



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND MANUFACTURING, KANCHEEPURAM

MINUTES OF 61st MEETING OF THE BOARD OF GOVERNORS

Date : 27th June 2024 (Thursday)
Time : 11:30 AM
Venue : Board Room/Hybrid Mode

MEMBERS PRESENT:

1. Dr. Sridhar Vembu : Chairman
2. Prof. MV Kartikeyan : Member
3. Prof. V Kamakoti : Member
4. Shri. Anil Kumar Pipal : Member
5. Prof. M Sreekumar : Member
6. Prof. Binsu J Kailath : Member
7. Shri. A. Chidambaram : Secretary

LEAVE OF ABSENCE GRANTED TO:

1. Shri. Dheeraj Kumar, IAS : Member
2. Shri. B Santhanam : Member
3. Shri. Krishna GV Giri : Member
4. Shri. Priyank Chaturvedi : Member

GENERAL DISCUSSION:

The Chairman welcomed the members to the meeting.

1. The Director informed that the 12th Convocation of the Institute is scheduled on **27th July 2024** and Prof Sangamithra Bandyopadhyay, Director, Indian Statistical Institute (ISI), Kolkata has kindly consented to be the Chief Guest for the function.
2. The Board discussed the matter of construction of the hostels and the member of the board suggested the model of viability gap funding scheme introduced by MoE and the Institute can consult the IIT Madras experts for more information on the matter.
3. The Board discussed the matter of alumni relation with the Institute and advised the Institute to give more thrust to the relationship as alumni creates more value addition to the Institute and support the Institute financially and also help in better placements.

Then the agenda were taken up for discussion.

BOG- 61(2024)- 01	Confirmation of minutes of the 60th Meeting of the Board of Governors held on 18.03.2024
	The minutes of 60 th meeting of Board of Governors held on 18 th March 2024 was circulated to all the members of the Board. (Annexure A). No comments were received from the members. The Board confirmed the minutes of 60th Meeting of Board of Governors held on 18.03.2024.

BOG-61(2024)- 02 **Action taken report on the minutes of the 60th Meeting of the Board of Governors held on 18.03.2024**

Item No.	Subject	Action Taken												
BOG-60(2024)- 08 & 11	Recruitment of Non-Teaching posts	It is informed that the following candidates have declined the offer and the offer of appointment was withdrawn accordingly. <table border="1"> <tr> <td>Junior Assistant</td> <td>2301JA0255</td> <td>A MOHAMED MEERAN</td> </tr> <tr> <td></td> <td>2301JA0008</td> <td>ENIYANKUMAR R</td> </tr> <tr> <td>Junior Technician</td> <td>2301JTC0024</td> <td>NIRMAL J</td> </tr> <tr> <td></td> <td>2301JTC0026</td> <td>ABEY EALIYAS</td> </tr> </table>	Junior Assistant	2301JA0255	A MOHAMED MEERAN		2301JA0008	ENIYANKUMAR R	Junior Technician	2301JTC0024	NIRMAL J		2301JTC0026	ABEY EALIYAS
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BOG-60(2024)- 10	Selection of Professor, Associate Professor and Assistant Professor (Gr-I) at the Institute	All the selected candidates have joined the post.												
BOG-60(2024)- 12	Financial Assistance to Ph.D. Scholars for attending reputed International Conferences	The scheme has been notified to the PhD scholars.												
BOG-60(2024)- 13	Guidelines for the "IIITDM Employees Benevolent Fund Rules 2023"	The scheme has been notified to the employees.												
BOG-60(2024)- 14	Payment of gratuity Act 1972 for the employees of IIITDM Kancheepuram covered under New Pension Scheme	The same has been notified to the employees.												
BOG-60(2024)- 15	Purchase manual and Internal audit manual of the Institute	The Purchase manual and Internal audit manual of the Institute has been notified to the employees of the Institute and has been uploaded in the Institute website.												
BOG-60(2024)- 16	Approve the guidelines for "Hostel Corpus Fund Rules"	The Hostel Corpus Fund Rules has been notified and has been implemented.												
BOG-60(2024)- 17	The Enhancement of Institute Seed Grant for the new faculty members	The Enhancement of Institute Seed Grant for the new faculty members has been notified by the SRICCE office.												
BOG-60(2024)- 21	To discuss and accord Administrative and Expenditure sanction for Augmentation of Water Supply to IIITDM Through an Exclusive Water Supply Scheme by the TWAD Board	AA&ES has been issued and the matter is being pursued with the TWAD Board.												
BOG-60(2024)- 22	Increase in Fee Structure for the Institute and Hostel fees for the Academic year 2024-25	The Increase in Fee Structure for the Institute and Hostel fees for the Academic year 2024-25 has been notified by the Academic section.												

