

PROCEEDINGS OF THE 25th MEETING

OF THE

BOARD OF GOVERNORS

HELD ON

Monday, 09 December 2013



**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 25th Meeting of the Board of Governors held at 3.00 P.M. on Monday, 09 December 2013, at IIITD&M Kancheepuram, Chennai – 600 127.

Members Present

Prof. M.S. Ananth	---	Chairman
Dr. K. P. Isaac	---	Member
Shri. Krishna G.V. Giri	---	Member
Prof. S. Narayanan	---	Member
Shri. B.S. Raghavan	---	Member
Lt. Gen (Retd.) K.R. Rao	---	Member
Prof. R. Gnanamoorthy	---	Member & Secretary i/c

Leave of absence was granted to Prof. Bhaskar Ramamurthi, Prof. David Koilpillai, Shri. T.K. Ramachandran, Shri. B. Santhanam and Ms Rina Sonowal. Shri. A. Manickavasagam, Secretary, Building and Works Committee, attended the meeting as a Invitee.

The Board placed on record its appreciation of the services rendered by the outgoing member Shri. R. C. Meena and welcomed the new members Shri. B.S. Raghavan, Shri. Krishna G.V. Giri and Ms Rina Sonowal Kouli into the Board.

The Chairman welcomed the members and Prof. R. Gnanamoorthy, Director, briefed the members about the functioning of the Institute. Board members visited the new administrative block inaugurated. New members were briefed about the ongoing academic and research activities in the Institute. Board suggested to look into the possibilities of establishing research centres in new areas like Nanotechnology.

Item No. 1 Action taken on earlier minutes	
1.1	Confirmation of Proceedings of the last (24th) meeting of the Board of Governors held on 07 October 2013
	<p>The Proceedings of the last (24th) meeting of the Board of Governors held on 07th October 2013 were circulated to all members of the Board.</p> <p>Shri Meena has commented on the Item No. 9 in the Proceedings that Ministry may be approached before filing any appeal in the Honorable High Court. The Board is informed about the intimation done by the Director and Chairman to the Secretary, MHRD regard regarding the decision of the Board related to filing of appeal.</p> <p>The Proceedings was confirmed.</p>
1.2	Action taken report on the Proceedings of the last (24th) meeting of the Board of Governors held 07 October 2013
	<p>The action taken on the Proceedings of the last (24th) meeting of the Board of Governors held on 07 October 2013 was presented to the Board.</p> <p>The Board noted the action taken on the Proceedings of the last (24th) meeting of the Board of Governors held on 07 October 2013.</p>
Item No. 02	Reconstitution of Senate of the Institute
Res. No. 23/2013	<p>As per the MoA of the Institute, the Senate shall consists of the following persons namely;</p> <ol style="list-style-type: none"> a. Director of the Institute - ex officio Chairman b. Deputy Director ex officio c. Dean (s) ex officio d. Head of Departments of the Institute ex officio e. Wardens of Hostels ex officio f. Fifty percent of the Professors other than the Deans / Head of the



	<p>Departments by rotation.</p> <p>g. Three Associate Professors from the Departments other than the Heads of the Departments by rotation nominated by the Director.</p> <p>h. Three Assistant Professors from the departments by rotation nominated by the Director.</p> <p>i. Three persons from amongst educationist of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute, nominated by the chairman of the Board of Governors.</p> <p>j. Three persons who are not members of the teaching staff co-opted by the Senate for their specialized knowledge.</p> <p>k. Registrar of the Institute shall be the ex officio Secretary.</p> <p>However, as the Institute does not have regular Professors, the Senate is constituted with experts from reputed institutes and industry to carry out the responsibilities.</p> <p>The Board discussed and RESOLVED to approve the constitution of the Senate as given in Annexure A. Board advised the Director to consider inclusion of experts from other IITs, and IISc and Industry with the approval of Chairman.</p>
<p>Item No.03</p>	<p>Additional student intake and new programmes from Aug 2014</p>
<p>Res. No. 24/2013</p>	<p>The institute is presently offering novel and first of their kind engineering programmes focusing on design and manufacturing issues in the respective engineering sectors. Programmes that are currently offered at the UG and PG level are as follows:</p> <ul style="list-style-type: none"> • B.Tech Computer Engineering • B.Tech Electronics Engineering (D&M) • B.Tech Mechanical Engineering (D&M)



- M.Des Communication Systems
- M.Des Electronic Systems
- M.Des Mechanical Systems

These programs have received widespread appreciation and acceptance amongst the student, academic and industry community / stakeholders.

