	INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND MANUFACTURING, KANCHEEPURAM
	MINUTES OF 58th MEETING OF THE BOARD OF GOVERNORS
	Date : **31st May 2023 (Wednesday)** **Time** : **11:00 AM** **Venue** : **Board Room/Hybrid Mode**

MEMBERS PRESENT:

1. Prof. S Sadagopan : Chairman
2. Prof MV Kartikeyan : Member
3. Shri. Krishna GV Giri : Member
4. Shri. Anil Kumar Pipal : Member (Online)
5. Shri. Priyank Chaturvedi : Member (Online)
6. Prof. M Sreekumar : Member
7. Prof. Binsu J Kailath : Member
8. Shri. A. Chidambaram : Secretary

(Shri. Anil Kumar Pipal, attended the meeting on behalf of Additional Secretary, MeitY)

LEAVE OF ABSENCE GRANTED TO:

1. Shri. B Santhanam : Member
2. Prof. V Kamakoti : Member
3. Shri. J. Kumaragurubaran, IAS : Member

GENERAL DISCUSSION:

The Chairman welcomed the Members to the meeting.

The Board discussed the matter regarding the research funding for the faculty. The MeitY official suggested the Institute to apply for schemes operated by the MeitY like *Scheme of Financial Assistance for setting up of Electronics and ICT Academies* where more funding is available which can utilized by the faculty. Further, he has suggested to set up soft skill lab for the benefit of students. The Chairman, BoG advised the Institute to direct faculty to concentrate more on research funding through sponsored projects, consultancy projects etc.

BOG-58(2023)- 01	**Confirmation of minutes of the 57th Meeting of the Board of Governors held on 23.01.2023**
	The Minutes of 57th meeting of Board of Governors held on 23rd January 2023 were circulated to all members of the Board. **(Annexure A)** No comments were received from the members. **The Board confirmed the minutes of 57th Meeting of Board of Governors held on 23.01.2023**
BOG-58(2023)- 02	**Action taken report on the minutes of the 57th Meeting of the Board of Governors held on 23.01.2023**

Item No.	Subject	Action Taken
BOG-57 (2023)- 12	To discuss and approve the SMIRE (Support for Major Interdisciplinary Research Equipment) Scheme-2023	The SMIRE scheme 2023 has been implemented and separate agenda detailing the same is given below
BOG-57 (2023)- 13	To discuss and approve the enhancement of Seed Grant Limit to Rs.10.00 lakhs per project	The Seed grant has been implemented and separate agenda detailing the same is given below

	BOG-57 (2023)- 15	To discuss and approve the guideline for the recruitment of Emeritus fellow, Visiting faculty, Adjunct faculty and Professor of Practice	Implemented and notified

The Board noted the same.

BOG-58(2023)- 03	Nomination Members to the Board of Governors of IIITDM Kancheepuram

It is submitted that, as per the Clause *13(2)(h)* of IIIT Act 2014, *the Board of Governors shall inter-alia consist of two Professors of the Institute nominated by the Senate as members.*

Since, the term of the existing members were already completed, the following Professors of the Institute have been nominated to the Board.

S.No.	Name
1.	Prof. M Sreekumar Department of Mechanical Engineering, IIITDM Kancheepuram
2.	Prof. Binsu J Kailath Department of ECE, IIITDM Kancheepuram

The Chairman, BoG accorded approval for the nomination of new members by the Chairman, Senate and their tenure shall be of two years from the date of their nomination.

The Board noted the same and extended a warm welcome to the new members.

BOG-58(2023)- 04	Ending of term of Members of the Board of Governors

It is submitted that, as per the Clause *13(2)(h)* of IIIT Act 2014, *the Board of Governors shall inter-alia consist of two Professors of the Institute nominated by the Senate as members.*

The following members from IIT Madras held the position due to unavailability of Professors in the Institute at the time and their term has ended consequent to appointment of new members to the Board

S.No.	Name of the Board Member
1.	Prof. S Narayanan Emeritus Professor, IIT Madras
2.	Prof. R David Koilpillai HoD, Department of EE, IIT Madras

The Board recalled their valuable contributions and support to the Board and Institute. The Board placed on record their contributions to the Institute during their tenure.

BOG-58(2023)- 05	Nomination of new members to the Statutory committees

It is submitted that the due to completion of tenure of existing members of the Senate, Finance Committee and Research Council, new members have been nominated and the details are as under:

Senate:
As per the Clause *16(1)(f)&(g)* of IIIT Act 2014, *the Senate shall consist of three persons among educationist of repute who were not in service of the Institute, three persons who were not members of teaching staffs co-opted for their specialized knowledge. As per clause 16(3), they shall hold office for a period of two years from the date of nomination.*

The tenure of the existing members have ended and the new members have been nominated from Academia and Industry accordingly with the approval of the Chairman, BoG.