The Board noted the action taken report.

BOG-61(2024)- 03 **Confirmation of minutes of the 55th meeting of the Senate held on 05.03.2024**

It is informed that 55th meeting of the Senate was held on 5th March 2024. The minutes of the meeting is enclosed as **Annexure B**.

The salient points of discussions are as under:

Subject	Discussion/Resolution
55th Meeting of Senate	
Revision in Provisions of Ordinance to Encourage Admission under Direct Ph.D	The Senate after discussion, approved the amendments of Ph.D. ordinance clause no. R.2.1.1(iii) a, b & c as under: <ol style="list-style-type: none"> I. Bachelor's degree holder in Engineering/Technology from Centrally Funded Technical Institutes (CFTIs) with a minimum CGPA of 8.0 on a 10.0-point scale (or equivalent).

	<p>II. Bachelor's degree in Engineering/Technology from Non-CFTIs with a valid GATE score or other equivalent national exam qualification (Validity required at the time of joining) and CGPA of at least 8.0 out of 10.0 (or equivalent)</p> <p>III. A Bachelor's degree holder in Engineering/Technology and employed in a reputed R&D organization, recognized by the Govt. of India. (Refer to R&D Brochure of DST), for at least 2 years with an excellent research record.</p> <p>The Senate further advised the Institute to publish the R&D brochure of DST on its website for the benefit of the scholars.</p>																														
Revision in Institute Awards Conferred to Students During Convocation	Placed as a separate agenda																														
Approval for Offering DD Program in the Dept. of Mechanical Engineering	Placed as a separate agenda																														
MoU with Sorbonne University for Offering Dual-Master Degree	Placed as a separate agenda																														
Student Intake for the Year 2024-25	<p>The Senate after deliberation approved the student intake for the academic year 2024-25 as under.</p> <table border="1"> <thead> <tr> <th>Degree</th> <th>Total Student Intake (Gender neutral+Female only supernumerary)</th> <th>Direct Admission of Students Abroad (DASA)</th> <th>Study in India (SII)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>B.Tech.</td> <td>408 (338+70)</td> <td>38</td> <td>25</td> <td>471</td> </tr> <tr> <td>Dual Degree</td> <td>151 (129+22)</td> <td>12</td> <td>12</td> <td>175</td> </tr> <tr> <td>M.Tech.</td> <td>100 (100+00)</td> <td>05</td> <td>16</td> <td>121</td> </tr> <tr> <td>Ph.D.</td> <td>40 (Full-time with HTRA)</td> <td>--</td> <td>03</td> <td>043</td> </tr> <tr> <td>Total</td> <td>699</td> <td>55</td> <td>56</td> <td>810</td> </tr> </tbody> </table>	Degree	Total Student Intake (Gender neutral+Female only supernumerary)	Direct Admission of Students Abroad (DASA)	Study in India (SII)	Total	B.Tech.	408 (338+70)	38	25	471	Dual Degree	151 (129+22)	12	12	175	M.Tech.	100 (100+00)	05	16	121	Ph.D.	40 (Full-time with HTRA)	--	03	043	Total	699	55	56	810
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Fee Structure for the year 2024-25	As per the MoE notification, tuition fee for the new batch of UG/Ph.D. programmes has to be increased by 10% every year. Accordingly, the Senate, after deliberation, approved the fee structure for the students to be admitted in the academic year 2024-25.																														
Grant of Vacation Leave to Ph.D. Scholars	The Senate ratified the approval accorded by the Chairman Senate on granting the scholars 15 days of vacation leave.																														
	<p>The Board enquired about the progress of External Ph.D. scheme and the Director informed the members that there is a good response for the scheme and scientists from DRDO and CSIR have joined as externally registered Ph.D candidates. The Board advised the Institute to explore the possibility of reaching out to BARC and IGCAR which shall bring the Institute more visibility and the Institute can be benefit from research collaboration from those organization.</p> <p>The Board confirmed the minutes of the 55th meeting of the Senate held on 05.03.2024.</p>																														
BOG-61(2024)- 04	Confirmation of minutes of the 38th meeting of the Finance Committee held on 18.03.2024																														
	<p>The 38th meeting of the Finance Committee was held on 18.03.2024 and the minutes of the meeting are enclosed as Annexure C.</p> <p>The important items requiring the approval of the board has been placed in the meeting of the previous Board and the details are as under:</p> <ul style="list-style-type: none"> AA&ES for the construction of new Boys hostel – Proposal pending with the Board. Financial Assistance to Ph.D. Scholars for attending reputed International Conferences – Approved by the Board Fee Structure for the Academic year 2024-25 – Approved by the Board Water Supply scheme by the TWAD Board - Approved by the Board Progress of Support for Major Interdisciplinary Research Equipment (SMIRE) scheme 																														