Further to establishing niche programs at the UG and PG level, the institute plans to introduce Dual Degree programs from Academic Year 2014 onwards to facilitate additional intake expected due to availability of new Hostel and Academic Block. This would be in line with the mandate of the institute to offer Dual Degree programs so as to produce specialized D & M focused engineers. The institute had thus far deferred the introduction of Dual Degree programs ((only) as envisioned in the Detailed Project Report (DPR) of MHRD) for IIITDM's in the country, so as to establish as a brand and create a talent pool specializing in novel areas as addressed by our B.Tech and M.Des programs. Given the operational experience of around 7 years since inception and the expertise gained by the institute in the process of novel design & manufacturing focused programs, it is felt a Dual Degree program shall be appropriate at this juncture. Dual Degree program will help in attracting quality and bright students towards higher studies / research career, who may otherwise after a 4 year B.Tech program proceed with their job prospects. A detailed discussion was held with Institute faculty about the new possible programs and additional intake. After the initial deliberations, a brain storming session was conducted with the expert members from Industry and academia about the different new possible programs in 25 & 26 October 2013 at IIT Madras Campus. Institute also contacted the Alumini of the Institute who have spent more than two years after graduation from the Institute to get their views on the new programs. Based on the suggestions received the proposal on new programs is put up for Senate's recommendation.



	<p>The Senate approved the proposal in principle and recommended the below mentioned new dual degree programmes and additional intake of 120 through CSAB and 6 through DASA to the Board of Governors.</p> <p>A. Computer Engineering Stream</p> <p>B.Tech Computer Engineering + M.Tech Computer Engineering (Intake 42 (40through CSAB + 2(through DASA))</p> <p>B. Electronics Stream</p> <p>(i) B.Tech Electronics Engineering (D&M) + M.Tech VLSI & Electronic System Design (Intake 21 (20 through CSAB + 1(through DASA))</p> <p>(ii) B.Tech Electronics Engineering (D&M) + M.Tech Signal Processing & Communication System Design (Intake 21 (20through CSAB + 1(through DASA))</p> <p>C. Mechanical Stream</p> <p>(i) B.Tech Mechanical Engineering (D&M) + M.Tech Product Design (Intake 21 (20through CSAB + 1(through DASA))</p> <p>(ii) B.Tech Mechanical Engineering (D&M) + M.Tech Advanced Manufacturing (Intake 21 (20 through CSAB + 1(through DASA))</p> <p>The Board after discussion RESOLVED to approve the additional intake and new programs for introduction in the forthcoming academic year. Board advised the Senate to consider the inclusion of new courses in Nanotechnology in the programs to expose students in the emerging areas. Board also advised the Senate to look into the possibilities of renaming the existing M Des programs as M Tech programs, if needed and to have flexibility that will permit students branch transfer.</p>
<p>Item No.04</p>	<p>Accord of Approval for the additional built up area to be taken in new campus</p>
	<p>It is to inform the Board of Governors that the Building and Works committee</p>