Name	Date of nomination
Prof. N Ramesh Babu, Department of Mechanical Engineering, IIT Madras	08.04.2023

Prof. C Siva Ram Murthy, Department of CSE, IIT Madras	08.04.2023
Prof. Shanthi Pavan, Department of EE, IIT Madras	08.04.2023
Ms. Hema Gopal, Leader, IT strategy, Genpact	09.04.2023
Dr. Shankar Balachandran, Research Scientist, Intel Labs	09.04.2023

Finance Committee:
As per the Clause *18(1) (d)* of IIIT Act 2014, *the Finance Committee shall consist of two persons nominated by the Board of the Institute. As per clause 18(2), they shall hold office for a period of three years from the date of nomination.*

The tenure of the existing members have ended and the new members have been nominated accordingly with the approval of the Chairman, BoG.

Name	Date of nomination
Shri. MS Sundara Rajan, Former CMD, Indian Bank	26.04.2023
Prof. M Thenmozhi, Head-DoMS, IIT Madras	26.04.2023

Research Council:
As per the Clause *22(1)* of IIIT Act 2014, *the Research Council shall be constituted with Director and such other members by the Board of the Institute.*

The tenure of the existing members have ended and the new members have been nominated with the approval of the Chairman, BoG. The term of the new members shall be of three years from the date of their nomination.

Name	Date of nomination
Prof. Krishna Vasudevan, IIT Madras	09.05.2023
Prof. P. Muthukumar, IIT Tirupati	09.05.2023
Prof. K S M S Raghavarao, IIT Tirupati & Former Director, CFTRI	09.05.2023
Dr. Sudhir Kamath, Director General, DIA-RCOE, Indian Institute of Science	09.05.2023
Dr. Vidya Durai, Director, BNY Mellon Technology, Chennai	09.05.2023

The Board approved the nomination of new members to the Statutory committees.

BOG- 58(2023)- 06	**Recruitment of new Faculty members to the Institute**
	It is submitted that the Institute has released the rolling advertisement vide advertisement *IIITDMK/R/1/2021* on 26th July 2021 in the Institute website. The application were received through online mode in the Institute recruitment portal and the portal was closed on 10th March 2022. The first cohort of recruitment process was conducted for the applications received in the portal till 31st October 2021. The applications received in the recruitment portal from 1st November 2021 to 10th March 2022 were considered in the current recruitment process in the streams/departments of Mathematics, Physics, English, Biotechnology, Biomedical Engineering, Mechanical Engineering, Electronics and Communication Engineering, Computer Science and Engineering. The scrutiny committees constituted by the Director had scrutinized the applications and recommended the candidates. However, based on the discussions with the respective departments about the requirement of

faculty, it has been decided to hold the recruitment process for the streams/departments of Mathematics, Physics, Mechanical Engineering, Electronics and Communication Engineering, Computer Science and Engineering at present.

Further, it has been decided that as per the existing practice, the candidates shortlisted by the scrutiny committee will be subjected to the following evaluation processes.

Post	Processes
Assistant Professor Gr-I (Level 12)	1. Seminar presentation 2. Interview for the shortlisted candidates from seminar presentation
Assistant Professor Gr-II (Level 10 & 11)	1. Objective type written test* 2. Seminar presentation for the shortlisted candidates 3. Interview for the shortlisted candidates from seminar presentation (*written test is not conducted for the department for SIDI)

The candidates were notified about the scheme of examination, syllabus and instructions for the recruitment process etc. in the Institute website and also by e-mail.

The written test question papers were set by the external experts nominated by the Director. Further, separate expert committees including the respective HoDs of the Department / streams were constituted by the Director for evaluation of candidates during the seminar presentation.

As per the statutes of the Institute, with the approval of the Chairman, BoG and Senate, the selection committees were constituted for each departments/ streams. The candidates recommended in the seminar presentations for the departments/ streams have appeared for the interview before the respective selection committees. The recruitment process was held in the month of February and March 2023 duly following the norms of reservation of the Government of India.

The details of recommendations of the selection committee is as under.