	<p>The details of the SMIRE 2024 were presented to the Board. The Institute has accorded approval for 10 projects totaling Rs.5.99 crore and the expenditure will be met from the corpus fund of the Institute.</p> <p>The Board confirmed the minutes of the 38th meeting of the Finance committee held on 18.03.2024.</p>																		
BOG-61(2024)- 05	<p>Report on Annual Performance Review of Non-Teaching employees (Admin Staff) for the Year 2023-24</p> <p>In addition to the APAR grading of the employees every year, the Board has instructed the Institute to conduct the annual performance review to non-Teaching staff also on the lines of faculty members. Accordingly, the Institute has started the Annual Performance Review for Non -Teaching staff from the year 2021-22.</p> <p>The Annual Performance Review for the Non-Teaching employees (Admin staff) for the year 2023-24 has been conducted by the duly constituted committee in the month of May 2024 as under:</p> <table border="1"> <thead> <tr> <th>S#</th> <th>Section</th> <th>Date of review</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Purchase Section</td> <td>02.05.2024</td> </tr> <tr> <td>2.</td> <td>Administration, General Support and Sports unit</td> <td>03.05.2024</td> </tr> <tr> <td>3.</td> <td>Academics Section</td> <td>03.05.2024</td> </tr> <tr> <td>4.</td> <td>Account Section (Institute & SRICCE)</td> <td>07.05.2024</td> </tr> <tr> <td>5.</td> <td>Estate Unit</td> <td>07.05.2024</td> </tr> </tbody> </table> <p>The recommendation of the committee was approved by the director and circulated to individual staff members for information and compliance. (Annexure D)</p> <p>The Board noted the same. As the administrative services form the backbone of the teaching and research activities, ensuring timely delivery by the administrative sections assumes significance. The Board advised the Institute to go for ISO certification for standardization of the processes and procedures. The Board advised the Institute to fix the time line for administrative processes to prevent delays in processing the cases and periodically review the delayed cases for remedial measures.</p>	S#	Section	Date of review	1.	Purchase Section	02.05.2024	2.	Administration, General Support and Sports unit	03.05.2024	3.	Academics Section	03.05.2024	4.	Account Section (Institute & SRICCE)	07.05.2024	5.	Estate Unit	07.05.2024
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BOG-61(2024)- 06	<p>To discuss and approve the Annual Accounts of the Institute for the FY 2023-24</p> <p>The annual accounts of IITDM Kancheepuram for the year 2023-24 has been prepared in the prescribed format (Annexure- E) and have to be approved by the Finance committee and the Board before submission to the Director General of Audit (Central) Chennai for issue of Audit certificate.</p> <p>The annual accounts were placed in the Finance committee meeting held on 27.06.2024 for consideration and recommendation. The Finance committee examined the annual accounts and recommended it for consideration and approval by the Board.</p> <p>The Board noted the recommendation of the Finance Committee and after discussion approved the annual accounts of the Institute for the FY 2023-24.</p>																		
BOG-61(2024)- 07	<p>To discuss and approve the enhancement in the rates of various allowances on account of increase of DA rate to 50% w.e.f. 01.01.2024</p> <p>It is submitted that Ministry of Finance, Department of Expenditure and DOPT had issued various orders for the grant of HRA/TA/DA/CEA/Hostel Subsidy under VII CPC and the same rates are being paid to the employees of the Institute. As per the original orders, the allowances will further rise by 25 percent whenever DA increases by/ goes upto/crosses by 50%. The rate of DA was increased to 50% w.e.f. 01.01.2024 by Govt. of India and the same was paid to the employees of the Institute as per the endorsement received from the MoE.</p> <p>It is submitted that the Government departments, Autonomous Institutions and some of the CFTIs have implemented the increase in HRA, CEA, Hostel Subsidy and TA rates due to the increase of DA to 50% w.e.f. 01.01.2024.</p> <p>The matter was placed in the Finance committee meeting held on 27.06.2024 for consideration and recommendation. The Finance committee examined the same and recommended it for consideration and approval by the Board.</p> <p>The Board discussed and approved the adoption of the revision in rates of various allowances due to increase in DA to 50%. However, advised the Institute to get the concurrence of the MoE before the issuance of the orders in this regard.</p>																		

