

Minutes of the Nineteenth Meeting of the Board of Governors of Indian Institute of Information Technology Guwahati.

Present:

Mr. S. Ramadorai, Chairman (through video conferencing)
Dr. K. Kesavasamy (through video conferencing)
Prof. Gautam Biswas (through video conferencing)
Mr. Ranjit Barthakur (through video conferencing)
Prof. Bhabesh Goswami
Mr. Subrata Ghosh (representing Mr. Hemant Kanoria, Srei Finance Infrastructure)
Mrs. Krishna Gohain (representing the Govt. of Assam)
Prof. A. Srinivasan
Prof. M. G. P. Prasad
Prof. Gautam Barua
Dr. B. N. RayChoudhury

Leave of Absence: Mr. Bedanta Prasad Sarma, Prof. Shivaji Bandyopadhyay, Dr. S. S. Sandhu, were unable to attend, and were granted leave of absence.

Item 1 Minutes of the Eighteenth Meeting of the Board.

Resolution 19.1: The Minutes of the Eighteenth meeting of the Board held on 14 May 2018 were approved.

Item 2 Action Taken Report.

The Action Taken Report was noted by the Board.

Item 3 Shifting to Campus

The Board noted that the Institute shifted to its campus on July 2 2018. The Board also noted the various contracts that have been entered into for security, housekeeping, catering, and maintenance services on campus.

Item 4 Student Admission Report

The Board noted that students admitted into the PhD, M.Tech and B.Tech programmes in July 2018 were 6, 29, and 200 respectively. The Board also noted that the total student population as of August 2018 now stands at 460 students with the following break-up:

	Male	Female	General	OBC	SC	ST	Total
B.Tech	364	29	204	118	47	24	393
M.Tech	19	10	23	6	0	0	29
PhD (11 part-time)	25	13	30	7	1	0	38
Total	408	52	257	131	48	24	460
Percentage	88.70	11.30	55.87	28.48	10.43	5.22	100

Item 5 Joining of Faculty

The Board noted that the following faculty were appointed in the Institute, and all have joined:

CSE

New Appointments (name, Institute of PhD, Area)

1. Sumit Mishra, IIT Patna, Machine Learning
2. Shyju Wilson, IIT Hyderabad, Machine Learning
3. Shounak Chakraborty, IIT Guwahati, Computer Architecture
4. Radhika Sukapuram, IIT Guwahati, Networks
5. Soumi Chattopadhyay, ISI Kolkata, Theoretical Computer Science

Upgradations of Existing Faculty

1. Ferdous Ahmed Barbhuiya, Associate Professor (with effect from January 1 2019)
2. Rakesh Matam, Assistant Professor Grade I
3. Dip Sankar Banerjee, Assistant Professor Grade I
4. Rohit Tripathi, Assistant Professor Grade I
5. Subhasish Dhal, Assistant Professor Grade I
6. Moumita Roy, Assistant Professor Grade I

ECE

1. Kukil Khanikar, IIT Guwahati, Communications
2. Bijit Das, IIT Kharagpur, Digital Signal Processing
3. Rakesh Biswas, IIT Kharagpur, Signal Processing, Embedded Systems
4. Hemanta Kumar Mondal, IIIT Delhi, VLSI Design
5. Komal Janghel, IIT Delhi, Wireless Communications

Upgradations of Existing Faculty

1. Surajit Panja, Assistant Professor Grade I

2. Shovan Barma, Assistant Professor Grade I
3. Shilpa Dinkar Rao, Assistant Professor Grade I
4. Mourina Ghosh, Assistant Professor Grade I

Mathematics

1. Amit Maji, IIT Kharagpur, Functional Analysis

Upgradations of Existing Faculty

1. Gautam Kalita, Assistant Professor Grade I

With these additions, the total number of regular faculty in the Institute is 42, giving a student to faculty ratio of 11:1.

Item 6 Pay Fixation Due to Anomalies

The Board noted that during fixation of salaries of faculty upgraded to Assistant Professor Grade I by different selection committees, anomalies arose in the case of three faculty members who should have been given one increment based on their experience, but were inadvertently not done so. The Board examined the issue and agreed that there were anomalies, and that the three should be given one increment.

