



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN
AND MANUFACTURING, KANCHEEPURAM CHENNAI-127**

MINUTES OF THE 56th MEETING OF THE BOARD OF GOVERNORS

Date : 10th November 2022 (Thursday)
Time : 03:00 PM
Venue : Hybrid Mode/ Board Room, IITDM Kancheepuram

MEMBERS PRESENT:

- | | | |
|---------------------------|---|-----------|
| 1. Prof. S Sadagopan | : | Chairman |
| 2. Shri. B Santhanam | : | Member |
| 3. Shri. Krishna GV Giri | : | Member |
| 4. Dr. Neeraj Mittal | : | Member |
| 5. Prof. David Koilpillai | : | Member |
| 6. Prof. S Narayanan | : | Member |
| 7. Prof MV Kartikeyan | : | Member |
| 8. Shri. A. Chidambaram | : | Secretary |

LEAVE OF ABSENCE GRANTED:

- | | | |
|-------------------------------|---|--------|
| 1. Shri. B. S. Raghavan | : | Member |
| 2. Prof. V Kamakoti | : | Member |
| 3. Ms. Manmohan Kaur | : | Member |
| 4. Shri. Jaideep Kumar Mishra | : | Member |

GENERAL DISCUSSION:

The Chairman welcomed the Members to the meeting.

BOG- 56(2022)- 01	Taking over of the charge by Prof. M V Kartikeyan as the Director, IITDM Kancheepuram
	<p>It is informed that in pursuance to the Ministry of Education, Govt. of India order F. No. 48-4/2015-TS.I dated. 28.09.2022, Prof. M.V. Kartikeyan has taken over the charge of Director, IITDM Kancheepuram on 12.10.2022 (F/N) from Prof. DVLN Somayajulu.</p> <p>As per the provisions of IIT Act, Prof. M V Kartikeyan, Director has joined as a member of the Board of Governors of the Institute w.e.f. 12.10.2022.</p> <p>The Board took note of the same. The Board extended a warm welcome to Prof. M V Kartikeyan. The Director briefly outlined his priorities to the Board. The Board assured all help and support to him in taking the Institute to greater heights.</p>
BOG- 56(2022)- 02	Relief of Prof. DVLN Somayajulu as Director, IITDM Kancheepuram
	<p>It is informed that in pursuance to the Ministry of Education, Govt. of India order, Prof. M.V. Kartikeyan has taken over the charge of Director, IITDM Kancheepuram on 12.10.2022 (F/N) from Prof. DVLN Somayajulu. Accordingly, Prof. DVLN Somayajulu was relieved from the post of Director, IITDM Kancheepuram w.e.f 12th October 2022 (F/N).</p> <p>The Board took note of the same. The Board appreciated the noteworthy contributions made by Prof. D V L N Somayajulu during his tenure and placed on record his contribution in the development of the Institute.</p>