BOG-61(2024)- 08 To discuss and approve the Uniform Qualifying Period for the Maintenance and Library cadre at par with Technical and Admin cadre for promotional posts

It is submitted that the recruitment and promotion of the Non-Teaching staff is governed by the RPN-2016 notified by the MoE. The RPN-2016 (amended as on date) provides for promotion to the Admin and Technical staff as under:

Technical Cadre		Admin Cadre	
Post	Qualifying Period	Post	Qualifying Period
Junior Technical Superintendent (Pay Level 6) to Technical Superintendent (Pay Level 7)	5 years	Junior Superintendent (Pay Level 6) to Superintendent (Pay Level 7)	5 years

However, the promotion norms/qualifying period for the maintenance and library cadre is as under,

Institute Maintenance Cadre		Library Cadre	
Post	Qualifying Period	Post	Qualifying Period
Junior Engineer (Pay Level 6) to Assistant Engineer (Pay Level 7)	6 years	Junior Superintendent (Library) (Pay Level 6) to Superintendent (Library) (Pay Level 7)	6 years

The staff members at the pay level 6 in the post of Junior Engineer and Junior Superintendent (Library) have submitted representation regarding uniform qualifying period at par with Institute technical and admin staff who are holding the post in pay level 6.

Accordingly, it is proposed to maintain uniformity across all cadres and the following changes are proposed in the RPN-2016:

Institute Maintenance Cadre		Library Cadre	
Post	Qualifying Period	Post	Qualifying Period
Junior Engineer (Pay Level 6) to Assistant Engineer (Pay Level 7)	5 years	Junior Superintendent-Library (Pay Level 6) to Superintendent-Library (Pay Level 7)	5 years

The Board discussed the matter and advised the Institute to discuss such matters with employees. The Board agreed that uniformity has to be maintained across the cadres possessing similar pay levels and recommended the case for placing in IIIT Council for suitable amendment to RPN-2016.