S. No.	Department	Post	Application No.	Name of Candidate	Selected Category
1.	Computer Science and Engineering	Assistant Professor Gr-II (Level 10)	210210C2082	VIPIN N S	UR
2.		Assistant Professor Gr-I (Level 12)	210210C2088	SANJEET KUMAR NAYAK	UR
3.	Physics	Assistant Professor Gr-II (Level 10)	None Found Suitable		-
4.		Assistant Professor Gr-I (Level 12)	210212P1519	LALITHA K V	UR
			210212P2219	Y ASHOK KUMAR REDDY	UR
5.	Mechanical Engineering	Assistant Professor Gr-II (Level 10)	210210ME2218	PRIYABRATA SAHOO	OBC
6.			210210ME2047	NAGARAJ M	OBC
7.		Assistant Professor Gr-II (Level 11)	210211ME2192	KASHFULL ORRA	UR
8.			210211ME2010	N RINO NELSON	OBC
9.		Assistant Professor Gr-I (Level 12)	210212ME2336	KARTHICK S	OBC
10.	SIDI	Assistant Professor Gr-II (Level 10)	210210D2266	AKHIL CHALLA	OBC
11.		Assistant Professor Gr-II (Level 11)	210211D2248	KARTHICK C	UR
12.	Electronics and Communication Engineering	Assistant Professor Gr-II (Level 10)	None Found Suitable		-
13.		Assistant Professor Gr-II (Level 11)	210211E2286	AAKASH KUMAR JAIN	UR
			210211E2290	ROHINI P	OBC
14.	Mathematics	Assistant Professor Gr-I & II (Level 10, 11 &12)	None Found Suitable		-

	As per the direction of MoE, to declare the result and publish the selected candidates in the Mission recruitment portal, the file was placed for consideration and approval of Chairman, Board of Governors for approval. The Chairman, BOG has accorded approval for issue of offer of appointment. Based on the approval, Chairman, BOG, offer letters were issued to selected candidates. **The Registrar presented the details about the recruitment. The Ministry official enquired about the following of reservation norms and it was explained that the norms of Government of India is followed and the Selection Committee has been constituted as per the Statutes including the members of SC/ST. Further it is informed that as per the direction of the Ministry regarding the mission mode recruitment, the Institute had notified the recruitment of faculty positions and the process will be completed soon.** **The Board noted and ratified the approval accorded by the Chairman, BOG in appointment of new faculty members.**
BOG-58(2023)- 07	**Annual Performance Review of Teaching and Non-Teaching employees**
	Teaching: It is submitted that the IIIT council in its 4th meeting desired that the *"Institute should establish a mechanism to evaluate the performance of the entire 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 is conducting the Annual Performance Review for the faculty from 2019 onwards and the report of the committee is being placed in the BoG and the report of the committee gets shared with faculty members. Similarly, The Annual Performance Review for the faculty for the year 2021-22 has been conducted by the duly constituted committee in the month of March-April 2023 as per the details given below:

S#	Department	Date of Evaluation
1.	Electronics and Communication Engineering	12.04.2023
2.	Computer Science and Engineering	11.04.2023
3.	Mechanical Engineering	19.04.2023
4.	Physics	25.04.2023
5.	School of Interdisciplinary Design and Innovation	18.04.2023

The appraisal was conducted with respect to teaching, sponsored research, publications and their quality, consultancy, industry interaction etc. Based on the overall and last year's performance, the committee recommended few suggestions for the institute and faculty's personal growth.

The report of the committee is placed to the board for information **(Annexure B-1)**. On approval, the same will be intimated to individual faculty members

Non -Teaching:

Further, the Board has instructed the Institute to conduct the annual performance review to non-Teaching staff also on the lines of faculty. Accordingly, the Institute has started the Annual Performance Review for Non - Teaching staff for the year 2021-22.

The Performance review for the administrative officers and staff was conducted in the month of April 2023 by a duly constituted committee and the recommendation of the committee was submitted to director for approval and thereafter it was circulated to individual members for information and remedial action **(Annexure B-2).**

Similarly, The Performance review for the Technical officer and Staff was conducted in the month of April/May 2023 by a duly constituted committee and the recommendation of the committee was submitted to director for approval and thereafter it was circulated to individual members for information and remedial action. **(Annexure B-3)**