BOG-56(2022)-03	Confirmation of the 55th Meeting of Board of Governors held on 03rd August 2022																						
	<p>The Minutes of 55th meeting of Board of Governors held on 03rd August 2022 were circulated to all members of the Board. (Annexure A)</p> <p>No comments were received from the members.</p> <p>The Board confirmed the minutes of 55th Meeting of Board of Governors held on 03rd August 2022</p>																						
BOG-56(2022)-04	Resignation submitted by Shri B S Raghavan, Member of the Board																						
	<p>It is informed that the Ministry of Education vide Letter no. F.No.48-5/2017-TS.I dated 01.11.2022, communicated about the resignation submitted by Shri B S Raghavan, IAS (Retd.), Member of the Board, resigning from the membership of Board of Governors of IITDM Kancheepuram due to his old age. The Ministry has instructed for placing the matter in the Meeting of the Board of Governors for appropriate action. (Annexure B)</p> <p>The Board noted the same and accepted his resignation from the membership of the Board of IITDM Kancheepuram and directed the Institute to communicate the decision of the Board to MoE for acceptance of his resignation by the Ministry.</p> <p>The Board recalled his valuable contributions and support to the Board/Institute as a senior member of the Board. The Board placed on record his valuable contribution to the Institute/Board during his tenure.</p>																						
BOG-56(2022)-05	Action taken report on the minutes of the 55th Meeting of the Board held on 3rd August 2022																						
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		IITs (Industry interaction and mobility of faculty)			
	BOG-55(2022)-14	Award of degrees to all eligible students in the forthcoming tenth convocation of the Institute	A total of 380 graduands were awarded degrees in the Tenth Convocation.		
	BOG-55(2022)-15	Approval of budget for the 10th Convocation	Expenditure details placed in Finance Committee meeting as a separate agenda.		
The Board noted the same.					
BOG-56(2022)- 06	Minutes of 48th Meeting of the Senate held on 27th July 2022				
	It is informed that 48th Meeting of the Senate was held on 27.07.2022 and the minutes of meeting of the Senate is enclosed as (Annexure C) . The Board may kindly take note of the minutes of 48th Meeting of Senate.				
The Board noted the minutes of 48th Meeting of the Senate held on 27th July 2022					
BOG-56(2022)- 07	To report on the Probation declaration of Non-teaching staff				
	It is informed that the following Non-Teaching staff (Group B & C) have completed their probation as per the details given below.				
	Name	Designation	Date of Appointment	Date of Completion of probation	Recommendation for completion of probation
	Shri.Dharmarasu R	Junior Technical Superintendent (ME)	01/01/2020	31/12/2021	Recommended
	Smt. Pavithra P	Junior Technical Superintendent(ECE)	01/01/2020	31/12/2021	Recommended
	Kum. Sindhu.S	Junior Technician (Library)	03/01/2020	02/01/2022	Recommended
	Shri. Krishna Prasad. N	Junior Technical Superintendent (CSE)	08/01/2020	07/01/2022	Recommended
	Shri. Aravindan. S	Junior Technician (CSE)	08/01/2020	07/01/2022	Recommended
	Smt. Tamilmani. D	Junior Technical Superintendent (CSE)	10/01/2020	09/01/2022	Recommended
	Kum. Harshini. S	Junior Assistant	13/01/2020	12/01/2022	Recommended
	Shri. Vivek. R	Junior Assistant	20/01/2020	19/01/2022	Recommended
	Kum. Rakshana. A	Junior Technician (ECE)	20/01/2020	19/01/2022	Recommended
	Sh. Venkatesh. S	Junior Assistant	27/01/2020	26/01/2022	Recommended
	Kum. Universe Jasmine. A	Junior Technician (ECE)	29/01/2020	28/01/2022	Recommended
	Sh.Thailam Shivanagadurgavinodkumar	Junior Engineer (Elect.)	11/03/2020	10/03/2022	Recommended

