

**Minutes of the  
Twenty-Seventh Meeting of the  
Board of Governors**

**Indian Institute of Information  
Technology Guwahati  
September 24 2020**

---

## **Minutes of the Twenty-Seventh Meeting of the Board of Governors of Indian Institute of Information Technology Guwahati.**

### **Present:**

Mr. S. Ramadorai, Chairman (via VC)  
Dr. K. Kesavasamy (via VC)  
Prof. T.G. Sitharam (via VC)  
Prof. A. Srinivasan (Via VC)  
Prof. Chitralkha Mahanta (Via VC)  
Prof. Bhabesh Goswami (via VC)  
Mr. Subroto Ghosh (via VC)  
Prof. Gautam Barua  
Dr. B. N. RayChoudhury (via VC)

### **Item No. 1 Minutes of Twenty-sixth Meeting of the Board.**

**Resolution 26.1:** The Minutes of the Twenty-sixth meeting of the Board held on 22 June 2020, placed at Annexure 1, are approved.

### **Item No. 2 Action Taken Report.**

The Action Taken Report was noted by the Board.

### **Item No. 3 Director' Report**

The Board noted the Director's Report.

### **Item No. 4 Financial Status**

The Board noted the current financial status of the Institute.

### **Item No. 5 Budget for 2020-21**

The Board examined the Budget proposals and approved the budget with some changes. The Board noted that there is likely to be some reduction in electricity consumption as most students are not on campus. On the other hand, it noted that the cost of some services are expected to increase due to revisions in Govt's minimum wages. Further, there is going to be extra expenditure for software systems for online teaching. The Board also noted that Hostel Rent will not be paid by most students as they are not on campus.

**Resolution 27.5:** The Board approved the Budget for 2020-21 as below:

---

<b>Recurring Expenditure</b>			
A/C CODE	ACCOUNT HEADS	Actuals 2019-20	Budget 2020-21
	<b>ESTABLISHMENT EXPENDITURE:</b>		
1	Employees' Retirement and Terminal Benefits:	87,07,095.00	97,33,084.47
2	Salary and Wages & Honorarium:	7,87,81,856.00	9,73,30,844.71
3	PDA :	28,38,360.00	15,00,000.00
4	Arrears	0	2,00,00,405.00
5	Travel Expenses :		
6	Conference & Seminar - Abroad:	0	
7	Official (Travelling Expenses)	4,28,035.00	1,00,000.00
8	Conference & Seminar - National:	0	0
9	Leave Travel Concession (LTC)	0	0
10	Bank Charges	42,470.00	50,000.00
11	Medical Expenditure	17,76,931.00	15,00,000.00
	Sub-Total	<b>9,25,74,747.00</b>	<b>13,02,14,334.18</b>
	<b>OTHERS ADMINISTRATIVE EXPENSES</b>		
9	Academic Activities:		
10	Deptl. Operating Cost (Consumable ):	3,460.00	30,000.00
12	Electricity and Power:	90,22,727.00	64,00,000.00
17	Postage, Telephone and Communication Charges:	74,810.00	50,000.00
18	Printing:	37,507.00	
19	Recurring Office Expenditure:	14,22,335.00	15,00,000.00
20	Repairs and Maintenance:	45,54,738.00	70,00,000.00
22	Hostel and Office Services:	52,66,304.00	68,00,000.00
23	Security Services:	76,71,457.00	90,00,000.00
24	Sewerage:	1,56,200.00	11,00,000.00
29	Students Affairs (Gymkhana):	9,96,078.00	4,00,000.00

30	Assistantship	9,16,034.00	8,50,000.00
31	Transportation:	4,96,637.00	3,00,000.00
32	Advertisement and Publicity:	75,154.00	75,000.00
33	Recruitment Expenses:	4,13,232.00	50,000.00
34	Auditors Remuneration:	1,50,000.00	1,50,000.00
35	CAG Audit Fees	2,54,150.00	3,00,000.00
36	NSDL Service Charges	9,944.00	31,000.00
	working capital interest		2,00,000.00
	sub-total	<b>3,15,20,767.00</b>	<b>3,42,36,000.00</b>
	<b>Total</b>	<b>12,40,95,514.00</b>	<b>16,44,50,334.18</b>
	<b>Non Recurring Expenditure</b>		
	Hostel Beds		29,00,000.00
	Minor Works		6,00,000.00
	Total		<b>35,00,000.00</b>
	Grand Total		<b>16,50,50,334.18</b>
	<b>Source of Funds</b>		
	Fees+hostel Rent	12,96,95,741.00	16,60,59,000.00
	Other Earnings	91,65,543.00	20,00,000.00
	Total	<b>13,88,61,284.00</b>	<b>16,80,59,000.00</b>