	The Board noted the same and advised the Institute that the performance may be bench marked against the best standards and the faculty members may be advised to set target at individual level/ group level and their achievements may be measured against the set targets in the future performance reviews. **The Board noted the performance review of Non –Teaching staff and they needs to update the skills/knowledge to meet the current demands of the Institute. The Institute may device a plan of action for improvement of skills and knowledge of staff and advised the Institute to adopt the practices adopted by other CFTIs in this regard.**
BOG-58(2023)- 08	**Formation of Institute Ethics committee**
	It is submitted that for the research happening in bio and medical fields, the guidelines of Indian Council of Medical Research (ICMR) provides for constitution of Institutional Human Ethics Committee (IHEC) to facilitate and monitor the research involving human subjects. The guidelines further provide for formulating a Schedule of Procedure prescribing the constitution of IHEC, its role, operation and management of the committee. In line with the guidelines, the Institute has identified experts and obtained their consent for constitution of Institutional Human Ethics Committee. The matter was placed in the 50th meeting of Senate of the Institute held on 19th January 2023 and the senate deliberated the matter and recommended the proposal for consideration and approval by the Board. The schedule of procedure and the copy of members of the committee was placed as **Annexure C.** **The Board discussed and approved the formation of Institute Ethics Committee. The Board instructed that the annual report on the proceedings of the Ethics committee may be placed for information.**
BOG-58(2023)- 09	**MoU signed with University of Agder (UiA), Norway**
	It is submitted that University of Agder, Norway has shown interest to sign a MoU with the Institute for collaboration in the area of Faculty Exchange; Exchange of non-degree seeking students; joint research program in the area of mutual interest; exchange of academic publications and reports; organization of symposia, workshops, lecture, conference etc. University of Agder (Norwegian: Universitetet i Agder) is a public university with campuses in Kristiansand and Grimstad, Norway. The institution was established as a university college in 1994 with the merger of six colleges and was granted its current status as a university in 2007, but its academic activity dates as far back as 1839. It is one of eight universities in Norway. It is the leading University for Artificial Intelligence /Mechatronics / Wireless Communications / Electronic System Design in Norway and also taking lead in Europe. Under this exchange program, students may pursue their degree/ research for a period of one year at UiA and no tuition fee is charged by the university and MOUs have been signed by prominent IITs and other CFTIs. The matter was placed in the 51st meeting of senate held on 21.04.2023 and the Senate has approved the signing of MoU with University of Agder. Based on the approval, the MoU was signed by the Institute on 04.05.2023 with the visiting officials of University of Agder. The copy of the MoU is placed as **Annexure D** **The Director explained the details of the MoU signed. The Board appreciated the effort made by the Institute and advised the Institute for more such joint programmes for better visibility/opportunities for the students. The Chairman had enquired about the fees payable by the students and it was explained that University of Agder has waived the fee payable to them, however will continue to pay their semester fee at IIITDM Kancheepuram during their study abroad.** **The Board suggested the Institute to formulate a scheme so that students joining this programme may be offered loan by the Institute for meeting their travel expenditure to Norway and the loan can be adjusted from their stipends.**

BOG-58(2023)- 10	Appointment of HoDs

It is submitted that in pursuance to *Clause no. 05* of the statutes of the Institute, due to completion of tenure of the existing Head of the Department in SIDI, the following faculty member is appointed as the new Heads for those Departments for a period of three years as per the details given below:

S#	Name	Department	From	To
1.	Sh.Raghuraman	SIDI	06.04.2023	31.03.2026

The Board noted the same

BOG-58(2023)-11	Global Purchase Enquiry (GTE) for project purchase

It is submitted that as per GFR and Government of India Make in Policy, all the government and autonomous institute are required to procure the item from Indian manufacturer only for any procurement value less than Rs.200.00 Crore. Accordingly, for procurement of 2D Micro Particle Image Velocimetry with an estimated procurement price was Rs.85.00 Lakhs, tenders have been floated in MHRD Uni-wizard portal duly compiling with a Make in India Policy Guidelines. Due to non-receipt of bids the tender have been refloated two times. However, no tenders have been received from Indian manufacturers (Class I and Class II suppliers as per norms).

The indentor has submitted that the item is not manufactured in India and Global tender needs to be floated. Hence, as per the guidelines, the proposal to float Global Tender Enquiry needs to be approved by the Secretary, HE MoE for approval with the matter placed before the Board of Governors.

Due to urgent requirement to complete the project, the equipment is required by the Project leader urgently. Accordingly, with the approval of Director, the proposal for approval has been sent to MoE. **(Annexure E).**

The Registrar explained the details of procurement under GTE as per the Make in India Policy and also informed that the MoE approval for the proposal has been received.
The Board approved the proposal and instructed that all rules/norms of Government of India as applicable may be followed diligently in procurement matters.

BOG-58(2023)- 12	Report on implementation of S.M.I.R.E. Scheme 2023

It is submitted that the Board of Governors in its 57th meeting has approved the Support for major interdisciplinary research equipment (S.M.I.R.E Scheme) 2023 in order to support the interdisciplinary research in the thrust areas. Accordingly, the Institute has notified the scheme and invited the proposals from the faculty members for the proposals estimated to cost Rs.25.00 Lakh to the maximum of Rs.1.50 Crore.

A total of 15 proposals received and an expert committee was constituted to interact and review the proposals for award of the grant. The expert committee met on 16.03.2023 and the faculty members have presented their research proposals and the committee discussed and evaluated the proposals.