Resolution 19.6: The Board APPROVED that the pay of the following faculty placed as Assistant Professor Grade I, be fixed as shown with effect from July 1 2018:

1. Rakesh Matam, CSE Rs. 1,04,500.00
2. Subhasish Dhal, CSE Rs. 1,04,500.00
3. Moumita Roy, CSE Rs. 1,04,500.00

Item 7 Appointment of Associate Deans and Heads

Resolution 19.7: The Board approved the appointment of the following as Associate Deans of the Institute:

1. Ferdous Ahmed Barbhuiya, Associate Dean Research and Development
2. Suranjana Barua, Associate Dean Student Affairs
3. Bidisha Dasgupta, Associate Dean Academic Affairs

The Board approved the following as Heads of Departments:

1. Rakesh Matam, Head CSE
2. Harikanta Choudhury, Head HSS
3. Sounak Roy, Head ECE

Item 8 Delegation of Powers to Associate Deans

The Board approved the delegation of various powers of the Director to the Associate Deans. The Board advised that a quarterly internal audit should be carried out to ensure that the delegated powers were being exercised as per rules. The audit reports should be discussed in the Finance Committee and reported to the Board. The Board also advised that the budget Heads under which the financial powers were granted be identified separately by the Institute.

Resolution 19.8: The Board resolved to approve the following functions of each Associate Dean and also approved the delegation of the following of the Director's powers to the Associate Deans:

1. Associate Dean Research and Development

- a. Functions – to handle Stores and Purchase, Research and Development, and common ICT infrastructure of the Institute.
- b. Delegation of Powers:

Stores and Purchase -

Sanctioning of Purchase Indents up to Rs 5 lakhs
Sanction of Advance of up to Rs. 25,000.00
Expenditure Sanction of up to Rs. 5 lakhs
Signing of all Purchase Orders
Approval of payment of all bills

Research and Development –

New Project Submission Approval
Institute Certification in Proposals
All other R&D related approvals except those not delegated in the R&D Rules of the Institute and except for:

Approval for appointments
Approval of Consultancy Fund Disbursal to Employees
All matters in projects in which the Associate Dean is a PI or Co-PI, or Consultant.

ICT Infrastructure –

Planning for expansion, up gradation, addition of facilities
In charge of Common ICT Facilities, including Campus LAN, Central computing facilities, email system, projectors, video Conferencing equipment.

2. Associate Dean Academic Affairs

- a. Functions – to handle all matters related to academics of the Institute; to oversee all admissions; to assist the Registrar in the preparation of the

Agenda and the Minutes of Senate meetings.

b. Delegation of Powers –

Expenditure Sanction (including taking advances) of up to Rs. 25,000 for academic related activities
Approval of Course Offerings in a Semester
Approval of Class Time Tables
Approval of Grades awarded
Signing of Grade Sheet of students
Leave approval of students
Change of Status of Students
Approval of all PhD related Committees, recommendations of these Committees (including Doctoral Committee formation, Comprehensive result approval, State-of-Art Seminar report approval, Progress Seminar Report Approval, Synopsis Seminar Approval, Recommendation of PhD thesis examiners to Chairperson Senate)

3. Associate Dean Student Affairs

a. Functions – to handle all student related activities in the Institute, other than academic related activities. The Associate Dean will be the Chairperson of the Faculty Advisory Board of the Students' Gymkhana. He / she will be the Chairperson of the Student Disciplinary Committee. The Chief Warden of Hostels will report to the Associate Dean. The Associate Dean's office will handle all issues related to student's scholarships, concessions.

b. Delegation of Powers

Expenditure Sanction up to Rs. 1,00,000.00 for student related activities, including Student Gymkhana expenditure.
Approval to Advances up to Rs 25,000.00
Approval to holding of Students' Elections and approval of results
Approval to holding of Students' Events as recommended by the Co-ordinators of cultural, sports, and technical affairs. This will be in consultation with Associate Dean Academics to ensure Academics are not adversely affected.

Item 8A Annual Report of 2017-18

Resolution 19.8A: The Board approved the Annual Report of the Institute for 2017-18 as placed at Annexure 1 and directed the Institute to print the report after completing

a Hindi translation.

Item 9 Annual Accounts of 2017-18

The Board noted that the Annual Accounts of 2017-18 were adopted and approved by the Board through an item by circulation. The Accounts were earlier discussed and recommended for approval by the first meeting of the Finance Committee of the Institute. Unfortunately, the Central Audit team that started the Audit in the Institute was not satisfied by this and so the Accounts were placed again before the Board.

Resolution 19.9: The Board approved and adopted the Annual Accounts of 2017-18 as placed at Annexure 2. The Board directed that the Accounts be sent to CAG for statutory Audit.

