagopan	Assistant Professor Gr I	CSE	28/2/2018	2	28/2/2020
Dr. J Umarani	Assistant Professor Gr II	CSE	28/2/2018	2	28/2/2020
Dr. Jagadeesh Kakarla	Assistant Professor Gr II	CSE	24/4/2018	2	24/4/2020
Dr. Sivaselvan B	Associate Professor	CSE	15/7/2019	1	15/7/2020
Dr. Priyanka Kokil	Assistant Professor Gr I	ECE	28/2/2018	2	28/2/2020
Dr. K Premkumar	Assistant Professor Gr I	ECE	28/2/2018	2	28/2/2020
Dr. Vijayakumar K	Assistant Professor Gr I	ECE	25/4/2018	2	25/4/2020
Dr. B ChittiBabu	Assistant Professor Gr I	ECE	14/6/2018	2	14/6/2020

Dr. N Mishra	Assistant Professor Gr I	Math	01/5/2018	2	01/5/2020
Dr. P. Pandithevan	Assistant Professor Gr I	Mech	28/2/2018	2	28/2/2020
Dr. K Senthilkumaran	Assistant Professor Gr I	Mech	28/2/2018	2	28/2/2020
Dr. G Swaminathan	Assistant Professor Gr I	Mech	02/4/2018	2	02/4/2020
Dr. Jayabal K	Associate Professor	Mech	15/7/2019	1	15/7/2020
Dr. J Bingi	Assistant Professor Gr II	PHY	08/3/2018	2	08/3/2020
Dr. Vivek Kumar	Assistant Professor Gr I	PHY	03/4/2018	2	03/4/2020

The Board after discussion approved the confirmation of probation of above faculty members from the date of their completion of probation.

The meeting concluded with thanks to the Chair.

-Sd-
(A. Chidambaram)
Registrar & Secretary

-Sd-
(Prof. Banshidhar Majhi)
Director

-Sd-
(Prof. S. Sadagopan)
Chairman, BoG