The committee has recommended the 10 research proposals costing a total of Rs.6.00 Crore and the details are as under.

S#	Title of the proposal	PI/Co-PI	Amount ₹ (in Lakh)
1.	Digital Twin for Electric Vehicle System	Dr. Selvajyothi (ECE)	35.00
2.	Development of Micro-and nanoelectronic device testing setup: Semiconductor parameter analyzer and integrated probe station	Dr. Binsu J Kailath (ECE)	105.00
3.	Biodegradable textrodes sensing system for NICU Monitoring	Dr. Rohini (ECE)	50.00
4.	Confocal Microscope Imaging Setup	Dr. Priyanka Kokil (ECE)	130.00
5.	Anechoic Chamber for Performance Measurement of mm-Wave 5G Radio Frequency Components	Dr. Sreenath Reddy Thummaluru (ECE)	60.00
6.	Stylus Profilometer for Surface Measurement	Dr Ashok Kumar Reddy (H&S)	30.00

7.	Raman Spectrometer Bundle	Dr. Gowri (H&S)	60.00
8.	Development of Graphene quantum capacitance module for high sensititvity respiratory abnormality detection through exhaled breath	Dr. Jayachandra Bingi (SIDI)	25.00
9.	Setting up a Multi-Disciplinary Impact Dynamics Test Facility for R&D on Product Design, Development and Validation of Materials	Dr. Raghuraman (SIDI)	70.00
10.	Dual Arm Collaborative Robot Manipulator with Artificial Intelligence and Machine Vision - The Base Station for the Development of Humanoid Robots and Assistive Systems	Prof. Sreekumar M (ME)	35.00
		Total	**600.00**

It is submitted that as per the approval of the S.M.I.R.E Scheme, a total sanction of Rs.6.00 Crore was envisaged per year to the maximum of four project per year. However, the scheme have been introduced for the first time in the Institute for Interdisciplinary Research and there was an overwhelming response from the faculty members. Taking into account the diverse nature of research areas, the committee has recommended 10 project proposals worth Rs.6.00 Crore.

It was submitted to Chairman, Board of Governors to waive the ceiling of four projects to accommodate the above recommendation which will benefit the faculty members and also give a fillip to their research aspiration keeping the limit of Rs.6.00 Crore per year. The Chairman, Board of Governors has accorded approval for the same and orders were issued towards grant of S.M.I.R.E to approved proposals.

It is submitted for kind consideration of Board for waiver of the ceiling of four project in future also, however the financial ceiling of Rs.6.00 Crore is retained.

The Board noted the approval given by the Chairman, BoG in this regard. The Board ratified the approval of the Chairman, BOG in this regard.

BOG-58(2023)- 13	**Confirmation of minutes of the 50th and 51st Meeting of the Senate**
	It is informed that 50th meeting of the Senate was held on 19th January 2023 and 51st meeting of the senate was held on 21st April 2023. The minutes of the meeting is enclosed as **(Annexure F-1 & F-2).** **The Board took note of the minutes of the 50th and 51st Meeting of the Senate.**
BOG-58(2023)- 14	**To approve the Annual Accounts for the FY 2022-23**
	The annual accounts for the Financial year 2022-23 were prepared in the prescribed format and the annual accounts need to be placed in the Finance committee and Board of Governors for consideration and approval to enable the office of the CAG to audit and grant the Audit certificate for the annual accounts. The certified accounts are laid in parliament. The Annual Accounts **(Annexure G)** will be placed in the 36th Meeting of the Finance Committee to be held on **30th May 2023** The Annual accounts 2022-23 along with the deliberation/recommendation of the Finance committee will be placed in the Board. **The annual accounts for the FY 2022-23 were examined and deliberated at the 36th meeting of the Finance committee held on 30th May 2023, The Board perused the minutes of the Finance committee and the modified accounts prepared by the Institute.** **The Board after discussion approved the Annual Accounts for the FY 2022-23 for submission to CAG Audit.**