### **Item No. 6 Term Loan for Hostel Construction**

The Board examined the matter. The Board noted that MHRD has given its consent to mortgaging unused land of the Institute provided it creates no liability on the Central Government. It also noted that there are uncertainties in the financial situation as the first year students have still not been admitted to the Institute, and there are a number of continuing students who have delayed payment of fees. The Board therefore agreed that it will be better to wait before approaching a Bank for a Term Loan. The Board agreed that the Institute should make one more application for a HEFA loan.

**Resolution 27.6:** The Board approved the application for a HEFA loan of Rs 30 crores with the Institute repaying both the Principal and Interest on the loan as per terms and conditions of HEFA.

### **Item No. 7 Extension of Scheme of Rent-free Accommodation to Faculty**

The Board noted approval was given to provide rent-free accommodation to faculty by the Board in its second meeting in 18/8/2014, till the Institute moved to the campus. The Board agreed that there is a need to attract quality faculty to the Institute, especially as there is a regular turn-over of faculty due to the expansion in Central Govt. Institutions. Therefore, the Board agreed to continue the scheme of providing rent-free accommodation to faculty, even after the Institute moved to the campus.

**Resolution 27.7:** The Board approved to provide rent-free accommodation to faculty who are allotted flats on campus, with effect from July 2018.

#### **Item No. 8 Adjustment to the Fees of the B.Tech Programme**

**Resolution 27.8:** The Board resolved to approve the change in the fees structure for the B.Tech programme for students joining on or after July 2019 by combining the “development fees” with the tuition fees without any increase in the total fees payable. Annual Tuition fees will now be Rs. 2,25,000.00 for these students, payable in two equal instalments before the beginning of each of the monsoon and winter semesters.

#### **Item No. 9 Extension of Service of Professor Malay Dutta**

**Resolution 27.9:** The Board resolved to approve the extension of appointment of Prof Malay Dutta, Professor in the Department of Computer Science and Engineering, for another year, till September 30 2021 under the same terms and conditions of his current employment.

#### **Item No. 10 Appointment of Adjunct Faculty and Guest Faculty**

The Board noted the proposal to appoint as Adjunct Faculty those persons at the Professor level, who take part in the teaching programmes of the Institute. The Board also noted that the Institute is already hiring teachers as Guest Faculty in the Science and Mathematics disciplines. The Board agreed that introduction of the position of Adjunct Faculty and formalizing the post of Guest Faculty will help attract experts to take part in the teaching and research programmes of the Institute.

**Resolution 27.10:** The Board resolved to approve that the positions of Adjunct Faculty and Guest Faculty be formally added to the Institute’s faculty positions. Persons engaged in teaching all or part of a course of the Institute may be appointed as an Adjunct or Guest faculty. Persons qualifying to be a Professor of the Institute as per the recruitment rules of the Institute may be appointed Adjunct Faculty. The names of active Adjunct and Guest faculty will be displayed in the Institute’s web site.

#### **Item No. 11 Modifications to the M.Tech and PhD Ordinances**

The Board noted that minor changes to the Ordinances of the M.Tech and PhD programmes have been approved by the Senate. The changes in the M.Tech Ordinances were made to handle the introduction of an online mode of registration in the M.Tech programme in CSE. The change in the PhD ordinances was made to

specify that courses in the PhD programmes will be graded in the same manner as the courses in the M.Tech programmes.

**Resolution 27.11** The Board agreed with the amendments to the Ordinances of the M.Tech and PhD programmes as approved by the Senate.