BOG-61(2024)- 09 To discuss and approve the Uniform Qualifying Period in for promotion in Technical Cadre Posts irrespective of educational qualification

It is submitted that the RPN-2016 provides the following norms for direct recruitment for the post of Junior Technician:

Post	Qualification
Junior Technician (Pay level 3)	Diploma in Engineering/ Bachelors' degree or ITI with 2 years' experience

Based on the above, the Junior Technicians in the Department of Mechanical, ECE, Physics and CSE were recruited and are promoted to the next higher level of Senior Technician/Junior Technical Superintendent etc. as per the RPN-2016 norms. However, the RPN-2016 provides for different qualifying period for different educational qualification which are enumerated below:

Post	Qualifying Period	
	For persons having B.E/B.Tech/M.Sc/MCA qualification)	For persons having Diploma/B.Sc/ITI qualification
Senior Technician (Pay Level 5) to Junior Technical Superintendent (Pay Level 6)	5 years in the post of Senior Technician (Level 5)	8 Years in the post of Senior Technician (Level 5)

Junior Technical Superintendent (Pay Level 6) to Technical Superintendent (Pay Level 7)	5 years in the post of Junior Technical Superintendent (Level 6)	8 Years in the post of Junior Technical Superintendent (Level 6)
Technical Superintendent (Pay Level 7) to Technical Officer (Pay Level 10)	8 years in the post of Technical Superintendent (Level 7)	10 years in the post of Technical Superintendent (Level 7)

As it can be seen above, the norms provides for different qualifying period for staff possessing the education qualification of Bachelor of Engineering and Diploma in Engineering/ITI. This has led to the anomaly and the staff members possessing only the Diploma in Engineering/ITI have represented that they are deprived of equal opportunity of their counter parts and requested for uniform qualifying period irrespective of the qualification.

In this regard, it is submitted that as per the Gol norms for promotion, only the qualifying service in the feeder cadre is considered as they possess the entry level qualification and entered the service.

Accordingly, the following amendments are proposed in the RPN 2016 for the same minimum qualifying period for promotion to the following posts irrespective of their qualifications:

Post	Qualifying Period
Senior Technician (Pay Level 5) to Junior Technical Superintendent (Pay Level 6)	5 years in the post of Senior Technician (Level 5)
Junior Technical Superintendent (Pay Level 6) to Technical Superintendent (Pay Level 7)	5 years in the post of Junior Technical Superintendent (Level 6)
Technical Superintendent (Pay Level 7) to Technical Officer (Pay Level 10)	8 years in the post of Technical Superintendent (Level 7)

The Board discussed the matter and advised the Institute to discuss such matters with employees. The Board agreed that uniformity has to be maintained amongst the employees for consideration to next promotion level and recommended the case for placing in IIIT Council for suitable amendment to RPN-2016.

BOG-61(2024)- 10

To discuss and approve offering Dual Degree Program in the Dept. of Mechanical Engineering

It is submitted that, as per clause 17(2)(c) of IIIT Act, the Senate shall *“recommend to the Board about the commencement of new programme or course of study”* and accordingly, the Senate in its earlier meeting, deliberated on the re-introduction of Dual Degree programs and approved the proposal of offering DD programs in the Departments of CSE and ECE from July 2023 onwards. Further, the Senate in its 55th Meeting discussed and recommended the introduction of Dual Degree programme as proposed by the Dept. of Mechanical Engineering (ME). Further, the Senate advised the Institute to rename it as “B.Tech in Mechanical Engineering and M.Tech in AI and Robotics” from the academic year 2024-25.

As per the clause 15(2)(b) of IIIT Act, the Board shall have the power *“to initiate programme or course of study at the Institute”*. Based on the recommendation of the Senate, the Board may kindly approve the Institute to offer the DD program by the Dept. of Mechanical Engineering titled “B.Tech in Mechanical Engineering and M.Tech in AI and Robotics” from the academic year 2024-25 onwards.