Res. No. 25/2013	<p>in its 6th meeting held on 7th October 2010 under Resolution No 3/2010 has recommended to the Board of Governors to take up 1,20,000 Sq.m built up area for the construction of new campus under Phase-I. Based on these recommendations, the BoG in its 7th meeting has resolved to approve for taking up 1,20,000 Sq.m built up area for the construction of new campus.</p> <p>The Building and Works committee in its 6th meeting dated 7th October 2010 under Resolution No 4/2010 has also resolved to recommend to the Board entrusting the additional area of 65,000 Sq.m to the architect M/s CPG Consultants India Pvt Ltd, Bangalore at the rate of Rs 276 per Sq.m as per the original quote thus totaling 1,20,000 Sq.m. Based on these recommendations, the BoG has resolved to entrust the additional area of 65,000 Sq.m to architect and approve the recommendations of BWC. It is to inform the BoG that the original entrustment of area for architectural design is for 55,000 Sq.m and with award of additional area of 65,000 Sq.m the total built up area for the architectural design consultancy works out to 1,20,000 Sq.m. Accordingly an extra item order has been issued with the consent of architect and made part and parcel of agreement for taking up the architectural design of various buildings totaling 1,20,000 Sq.m. It is to further inform the BoG that the break up details of individual buildings as intimated to BoG for obtaining approval for the extra item order entered between the architect and IIITDM are as per the approximate calculation made by the architects by preparation of the line sketches to accommodate the inputs given by the users for various functional requirement of the individual buildings.</p> <p>It is to inform that these areas were calculated by the architect at very early stage of the project and the areas intimated are without any actual architectural drawings. These tentative areas calculated where necessitated in order to revive and to start the project after a period of 2 years due to withdrawal of originally allotted land under lease agreement and delay in reallocation of the same land free of cost with reduction in area. However on</p>
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actual working out the architectural conceptual drawings, the individual buildings with its approximate built up area with its cost has been got approved by the BoG in its various meetings under resolution numbers (Annexure B) based on the due recommendation of the BWC.

It could be seen that so far the Board of Governors have accorded Administrative Approval and Expenditure Sanction of various buildings totaling 13 numbers of 1,19,202 Sq.m of built up area. It could be seen from the above to fulfill the day to day functional requirements 3 numbers of the building are yet to be accorded Administrative Approval and Expenditure Sanction after the architectural drawings and estimates are prepared and presented.

After the approval of Administrative Approval and Expenditure Sanction based on the concept plan and preliminary estimates the detailed architectural designs, structural design, and various services design of the buildings were taken up and also certain modification on the concept plan to incorporate the provisions of the bye-laws of the Town and Country planning has been made and based on this detailed good for construction drawings the work has been taken up for the buildings accorded with Administrative Approval and Expenditure Sanction. It could be seen from the enclosed **Annexure B** that there is an inevitable change in the builtup area between the conceptual drawing and the detailed execution drawing, due to introduction of structural members like columns, electrical rooms, AHU rooms, firefighting shafts, fire escape stair cases, PHE and MEP requirements etc. This difference has been depicted in the enclosed annexure III. The total built up area so far sanctioned as per the detailed execution drawing works out for 13 number of building 1,29,219 Sq m. Regarding the architectural design as per the original agreement as explained above 1,20,000 Sq m has been completed by the architectural consultants and in addition they have executed an area of an additional 10,000 Sq.m.



The consultants have also consented to carry out the architectural design and other services design up to a built up area of 1,30,000 Sq.m at the same cost of 1,20,000 Sq.m. as a goodwill. A mutual consent letter has been obtained and made part and parcel of the agreement.

It could be seen that as per the work in their hand for various works taken up with Administrative Approval and Expenditure Sanction of BoG with due recommendation of Building and Work committee the built up area is nearing to 1,30,000 Sq.m.

Discussions have been held with the consultants on the approximate additional area required for the buildings which are yet to be taken up as shown in the annexure and for which architectural designs yet to be done by architectural consultants. Based on the required functional inputs they have anticipated the approximate build up area will be around 15,000 sq.m for the buildings yet to taken up which are otherwise required for the day to day functioning of the institute. The consultants have also informed that since they are already in the extended period of contract and also the quoted rate applicable to the contract is not as per the present market rate and quoted rate is around 5 years old. They have expressed their inability to do work for the additional area at their present quoted rate and also they have desired incase these additional area to be taken up by them they may be allowed to quote their present market rate and treat the additional work as a separate work order. In order to take up these additional building the matter was presented to BWC in its 15th meeting dated 7th October 2013 under item no.11. The BWC under resolution 14/2013 after taking in to the factors leading to the deviation in areas and also the requirement of additional area has resolved to recommend to BoG to take up additional built up area work through fresh architectural consultants and to take up construction including its allied service of additional 25,000 Sq.m thus a total of 1,45,000 Sq.m. built up area.