**Item No. 12 Staff Promotion Policy**

The Board noted that there is no promotion policy for staff at the Institute. The Board also noted that many members of the staff have been in the same position they joined in, for a number of years, and so there is a need for a promotion policy. The Board examined the proposed policy and agreed with it. It noted that the policy is based on the policy adopted by the Govt. funded IITs. The major point of departure is that promotions will not be based on vacancies but on serving in a position for a minimum number of years and on approval by a promotion committee. An employee will carry the post to the promoted position, personal to him / her, and the post will revert to the sanctioned post when the employee leaves the Institute. The second point of departure is that promotions at the lowest Group C level of Junior Assistant have been made more liberal.

**Resolution 27.12:** The Board resolved to approve the Promotion Policy for staff of the Institute as given in Annexure 2.

**Item No. 13 Ratification of the Formation of a Selection Committee for the Selection of Registrar of the Institute.**

The Board ratified the decision of the Chairman forming a Selection Committee for selecting the next Registrar of the Institute.

**Item No. 14 Convocation in Virtual Mode**

The Board agreed to the proposal of holding the next Convocation of the Institute in Virtual Mode in the month of December 2020. A Board meeting will be held before the event to finalise the Chief Guest and the students who will graduate.

**Item No. 15 Minutes of the Seventeenth meeting of the Senate**

The Board noted the Minutes of the Seventeenth meeting of the Senate held on 31/07/2020.

**Item No. 16 (Additional Item 1) Appointment to the post of Registrar.**

The Board noted that a Selection Committee comprising of Members of the Board, and approved by the Chairman, has recommended that appointment of Mr. Uttam Chandra Das, former Registrar of IIT Guwahati as the next Registrar of the Institute.

**Resolution 27.16:** The Board resolved to approve the appointment of Mr. Uttam Chandra Das as the Registrar of the Institute for a period of three years, with an option

for renewal for further two years. His initial pay was approved at level 14-8, of Rs. [REDACTED] with deduction of pension receipts as per rules. The Board also approved that a driver be provided to Mr. Das through an external agency to assist him to attend office.

As there were no other matters, the meeting ended after thanking the Chair.

(Gautam Barua)

Director, IIIT Guwahati and  
Secretary to the Board.

Approved

(S. Ramadorai)  
Chairman Board of Governors  
IIIT Guwahati

# **ANNEXURE 1**



**Minutes of the**

**Twenty-Sixth Meeting of the**

**Board of Governors**  
**(Without Annexures)**

**Indian Institute of Information  
Technology Guwahati**

**June 22 2020**

**Minutes of the Twenty-Sixth Meeting of the Board of Governors of Indian Institute of Information Technology Guwahati.**

**Present:**

Mr. S. Ramadorai, Chairman (via VC)  
Mr. Ranjit Barthakur (via VC)  
Dr. K. Kesavasamy (via VC)  
Prof. Sivaji Bandopadhyay (via VC)  
Prof. T.G. Sitharam (via VC)  
Prof. A. Srinivasan (Via VC)  
Prof. Bhabesh Goswami (via VC)  
Mr. Subroto Ghosh (via VC)  
Prof. Gautam Barua  
Dr. B. N. RayChoudhury

**Item No. 1 Minutes of Twenty-fifth Meeting of the Board.**

**Resolution 26.1:** The Minutes of the Twenty-fifth meeting of the Board held on 24 March 2020, placed at Annexure 1, are approved.

**Item No. 2 Action Taken Report.**

The Action Taken Report was noted by the Board.

**Item No. 3 Annual Accounts of the year 2019-20**

The Board examined the Annual Accounts of 2019-20. The Board noted that the Auditor's comments had the following points and the Institute was instructed to complete the task mentioned as soon as possible, and before the Statutory Auditors visit the Institute:

1. As the CWIP values up to FY 2018-19 and additions to Capital works in FY 2019-20 has been transferred to the specific fixed asset categories in FY 2019-20 upon completion, an asset register for the same needs to be opened and maintained by the Establishment/Estate section of the institute.
2. The Fixed Assets registers against the institute's main fund, TEQIP III project funds and R&D funds are being maintained by the Stores and Purchase section of the organization. The process of rearranging the Fixed Asset registers as per GFR -22 item wise is under way in excel format. Once it is completed, the same needs to be printed and authenticated by the officer in charge of the concerned section and made available for scrutiny by audit.