The Board noted the same and accorded approval for offering Dual Degree Program in the Dept. of Mechanical Engineering from the academic year 2024-25 onwards.

BOG-61(2024)- 11	To discuss and approve MoU with Sorbonne University for offering Dual- Master Degree in the Dept. of ECE
	<p>It is submitted that the Senate was informed about the efforts being undertaken by the Institute to collaborate with reputed institutions including foreign institutes for collaborative academic and research activities.</p> <p>On this, a collaboration proposed with Sorbonne University (SU), France to offer a Dual- Master's Degree was intimated along with salient features:</p> <p>(i) Under this arrangement, Dual Master's degree in Waves and Devices for Advanced Wireless Communication Systems will be offered for students enrolled in M.Tech in Electronics and Communication Engineering with specialization in Communication Systems and Dual degree (B.Tech in Electronics and Communication Engineering and M.Tech in Communication Systems) program of the Institute.</p> <p>(ii) 06 students will be permitted under this program and the students selected under the collaborative arrangement are to pay applicable tuition fees during their stay in their respective Institutes.</p> <p>The Senate deliberated the matter and approved the MoU with Sorbonne University for offering Dual- Master Degree. (Annexure- F)</p> <p>As per the clause 15(2)(b) of IIIT Act, the Board shall have the power "<i>to initiate programme or course of study at the Institute</i>".</p> <p>Based on the recommendation of the Senate, the Board may kindly approve offering of Dual-Master's degree in Waves and Devices for Advanced Wireless Communication Systems for students enrolled in M.Tech in Electronics and Communication Engineering with specialization in Communication Systems and Dual degree (B.Tech in Electronics and Communication Engineering and M.Tech in Communication Systems) program of the Institute.</p> <p>The Director presented the details of the scheme to the Board. The Board noted the same and accorded approval for offering the Dual- Master Degree in the Dept. of ECE in collaboration with Sorbonne University</p>
BOG-61(2024)- 12	Revision in Institute Awards conferred to Students During the Convocation
	<p>It is submitted that the Institute is conferring Academic Excellence Award, Best Project Award, Best Inter-disciplinary Project Award and Institute Award for the All-Rounder of the graduating batch and the highest CGPA award across all the departments of the UG and DD programs as a Gold Medal.</p> <p>The proposal was reviewed recently by the Institute and it was felt to limit the number of awards conferred at the time of convocation. It was further opined that the project awards are more department-specific and shall be awarded locally. Accordingly, the proposal of the Institute to confer the following awards to students at the time of convocation was placed for approval of the Senate:</p> <ol style="list-style-type: none"> 1. Academic Excellence Award: <ol style="list-style-type: none"> a) Gold Medal: <ul style="list-style-type: none"> • Highest CGPA: One award across all UG Programs • Highest CGPA: One award across all DD programs. b) Silver Medal: <ul style="list-style-type: none"> • Highest CGPA: one award for each UG Program offered by the Dept./School • Highest CGPA: one award for each DD Program offered by the Dept./School • Highest CGPA: one award in each department/school for all the PG programs offered 2. Institute Award for All-Rounder of the Graduating Batch (Gold Medal) <p>This award shall be presented to the student who has demonstrated excellence in academics and extracurricular activities including sports, technical, cultural and Institute activities. In the case of the Best Project award and Best Interdisciplinary Project awards, the proposal of the Institute to award the same by the concerned departments/ school was intimated to the Senate.</p>

The Senate in its 55th meeting has recommended the proposal.

As per clause 7(1) of the statutes of the Institute *“the medals, prizes and other awards shall be decided by the Board”*.

As recommended by the Senate, the Board may kindly accord approval for the award of above category of medals from the ensuing 12th convocation.

The Board noted the recommendation of the Senate and accorded approval for Revision in Institute Awards conferred to Students during the Convocation.

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

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

Sd/-
(Dr. Sridhar Vembu)
Chairman, Board of Governors