The above factors are presented before the board in this meeting as desired



	<p>based on the recommendation already made by the BWC as explained above for the following consideration:</p> <p>1. The BoG in its 13th Meeting has already approved for taking up the construction work of 1,20,000 Sq.m. Since for the completion of the remaining utmost functionally necessary buildings under the Phase I of the campus a total built up area of 1,45,000 Sq.m. is required as per technical and functional requirements, it is requested to consider the above narrated facts and approve to take up additional 25,000 Sq.m built up area for construction over and above already approved built up area of 1,20,000 Sq.m.</p> <p>The total built up area required to be taken up under Phase-I is 1,45,000 Sq.m and the architectural consultants have already performed 1,30,000 Sq.m under the present agreement. It is requested that the BoG may accord permission for additional 15,000 Sq.m architectural consultancy to be taken up through fresh work order by observing the codal formalities through the architects of repute. During the process opportunity may be given to the existing architects also.</p> <p>The Board after detailed discussion RESOLVED to approve the recommendation of BWC in increase of additional built up area for construction and appointment of Architectural Consultant following the procedures.</p>
<p>Item No. 05</p>	<p>Conduct rules of the Institute employees</p>
<p>Res. No. 26/2013</p>	<p>The Institute does not have any conduct rules and it is proposed to formulate a conduct rules for the Institute (Annexure C).</p> <p>The Board after discussion RESOLVED to approve the conduct rules of the Institute. Board advised to follow the list of penalty as prescribed in the CCS (CCA) rules and as per the advice of the Disciplinary or Equivalent</p>

	committee.
Item No.06	To discuss and approve telephone reimbursement to Group A officers of the Institute
Res. No. 27/2013	<p>It is submitted that an agenda for residential telephone / mobile / internet reimbursement to officers of the Institute was put up for approval in the previous Board meeting wherein the Board has asked the Institute to put up the proposal in the next meeting in line with the Government of India instruction in this regard. Hence it is proposed to reimburse the house telephone/Mobile Phones of Group "A" employees.</p> <p>The Board discussed and RESOLVED to approve the reimburse of residential telephone/ mobile / internet of Group "A" employees of this Institute with the ceiling of Rs.750/- as being paid to faculty members of the Institute except the Director and Registrar.</p>
Item No.07	Minutes of the 21st Senate meeting held on 2 Dec 2013
Res No. 28/2013	<p>The minutes of the 21st Senate meeting held on 2nd Dec 2013 is given in Annexure D. The Board may discuss and approve the following:</p> <ol style="list-style-type: none"> I. Approval of the Memorandum of Understanding with M/s. Daimler India Commercial Vehicles Private Ltd and User Oriented Programme on M.Tech Automotive Technology <p>Board in earlier meeting approved in principle the UOP program with Ms Daimler India Commercial Vehicles P Ltd. The draft MoU and curriculum was discussed in the 20th and 21st Senate meetings and the recommendations of the Senate are placed for Boards approval.</p> <p>Board RESOLVED to approve the recommendations of the Senate.</p>



	<p>II. Approval of additional intake and introduction of Dual Degree Programmes</p> <p>Refer to Resolution No. 24/2013 in this Minutes.</p>
Item No.08	Renewal of MoU with Nagaoka University of Technology, Japan
Res No. 29/2013	<p>The Institute has an Memorandum of Understanding with Nagaoka University of Technology, Japan, one of the two premiere universities created by Government of Japan to encourage Industry relevant research work in addition to the academic programs. Two UG and PG students of the Institute have undergone internship with a tie up the Industry. This has benefited the student community to get overall exposure to academic and research activities worldwide. Efforts will be put to have more interaction from both the sides. Both the Institutes are interested in renewing the MoU that will facilitate international exposure to our students and faculty (Annexure E).</p> <p>The Board RESOLVED to approve the renewal of MoU with Nagaoka University of Technology, Japan.</p>
Item No.09	Approval for Appointment of (i) Quality Control Team and (ii) Career Development Officer on contract basis
Res. No. 30/2013	<p>(i) Quality Control team:</p> <p>As per the agenda Item no 10 of this meeting, the proposed action for implementing the suggestion of the Board for improving quality of the construction of various infrastructures has been briefed to the Board. Accordingly a suitable Quality Control team needs positioned.</p> <p>It is requested the Board may accord permission to appoint one person of senior level officer to be a team lead and two persons of middle/junior level</p>