3. The process of physical verification of all assets of the institute is under way but the final report was not submitted till the date of the report.

The Board also noted that the Auditor mentioned the following changes that need to be made in the accounts. The Board agreed to the incorporation of these changes.

- a) In Annexure D, the item “Hostel Funds” needs to be removed and the amount shown (Rs. 6,06,100.00) as part of “Other Income” of the Institute. Consequent changes in the Schedules and other statements will be made. This amount is the amount collected from students for hostel activities (Rs. 400 per student) in earlier years, but the payment for such activities were paid from the Student Gymkhana account.
- b) In the Schedule of “Fixed Deposits”, the references to dates after 31/3/2020 of the closing of the Active accounts, need to be removed.
- c) In the heading of Annexure F, 31-03-2019 is to be replaced by 31-03-2020.

**Resolution 26.3:** The Board approved and adopted the Annual Accounts of 2019-20 as placed at Annexure 2.

#### **Item No. 4 Annual Report of the year 2019-20**

The Board examined the Annual Report of the Institute and gave its approval to it. The Board instructed that suitable photos be added at the places indicated.

**Resolution 26.4:** The Board approved the Annual Report of the Institute of the year 2019-20.

#### **Item No. 5 Situation Arising from COVID-19**

The Board noted how the Institute functioned during the lockdown period. The Board also noted the programme of action approved by the Senate in April 2020. The Board also noted that the situation is fluid, and the final course of action regarding holding of the end-semester examinations of the previous semester and the starting of classes in the next semester will depend on how the situation develops.

**Resolution 26.5:** The Board authorized the Director to take decisions regarding opening of activities of the Institute including academic and administrative activities, in line with instructions of the Central and State Govts. The academic decisions may be taken with the approval of the Senate. Such decisions by the Director may be apprised to the Board members, and the decisions may be ratified by the BoG in its next meeting.

#### **Item No. 6 Director’s Report**

The Board congratulated the Institute on its excellent performance in the Govt. NIRF rankings of 2020. The Board noted that the Institute obtained a rank of 66 in the category of Engineering, and it was the highest ranked IIIT among all IIITs under the administration of MHRD. The Board advised the Institute to sent letters to its industry

---

partners informing them of this achievement. It was also decided that the Chairman will write to Dr. Himanta Biswa Sarma, Minister of Education, Govt. of Assam, thanking him for the support and encouragement provided right from the time of conception of the Institute.

The Board also noted the achievements of students in global competitions on Covid-19, and also their active participation in the Ek Bharat Shresth Bharat programme.

#### **Item No. 7 Bank Overdraft**

The Board noted the cash flow situation of the Institution and agreed that a cash credit from a Bank was required. It noted the reasoning behind the proposal to take the credit from the current banker, State Bank of India, instead of from HDFC Bank, as proposed in the last meeting. The Board agreed with the current proposal.

**Resolution 26.7:** The Board approved the proposal to borrow funds from State Bank of India in the form of a cash credit facility as per the terms and conditions given by the Bank. The Director of the Institute is authorised to sign and execute the loan documents on behalf of the Institute.:

#### **Item No. 8 Term Loan**

The Board noted that it had already approved in principle the taking of a Term loan from HDFC Bank. It noted the difficulties of a loan from HDFC and agreed with the current proposal to seek a loan from SBI provided MHRD approves the mortgaging of unused land of the Institute campus.

**Resolution 26.8:** The Board resolved to approve in principle a term loan of Rs. 20 crore from SBI provided MHRD approves the mortgaging of unused land of the campus. The Board authorizes the Chairman to approve the particular terms and conditions after they have been negotiated with SBI.

#### **Item No. 9 Minutes of the Sixteenth Meeting of the Senate**

The Board noted the Minutes of the Sixteenth Meeting of the Senate.

#### **Item No. 10 (Additional Item 1) To Consider Health Insurance for Faculty and Staff**

The Board examined the proposal. The Board agreed to the proposal of the Institute of paying the premium for a Rs. 2 lakh per annum health insurance coverage for every regular employee of the Institute (including those initially employed on contract). The Board approved the selection of the bid of National Insurance Co. Ltd for a premium of Rs. 69444.00 (plus GST) per employee. The Board noted that the total annual expenditure at present for its 73 employees will be Rs. 5.98 lakhs.