Item 10 Extension of Term of Prof. Malay Dutta

Resolution 19.10: The Board approved the extension of service of Professor Malay Dutta by another two years, under the same terms and conditions of his current employment with his salary to be fixed with effect from July 1 2018 at Rs. 1,08,150.00 (consolidated) with a 3% yearly increment.

Item 11 Decision on Registrar of the Institute

The Board agreed with the Institute's recommendation to extend the service of the Registrar, Dr. Brajendra Nath RayChoudhury, by one more year from November 30 2018, when his current term ends. The Board agreed that due to the appointment of new Associate Deans, and due to the requirements of settling down on campus, his services may be extended by one more year. The Board advised the Institute to start the process of appointing a new Registrar by the middle of next year.

Resolution 19.11: The Board approved the extension of service of Dr. Brajendra Nath RayChoudhury as Registrar of the Institute till November 30 2019. The Board approved fixing his salary at Rs. 1,00,000 per month, all inclusive, with effect from July 1 2018.

Item 12 Vision and Mission of the Institute

Resolution 19.12: The Board approved the Vision and Mission of the Institute as follows:

Vision

To be an Institute of Excellence in Information and Communication Technology.

Mission

To make innovation an integral part of the teaching process.

To be a leader in research and development

To become a catalyst for the development of the Information and Communication Technology (ICT) industry in the state of Assam

To create leaders in ICT
To create intellectual property and to transfer such property to industry.

Item 13 Publishing Board Minutes on the Institute’s Website

The Board noted that as per the as part of the “Good Governance” Plan of action advised by the TEQIP Management, placing the Minutes of Board meetings on the Institute’s Web Site is one of the recommendations. The Board agreed to this, but without publishing items that are sensitive in nature

Resolution 19.13: The Board approved the publishing of the Minutes of the Board meetings on the Institute’s Web Site. Items of a sensitive nature are however to be removed before publishing any Minutes. These are items such as those dealing with contributions made by Stakeholders, those on salary information of employees, those on items involving disciplinary action against individuals, etc.

Item 14 (Additional Item 1) Administrative Approval for Campus Earth Filling and Road Work by State PWD

The Board noted that minor works relating to Earth Filling and Road Works needs to be carried out on campus. The Board also noted that although the estimated cost of the proposed works of Rs. 24.6 lakhs are within the administrative approval of Rs. 5.98 cores already granted by the Board for such works, separate approval was being sought as these are works different from earlier works.

Resolution 19.14: The Board accorded Administrative approval to the following works for an amount of Rs. 27.16 lakhs:

Sl. No.	Name of Work	Amount (Rs.)	Remarks
1	Construction & development by raising the low site in front of the Girls Hostel and the East side of Faculty Building by earth filling including providing Katcha drain	4.82 L	This is required to maintain the topographical slopes and to overcome the water logging problem in front of Girls Hostel and near the main stream/Nalla of the Institute.
2	Construction & Strengthening of approach road to Academic Building by the side of Cotton University approach road	6.41 L	After handover of the portion of our land / approach to Cotton University (as approved by Board earlier), portion of our approach to Academic Building needs to be rebuilt /strengthened.
3	Development by raising low site of backside of Boys’	7.16 L	The low lying area behind the hostel building needs to be filled up urgently to avoid stagnation of

	Hostel and Play field at IIITG for the year 2018-19		water. Further, to protect falling of football and volley balls from the nearby play field into these slushy areas.
4	Strengthening of Approach road to faculty building	6.31 L	Only a coat of WBM and surface dressing was done earlier in this road so as to allow it to settle. Now, after the flats have been occupied, the road needs to be strengthened, and metal topping provided.
	Total	24.69 L	
	Grand Total (add 10%)	27.16 lakhs	

Item 15 (Additional Item 2) Approval of the Rules Regarding the Professional Development Allowance

The Board considered the Rules to govern the implementation of the Professional Development Allowance (PDA). Regarding the proposal to allow support to students who have completed their study to attend conferences, the Board noted that support for Registration Fees is implemented in many Central Institutions, and the same facility can be extended in the Institute too. Advance for the Registration fee will be taken by the faculty concerned, and a receipt with payment by the student will be accepted by the Institute. The Board advised that other support such as TA and DA be not provided. The Board approved the PDA Rules with this change.

Resolution 19.15: The Board approved the Rules Regarding the Professional Development Allowance as given in Annexure 3.

(Gautam Barua)

Director, IIIT Guwahati and
Secretary to the Board.

Approved

(S. Ramadorai)
Chairman Board of Governors
IIIT Guwahati