BOG-58(2023)- 15	**To approve the MoU for the FY-2023-24 with the Ministry of Education by the Institute**
	It is submitted that, as per rule 229 of the GFR, the Institute is receiving Grant in Aid from Government of India and needs to sign an MoU with the Government of India regarding the performance parameters, output targets etc. Accordingly, the Institute is signing the MoU with the Ministry every year. As per the communication received from MoE, the MoU needs to be placed before the Board for discussion and approval before forwarding to MoE. Accordingly, the MoU along with the performance evaluation parameters and targets for the financial year 2023-24 is prepared) Further, the target achieved by the Institute for the MoU period 2022-23 is also enclosed. The details are placed as (**Annexure H).** **The Board noted the content of MoU and noted the delay in submission of Annual Report. The Board instructed that the Annual Report and Annual Accounts etc. may be submitted to Ministry on time and compliance to this may be ensured by assigning the responsibility. It was clarified that the Institute will take all steps for timely submission of report and the Annual Report for the FY 2022-23 will be submitted in the next meeting.** **The Board after discussion approved the MoU for the FY 23-24 to be signed by the Institute with MoE and directed that the quarterly report as per the direction of MoE be placed in the Board for monitoring the progress towards achieving the targets mentioned in the MoU.**
BOG-58(2023)- 16	**To approve the faculty handbook**
	It is submitted that the Institute is recruiting faculty members across disciplines and in order to enable the newly joining/ prospective candidates to know about their role and responsibility, research facilities available, their personal entitlements etc. all the Institutes have prepared a faculty hand book. The Chairman, BoG has suggested preparation of such faculty hand book for the Institute and team of faculty members were assigned the task to prepare a faculty handbook. The faculty handbook has been prepared encompassing the all-relevant information required for newly joining faculty. The faculty hand book was discussed and approved by the committee of Deans and HoDs. The faculty hand book is enclosed as **Annexure I.** **The Board noted the same and instructed the Institute to circulate the handbook to all for information. Further, the Board advised the Institute to obtain feedback from the faculty and the same may be presented to the Board. Further, the Board advised the Institute to organize workshop for the faculty in purchase matters, office procedures etc. for better understanding and compliance to the rules.**
BOG-58(2023)- 17	**To approve the retention schedule of records for recruitment**
	It is submitted that the Institute is conducting various recruitment of regular positions of faculty and non-faculty and thereby has large materials like applications, question booklets, used answer sheets, practical test pieces etc. which gets accumulated over a period of time. Hence, it was decided to prepare a guidelines of schedule for retention, preservation and weeding out of records in respect of written test/practical test conducted for regular posts. The document was prepared by the Institutes based on the processes and practices followed at the Institute and taking guidance from similar document prepared by other CFTIs. The document was examined and approved by an expert committee chaired by Former Regional Director, SSC Chennai region. **The Board discussed the matter. The Ministry official advised to follow the DoPT norms regarding the guidelines for retention of records. The Board advised the Institute to submit a revised Record Retention Schedule of records maintained by the Institute.**

BOG-58(2023)- 18	**To approve the report by the committee on review of PG programmes of the Institute**	

It is submitted that the board in its earlier deliberated the PG programmes run by the Institute, their admission statistics, placement record etc. Based on the decisions of the Senate and Board, the following committee is constituted to review the existing PG programmes, their admission and placement details, due diligence on new PG programmes including Industry sponsored, Dual-Degree programmes, Non-HTRA admissions and any other matters connected with PG programmes which are deemed relevant.

1.	Prof. S Narayanan, Member of the BoG, IIITDM Kancheepuram	Chairman
2.	Prof. SP Venkatesan Advisor, IIITDM Kancheepuram	Member
3.	Prof. Apurbba Kumar Sharma, Dean-Academics, IIT Roorkee	Member
4.	Prof. R Jayaganthan, IIT Madras	Member
5.	Prof. Sasidhar Gumma, Dean-Academics, IIT-Tirupati	Member
6.	Prof. Binsu J Kailath, IIITDM Kancheepuram	Convener

The committee deliberated the issue and submitted its report to Director.

The salient feature of the recommendations of the committee are:

- There shall be only one M.Tech Program in each engineering department without any specialization.
- Regular B.Tech students who satisfy the academic requirement may be permitted to register for Dual Degree program
- Aggressive marketing strategy to be evolved for placement and faculty member to be encouraged to interact with industry.
- Institute should explore exchange program with other Universities.
- Course work shall comprise between 70-75 credits with at least 40 credits for courses and 30 for project.
- Admission under non- HTTA category can be encouraged.
- Introduction of Industry sponsored M.Tech Program
- Introduction of 3 year M.Tech Program
- Option to M.Tech students to register for Ph.D program

The report of the committee was placed in the 51st meeting of senate for consideration. The Senate advised the Institute to explore possible collaboration with industries which may result in industries sponsoring their employees for PG program besides offering internship facility to other students. The Senate further advised the Institute to revise the curriculum, wherever required, to meet the demands of the industry. The Institute is further required to enhance the visibility of its programs through publicity and having exchange program with IITs and other reputed institutes along with foreign universities.
The Report of the committee is placed as (**Annexure J**)

The Secretary to the committee has explained the details of the discussion of the expert committee to the Board. The Board noted the observations of the Senate and advised the Institute to discuss the matter on the Senate observation, and suggested to explore the executive M.Tech programme for the working professional with higher fees and suitable incentive for the faculty etc.