	<p>officer members to carry out the Third party Quality control inspections for all the infrastructure development activities on contract basis. The remuneration will be paid per day inspection basis plus the transportation arranged.</p> <p>(ii) Career Development Officer:</p> <p>It is important for an Educational institute, to groom the young citizens in all round proficiency for contributing to the society. Additional training is needed for the students from reserved category and rural background to make them employable. Even though the institute is putting all out efforts to maintain the quality Education, the same needs to be propagated to the users beneficiary industries who will ultimately utilize the technical expertise imparted by us on the students. This institute being a new one it is felt that a concentrated continuous efforts by a way of constant coordination with various industries is very much required. In the eyes of public the standard of the institute at the time of admission process is judged based on the placement statistics. Further for students from reserved categories can be groomed well to face the placement process.</p> <p>It has been proposed to hire on contract basis a Career Development officer with good exposure to the Placement and training background. The Board may kindly accord permission for engaging of one Career Development officer on contract basis with consolidated remuneration as prevalent in the market.</p> <p>Board RESOLVED to approve the appointment of Quality Control Team and Career Development Officer above positions on Contract basis.</p>
<p>Item No.10</p>	<p>Declaration of completion of probation the services of faculty and officers</p>
<p>Res. No. 31/2013</p>	<p>The following faculty and members have completed the one year period of probation as stated below.</p>



Table 1

No	Name	Designation	Date of Joining
1	Dr N Sadagopan	Assistant Professor	03-08-2012
2	Dr M D Selvaraj	Assistant Professor	22-08-2012
3	Shri Gundavarapu Ravi Kumar	Assistant Registrar	14-08-2012
4	Shri Venkateswaran.S	Assistant Registrar	27-09-2012
5	Shri Chidambaram A	Deputy Registrar (Acct)	01-11-2012
6	Shri Mahendra Kunku	Assistant Registrar	26-11-2012

Based on the Employee Assessment Reports the following faculty and officers may be declared to have completed the period of probation and confirmed with effect from the date of completion of one year from the date of joining.

Table 2

No	Name	Designation	Date of Joining
1	Dr N Sadagopan	Assistant Professor	03-08-2012
2	Dr M D Selvaraj	Assistant Professor	22-08-2012
3	Shri Gundavarapu Ravi Kumar	Assistant Registrar	14-08-2012
4	Shri Chidambaram A	Deputy Registrar (Acct)	01-11-2012
5	Shri Mahendra Kunku	Assistant Registrar	26-11-2012

The report of Shri Venkateshwaran is not fully satisfactory and the probation may be extended for one year.

Board **RESOLVED** to approve the confirmation of Probation for those who have satisfactory reports as mentioned in Table 2.

Item No.11	Release of Institute advertisements on card rates on empanelment of advertisement agency through tender
Res. No. 32/2013	<p>The Institute invites applications for admission to M.Des and PhD programmes and recruitment of Faculty and Non Faculty positions. The Institute releases advertisements in reputed dailies like THE HINDU, Times of India and Indian Express etc which are having wider national presence and reach.</p> <p>The reputed dailies like the HINDU and TOI etc are refusing to accept the DAVP rates to institutes like IIT, IIITs etc. and only card rates are applicable. The process of releasing the advertisement through DAVP is very time consuming since the advertisement is released by DAVP as per their convenience is not in line with Institute time schedule and affect the admission process of students, recruitment etc.</p> <p>The Institutes also tried both by oral and written means to persuade the newspapers to accept the DAVP rates. However they are not accepting the same. Hence the Institute is forced to release the advertisements on card rates.</p> <p>Considering all the above, it is proposed that the Institute will invite tenders from the advertisement agencies for empanelment and the lowest tenderer will be empanelled on yearly basis and all the advertisements will be released through the empanelled agency on discounted card rates.</p> <p>Board RESOLVED to approve publishing advertisements to the newspapers following the tender process through the advertising agencies.</p>
	Reporting Items