	<p>The Director has constituted the committee to evaluate their performance during the period of probation to declare the completion of probationary period. Based on the report of the committee, the Director being the appointing authority for the Non-Teaching staff Group B & C has approved the declaration of completion of probation.</p> <p>The Board noted the same.</p>
BOG-56(2022)- 08	<p>To discuss and approve the Annual Report 2021-22 of the Institute</p> <p>It is informed that as per the norms, the Annual Report of the Institute shall be prepared and placed in the Board of Governors of the Institute before laying in the Parliament. The Annual Report of the Institute for the year 2021-22, highlighting the achievements, has been prepared and enclosed as (Annexure D). On approval, the annual report will be prepared bilingual and will be sent to MoE for laying in the parliament.</p> <p>The Board discussed the Annual Report and appreciated the achievements of the Institute. The Board directed that the Annual Report may be prepared in a professional manner being the design institute. Further, the board directed the Institute to prepare short video on the annual report for uploading in social media for vide coverage.</p> <p>The Board after discussion approved the Annual Report 2021-22 for laying in the Parliament.</p>
BOG-56(2022)- 09	<p>To discuss and approve the Revised Annual Accounts of the Institute for the FY 2021-22 with Audit Certificate</p> <p>The annual accounts of IITDM Kancheepuram for the year 2021-22 was prepared in the prescribed format and was approved by the Finance Committee and the Board of Governors in the earlier meetings. The approved annual accounts were submitted to Principal Director of Audit (Central) Chennai for issue of Audit certificate.</p> <p>After due audit by the CAG, the draft separate audit report was received on 19/07/2022 for compliance. Based on audit observation, changes wherever necessary was incorporated in the annual accounts. With the approval of Chairman, BoG, the revised annual accounts along with the reply were sent to Principle Director of Audit (Central) Chennai for issue of audit certificate.</p> <p>The final Separate audit report was received from the Office of the Principal Director of Audit (Central), Chennai on 29/09/2022.</p> <p>The audit observation and the para wise reply , the revised certified annual accounts along with the audit certificate is enclosed as (Annexure E).</p> <p>The revised annual accounts along with audit certificate was placed for discussion and recommendation in the 35th meeting of Finance committee held on 10th November 2022 and the Finance committee has examined and recommended the same for consideration of the Board with some observation and compliance by the Institute in future.</p> <p>The Board discussed the audit observation and reply by the Institute and advised the Institute to comply with the instruction of the Finance committee in avoidance of audit paras in future.</p> <p>The Board after discussion approved the Revised Annual Accounts for the Financial Year 2021-22.</p>
BOG-56(2022)- 10	<p>To discuss and approve the Revised Estimate and Budget Estimate of the Institute</p> <p>It is submitted that Revised Estimate 2022-23 and the Budget Estimate 2023-24 needs to be submitted to MoE for finalization of budget in the month of September every year for incorporation by MoE in their demand for grant to Ministry of Finance, Government of India. In this regard, the MoE vide letter no. F. No. 55-2/2022 TS.I Dated- 09th September 2022 requested to submit Revised estimate and budget estimate for the year 2022-23 & 2023-24 respectively.</p>

Accordingly, the following Revised Estimate 2022-23 and the Budget Estimate 2023-24 were prepared and after due approval of the Director sent to the Ministry of Education due to paucity of time.

(i) Revised Estimate 2022-23 **Amount (Rs. in Crores)**

Head	Allocation for 2022-23	Revised Estimate 2022-23
OH 35 Creation of Capital Asset	4.00	13.25
OH 31 Grants in Aid General	14.39	14.90
OH 36 Grant in Aid Salaries	18.36	19.68
Total	36.75	47.83

(i) Budget Estimate 2023-24

Head	Amount (Rs. in Crores)
OH 35 Creation of Capital Asset	14.00
OH 31 Grants in Aid General	18.00
OH 36 Grant in Aid Salaries	24.28
Total	56.28

The detailed break up for the above table is attached in **(Annexure F)**. The agenda was placed for discussion and recommendation in the 35th meeting of Finance committee held on 10th November 2022. The Finance committee examined the same and recommended for consideration and ratification by the Board.

The Board was appraised about the current year allocation and the requirement projected in the RE 2022-23 and BE 2023-24. The board after discussion approved the same.

The Board advised the Institute/Accounts section that since the preparation of Budget Estimate is a regular affair and needs to be submitted in the month of September/October every year to Ministry, the Budget estimates may be prepared well in advance in the month of August and submitted to Finance committee /Board for detailed discussion in the matter.

BOG-56(2022)- 11

To discuss and approve the relief of Dr. Bhupendra Reniwal, Assistant Professor

It is submitted that Dr. Bhupendra Reniwal was appointed as Assistant Professor Grade I (Pay level 12) on 28th January 2022 in the Dept. of Electronics and Communication Engineering. He has applied for the post of Assistant Professor Grade I in IIT Jodhpur and requested for No Objection Certificate (NOC) for attending the Interview in July 2022. His request for NOC was approved Ex-Post Facto by the Director with the condition that in case of his selection, the faculty has to serve the notice period of three months as per the terms of offer of appointment.

The Faculty has got the offer of appointment from IIT Jodhpur as Assistant Professor (Gr. I) and he has submitted his resignation on 22nd August 2022 with the request to relief on 30.09.2022 and revised request submitted to relieve on 10.10.2022 with the request to waive off the remaining days of notice period in order to join as Assistant Professor (Grade I) at IIT Jodhpur. The request for relief has been recommended by the Director on 13.10.2022 for consideration by the Chairman on 14.10.2022. The request for relief is falling short of notice period by 37 days as on 14.10.2022.