The Board advised the Institute to present the matter to the Senate again and the proposal may be submitted with the recommendation of the Senate for consideration and approval by the Board.

BOG-58(2023)- 19	**To approve the transfer of faculty of Biotechnology and Biomedical Engineering**	

It is submitted that the Institute has released the advertisement for faculty positions on the streams of Bio-Technology and Bio-Medical Engineering and three faculty were recruited with specialization in Biotechnology/Biomedical engineering and joined the Institute in Feb 2022. Since there was no separate department for such specialization, initially, these faculty were recruited under the Sciences and Humanities

department along with Physics/Math/English faculty. The faculty were offering minor courses only as there was no degree programs offered in the said subject and there is no proposal to offer such programmes in future also as the mandate of the institute is design specific engineering.

However, it has been realized that professional growth and services of these faculty can be tapped more effectively if they are placed in Engineering department. These faculty are having UG/PG degree from engineering streams, it may be more appropriate to associate them with a department which is closer to their specialization/degree obtained. Once these faculty are transferred to the Engineering/Design department/school, they can teach core courses, and guide UG/PG students more effectively. Further, they would have chance to participate in curriculum change or related activities actively and bring the interdisciplinary flavor to the theory and lab courses of the respective department. Further, they may be able to collaborate in biomedical/biotechnology-oriented engineering research and development activities. Once more research facilities, courses are developed in the stream, a new interdisciplinary program may be commenced.

Considering the above, the matter was discussed with the respective HoDs and the concerned faculty and all of them agreed to the same.

Accordingly following transfer of department is proposed on permanent basis.

Sl.No	Name of the Faculty	Proposed transfer to Department
01	Dr. Gowri A	Department of ECE
02	Dr. Pal Uttam Mrinal	Department of ECE
03	Dr. Monisha M	SIDI (Design)

Further, it is submitted that there is no requirement of faculty in the Bio-Technology and Bio-Medical engineering due to non-availability degree programme in said streams and movement of the existing faculty to other engineering department of, there will be no future recruitment under the stream Bio-Technology and Bio -medical engineering. Hence, existing notification for recruitment of faculty in Bio-Medical and Bio-technology will be cancelled and application fee received will be refunded to the applicants.

The Director explained the details to the Board. The mandate of the Institute being Design and Manufacturing and hence, decided to focus the effort in core engineering branches. The matter has been discussed in the Deans-HoDs meeting. The concerned faculty members have also agreed for the transfer.

The Board noted the details presented about non availability of degree programmes in Biotechnology and Biomedical Engineering in the Institute and therefore no more faculty is required in Bio-Technology and Biomedical Engineering.

The Board after discussion, approved the transfer as proposed. Further, the Board concurred with the proposal of no future recruitment under the stream of Biotechnology and Biomedical Engineering, and cancellation of existing notification for recruitment of faculty in Bio-Medical and Bio-technology and refund of application fee paid by them.

BOG-58(2023)- 20	**To approve the Joint faculty guidelines**
	It is submitted that the Institute is having various departments and centers and due to introduction of NEP 2020 and inter-disciplinary research, the faculty members recruited under one department would like to associate themselves with other departments and centers. Hence, in order to streamline the processes and procedure for joint faculty operation by the departments and centers, joint faculty guidelines on the lines of IITs were prepared. The proposal was placed in the 51st meeting of Senate and after discussion, the senate has recommended the proposal for consideration by the Board of Governors. The Joint faculty guidelines is enclosed as **Annexure K**. **The Director presented the details to the Board. On the query regarding the Department/Centre/School, the Director has explained that the Department and Schools are meant for offering degree programmes**

	and the Centers shall concentrate on cutting edge research. The Board agreed for the same and to remove anomalies in interpretation, the proposed guidelines Point No. 14, the word "*should*" be replaced with "*could*". **The Board after discussion approved the same.**
BOG-58 (2023)-21	**Constitution of Department and Institute level Academic Research Committee**
	It is submitted that in order to have proper deliberation pertaining to Academic and Research matters etc. which are brought to the Senate, Research Council and BoG, it is proposed to constitute committees at the department and Institute level. This system is followed in major IITs and the matter regarding the constitution of Departmental Academic Research Committee and Institute Academic Research committee was discussed in the Deans–HoDs meeting of the Institute. Accordingly, it is proposed to constitute the Department Academic Research Committee (DARC) at the Department level and Institute Academic Research Committee (IARC) at the Institute level. The detailed guidelines regarding the same is enclosed as **Annexure L**. **The Board approved the same.**
BOG-58 (2023)-22	**Implementation of revised SEED grant norms**
	It is submitted that the Board in its 57th meeting item no. BOG-57 (2023)-13 had approved the revised SEED grant norms that, "*Faculty can submit research proposals either individually or jointly and support will be to the maximum of Rs.10.00 lakhs. The project will have a duration of Two years. A maximum of five projects will be awarded and total expenditure of Rs.50.00 lakhs per annum is envisaged.*" Based on the approval of the Board, the revised SEED grant norms were notified and applications were invited from the eligible faculty members. There is overwhelming response and 11 applications were received and were evaluated by an external expert committee and the committee considering the importance of the project proposals and in order to promote research and encourage submission of project proposals to outside funding agencies, has recommended the following projects proposals:

S. #	Title of the proposal	PI/Co-PI	Amount (Rs. in lakh)
1.	Experimental Investigation on Different Porosity on the Pressure and Suction Surface of Trailing Edge of Airfoils	Dr. Vikash Kumar (ME)	10.00
2.	Substrate Integrated Waveguide Based MIMO Cognitive Radio System for mm-Wave 5G Applications	Dr. Sreenath Reddy Thummaluru (ECE)	7.50
3.	Efficient Edge-Based Workload Processing for Artificial Intelligence of Things (AIoT)	Dr. Preeth R (CSE) Dr. Raghavan S (CSE)	10.00
4.	Design of Highly Selective Affinity Based Peptide Electrochemical Biosensor for the Label Free Detection on Human Influenza A Virus	Dr. M. Monisha (SH-BIO) Dr. S. Kalpana (ECE)	7.15
5.	Design and Development of Flexible and Wearable Piezoelectric Nanogenerators for Biomechanical Energy Harvesting and Self-Powered Pressure Sensors	Dr. Sadhu Sai Pavan Prashanth (SH-PHY)	10.00
6.	Design and Development of Real Time Diffuse Reflectance Spectroscopy (rt-DRS) Probe for Intraoperative Tumour Margin Assessment during Breast Conservation Surgery	Dr. Uttam M. Pal (SH-BM) Dr. Rohini P (ECE)	6.50
7.	Development of Optical Biosensor for Early Diagnosis of Micronutrient Deficiency in Bio Samples	Dr. Gowri A (SH-BIO)	10.00
Total			**61.15**

Further, the external expert committee suggested to revise and resubmit the remaining 4 proposals and will be taken up shortly for evaluation and award. Therefore, the Board may kindly waive the condition of grant of 5 projects and the maximum limit of Rs.50.00 lakh per year in order to award the SEED grant to the young faculty in the current notification. Further, it is submitted that MoE has instructing the Institute for recruitment of new faculty and the recruited faculty members will have to be provided the SEED grant facility in order to integrate quickly into research activities and start setting up the labs and submit project proposals. The increase in faculty strength, sponsored projects, publishing of papers, patents etc. will have positive impact on the NIRF ranking.

Hence, it is submitted for the kind consideration of the Board to further amend the SEED grant guidelines:
1. The SEED grant shall be granted to all newly joining faculty. There will be only one SEED grant support in his/her service at the Institute and the faculty member have to utilize the SEED grant within 18 months of joining the Institute.
2. The SEED grant support will be the maximum of Rs.10.00 lakh per new faculty.
3. New faculty can submit research proposals either individually or jointly. In the case of joint proposals by new faculty, the SEED grant support will be the maximum of Rs.20.00 lakh.
4. The SEED grant proposal shall be invited twice in a year (thereby giving 03 opportunities to faculty to apply for the SEED grant)

Thus, this incentive of SEED grant as proposed will motivate the young faculty members in pursuing research.

The Dean-SRICCE presented the details to the Board. Due to increased number of recruitments across all CFTIs under the mission mode, the Institute is striving for attracting and retaining faculty. The CFTIs like IITs/IISc etc. are granting SEED grant to attract and retain the faculty members. This SEED grant shall enable the new faculty to set up the facility and thereafter submit proposals to funding agencies like DST, SERB, DRDO etc. which will result in inflow of project funds, higher number of publications and patents etc. which has a bearing in the NIRF ranking.

The Board discussed the matter at length and agreed that the SEED grant be granted to all the new faculty members as proposed based on the fund availability. Hence, the ceiling of Rs.10.00 lakh be retained and can be revisited later based on the need. The faculty members can submit the request for SEED grant upon joining and the proposals may be examined and awarded once in a quarter. The required fund for this purpose may be met from the corpus fund of the Institute.

Sd/-
(Shri. A Chidambaram)
Registrar & Secretary

Sd/-
(Prof. M V Kartikeyan)
Director & Member

Sd/-
(Prof. S Sadagopan)
Chairman, Board of Governors