**Resolution 26.10** The Board approved health insurance for employees from National

---

Insurance Co. Ltd at a premium of Rs. 6944.00 per employee with an annual coverage of Rs. 2 lakhs, on “family floater” basis for each employee and his / her dependents.

As there were no other matters, the meeting ended after thanking the Chair.

(Gautam Barua)

Director, IIIT Guwahati and  
Secretary to the Board.

Approved

(S. Ramadorai)  
Chairman Board of Governors  
IIIT Guwahati

## **ANNEXURE 2**

## Indian Institute of Information Technology Guwahati

### Staff Promotion Policy

The following are the major features of the Policy:

1. The number of regular staff is to be kept at the minimum possible, using technology to ensure high productivity of the staff. The aim is to keep the number to less than 50% of the faculty strength. With 1:15 student to faculty ratio, this will mean a 1:30 student to staff ratio.
2. Support Services are to be provided by external agencies. This includes, housekeeping, caretaking, office support, security, facility management and maintenance, catering, sewage treatment, garbage disposal.
3. Promotions of staff will be based on duration of service, service record, and evaluation by a promotion committee. Promotions will not be based on vacancy of posts. Rather, as promotions occur, the lower post will get converted to the higher, promoted post, personal to the employee. When a post becomes vacant due to resignation or super-annuation, it will revert to the post that was sanctioned.
4. The names of posts and the pay levels are to be the same as those approved for autonomous educational institutions. Annual increments and dearness allowance will be as per Central Govt. policies.
5. The proposed scheme is similar to that adopted for the Government funded IITs (shown below). The major change, besides point 3 above, is the accelerated promotion from Junior Assistant to Junior Superintendent.

The table below provides the promotion scheme.

Post	Pay Level	Next Promotion Post	Pay Level	Min number of years required
Junior Assistant (JA)	3	Junior Superintendent	6	6 (level 4 as JA after 3 years)
Junior Superintendent	6	Senior Superintendent	8	6 (level 7 after 3 years)
Senior Superintendent	8	Asst Registrar	10	7 (level 9 after 4 years)
Asst. Registrar	10	Deputy Registrar	12	8 (level 11 after 4 years)
Deputy Registrar	12	Joint Registrar	13	5 ( to 13A after 5 more years )
Junior Accounts Officer	6	Senior Accounts Officer	8	6 (level 7 after 3 years)
Senior Accounts Officer	8	Asst. Registrar	10	7 (level 9 after 4 years)

Junior Technical Superintendent / Junior Engineer	6	Senior Technical Superintendent / Assistant Engineer	8	6 (level 7 after 3 years)
Senior Technical Superintendent / Assistant Engineer	8	Assistant Executive Engineer / Technical Officer	10	7 (level 9 after 4 years)
Assistant Executive Engineer / Technical Officer	10	Executive Engineer / Technical Officer (SS)	11	4
Executive Engineer	11	Superintendent Engineer	12	4
Superintendent Engineer	12	Chief Engineer	13	5 ( to 13A after 5 more years )
Senior Library Information Assistant	6	Library Information Officer	8	6 (level 7 after 3 years)
Library Information Officer	8	Assistant Librarian	10	7 (level 9 after 4 years)
Assistant Librarian	10	Deputy Librarian	12	8 (level 11 after 4 years)
Deputy Librarian	12	Joint Librarian	13	5 ( to 13A after 5 more years )

### **Promotion Committee**

A promotion committee will evaluate candidates for promotion. It will meet once a year in May-June (except for the first time). Mere fulfilment of the number of years in a position will not ensure promotion. The committee will examine the Annual Confidential Reports of each candidate and will interview each candidate to decide if he / she is suitable for promotion. A candidate not recommended for promotion can apply again the following year. Recommendations of the Committee will be placed before the Board for its approval.

The composition of the committee is:

1. Director, Chairman
  2. One nominee of the Board, not being an employee of the Institute
  3. Dean / Associate Dean, R&D
  4. Registrar, Convenor
-