It is submitted that as per Clause 10(7) of the statutes "An employee of the Institute may resign from his or her service by giving the appointing authority three months' notice: Provided that the appointing authority may for sufficient reasons, either reduce this period or call upon the employee concerned to

	<p>continue till the end of the academic session in which the notice is received.”</p> <p>Since, the faculty member is joining other CFTI (IIT Jodhpur) under MoE, the Chairman, Board of Governors has approved his relief. Accordingly, the shortage of notice period has been waived and Dr. Bhupendra Reniwal was relieved on 14.10.2022(A/N).</p> <p>The Board after discussion ratified the decision of Chairman, Board of Governors in waiving off of shortfall notice period of 37 days.</p>
<p>BOG-56(2022)-12</p>	<p>To discuss on the Ministry of Education letter about ensuring transparency in recruitment and procurement.</p>
	<p>It is informed that the Ministry of Education vide letter no. F.No. 74-3/2018-TS1 dated 21st October 2022, has communicated about ensuring transparency in the matter of recruitment and procurement at IITs and adoption of measures towards the same and instructed to place the same in the Meeting of the Board of Governors (Annexure G).</p> <p>Accordingly, the Director has constituted committees to look into the matter and make recommendations/action points to be placed before the Board of Governors of the Institute.</p> <p>The meeting of the committees is scheduled in the first week of November, 2022. The recommendations/action points shall be placed on table.</p> <p>The recommendations of the committee on procurement was presented to the Board. The Board noted the same. However, advised that a complete Purchase manual /Works manual for the Institute may be prepared incorporating the provisions of GFR 2017, CPWD manual, GeM, CVC instructions, MoF and MoE circulars in this regard issued from time to time. The Board advised the Institute to prepare these manuals before 31st January 2023 and place it before the FC for detailed examination before submission to Board.</p> <p>The Board was presented with the recommendations of the committee on Recruitment matters. The Board went through the same. The Board noted that the criteria/conditions recommended by the committee for the screening of the candidates is too narrow and much beyond the Recruitment Rules conditions notified by the MoE.</p> <p>The Director assured the Board that based on his previous experiences, he will propose a set of guidelines taking into account the Recruitment Rules of Faculty in consultation with the Board members and present it in the next Board meeting.</p>
<p>BOG-56(2022)-13</p>	<p>To discuss about the performance review of Shri A Chidambaram, Registrar</p>
	<p>It is informed that Shri A Chidambaram, was appointed as Registrar and has joined the post on 8th November 2019. As per the terms of his appointment, <i>“after the completion of 03 years of service, his services may be extended to another term of TWO years subject to approval of the competent authority through explicit written order on the basis of his performance and responsibilities assigned by the Institute, personal initiative in all such matters, medical fitness, general behavior towards fellow colleagues, compliance with conduct rules and any other factor as considered appropriate by the competent authority”</i>.</p> <p>Shri. A Chidambaram has completed three years of service as Registrar on 07.11.2022. Accordingly, the Chairman, Board of Governors of the Institute has constituted the following committee to review his performance on above said criteria for the recommendation of extension of his services for another term of two years.</p>

1.	Prof. M V Kartikeyan, Director, IIITDM Kancheepuram	Chairman
2.	Prof. D V L N Somayajulu, Director, IIITDM Kurnool	Member
3.	Prof. G Kannabiran, Director, IIIT Sricity	Member
4.	Prof. N V S N Sarma, Director, IIIT Trichy	Member

The meeting of the Performance Evaluation Committee of Shri. A. Chidambaram, Registrar was held on 31st October 2022. The recommendations of the committee was placed as Table item by the Director and placed as **Annexure H**.

Since, the matter pertains to Shri A Chidambaram, Registrar and Secretary to the Board, was asked to recuse from the discussion on this agenda. Accordingly, he left the room and thereafter the Board discussed the recommendation of the committee for the extension of tenure of Shri A Chidambaram and after discussion approved the extension of tenure of Shri A Chidambaram as Registrar for two years w.e.f. 08.11.2022.

The Meeting ended with thanks to the Chair.

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

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