<p>Item No.12</p>	<p>Joining of the Post by Dr. Priyanaka Kokil Assistant Professor on Contract basis</p>
	<p>As per the resolution of the Board meeting on implementation of 4 tier structure for the Institute and the decision of the Board, Dr. Priyanaka Kokil was offered the position of Assistant Professor on contract basis for a period of three years. Dr. Priyanaka Kokil having accepted the terms and conditions of offer of appointment joined the post of Assistant Professor on contract basis on 06.11.2013.</p> <p>The Information is noted by the Board.</p>
<p>Item No.13</p>	<p>Monitoring of the ongoing construction activities - Action Taken Report</p>
	<p>After due and serious note on the remarks made by the Chairman on the visit of Girls hostel Phase –I (G+2) building under occupation, the following follow up has been taken by the institute. The same is reported for information for the members.</p> <p>The matter has been discussed and also requested to improve the quality with all the senior officers of CPWD available locally by personal contact. They have assured to keep strict compliance on the quality of work.</p> <p>2. The same fact has been telephonically discussed with Director General, CPWD, New Delhi to give suitable instruction to the field formation.</p> <p>3. This fact has also been taken up in the coordination meeting conducted by the Additional Secretary, MHRD, with Director General, CPWD .The Director General has promised to maintain the required quality.</p> <p>4. Regarding rectification of the line and level of the external facade and also other minor rectification of permanent finishes in Girls Hostel Phase-I CPWD Engineers have suggested taking up the rectification once for all, while taking up the Phase-II vertical extension of additional floors. Since any amount of work done at this stage of external finishers will get spoiled due to vertical extension.</p>




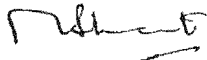
	<p>5. In addition to the above efforts the institute also has proposed to take up a third party technical audit on Civil works by appointing retired senior /Middle level officers of Government/PSU as third party quality inspectors and to have a report from them for effective monitoring of quality. Accordingly the process has already been initiated and is in process. On finalization the same will be put up before the Board for approval.</p> <p>The Board noted the same.</p>
	<p>Items for Ratification</p>
<p>Item No.14</p>	<p>Action taken by the Director for payment of DA to the staff of the Institute</p>
<p>Res No. 33/2013</p>	<p>The MHRD vide their letter F.No.22-2/2013-TS-1 dated 26 September 2013 forwarded Ministry of Finance letter No.1 (8)/2013-E-II (B) dated 25 September 2013 have notified enhancing the Dearness Allowance to Central Government employees from the existing rate of 72% to 80% w.e.f. 1st July 2013 (Annexure F). With the approval of the Director, the dearness allowance at the rate of 90% has been paid to the Institute staff.</p> <p>The Board RESOLVED to ratify the action taken by Director in grant of DA</p>
<p>Item No.15</p>	<p>Action taken by Director sanctioning Non-productivity Linked Bonus (Adhoc Bonus) to the Staff of the Institute</p>
<p>Res. No. 34/2013</p>	<p>The Ministry of Finance vide their letters F.No.7/22/2008/E III(A) dated 3rd October 2013 respectively have notified the grant of Non-Productivity Linked Bonus (adhoc bonus) to the Central Government Employees for the year 2012-13 (Annexure G). With the approval of the Director, the Non-Productivity Linked Bonus (Ad-hoc bonus) has been paid to the Institute staff.</p> <p>The Board RESOLVED to ratify the action taken by Director in grant of Adhoc Bonus for the staff.</p>



Item No.16	Items Discussed and Advised
	<p>Board advised the Institute to take action on the following:</p> <ol style="list-style-type: none">1. Invitation of Professors and experts from the Industry to handle lectures on advanced topics2. Virtual lectures from Faculty of other Institutes.3. Exchange of best practices and networking among IIITs.

The meeting concluded with thanks to the Chair.


(Prof. R. Gnanamoorthy)
Director and Secretary i/c


(Prof. M.S. Ananth)
Chairman, BoG