

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

**Indian Institute of Information
Technology Guwahati
August 8 2019**

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

Present:

Mr. S. Ramadorai, Chairman
Dr. K. Kesavasamy
Prof. T. G. Sitharam
Mr. Subrata Ghosh (representing Mr. Hemant Kanoria, Srei Finance Infrastructure)
Prof. A. Srinivasan
Prof. M.G.P. Prasad
Mr. Pranjit Deka
Prof. Gautam Barua
Dr. B. N. RayChoudhury

Leave of Absence: Prof. Shivaji Bandyopadhyay, Dr. S. S. Sandhu, Prof. Bhabesh Goswami, and Mr. Maninder Singh were unable to attend, and were granted leave of absence.

Members welcomed Professor T. G. Sitharam to the Board. He took over as Director IIT Guwahati in July 2019.

Members took note of the comments on the agenda, received from the Under Secretary, MHRD.

Item No. 1 Minutes of Twenty-second Meeting of the Board.

Resolution 23.1: The Minutes of the Twenty-second meeting of the Board held on 17 May 2019 were approved.

Item No. 2 Action Taken Report.

The Action Taken Report was noted by the Board.

Item No. 3 Approval and Adoption of the Annual Accounts of the year 2018-19

The Board noted that the Finance Committee has recommended the approval and adoption of the Annual Account of 2018-19.

Resolution 23.3: The Board resolved to approve and adopt the Annual Accounts of 2018-19, and directed the Institute to send the Accounts to the CAG for Statutory Auditing.

Item No. 4 Final Accounts of Phase 1 of Construction at the Institute Campus

The Board noted that a saving of about Rs 4 crores was made against the tendered amounts of the Works handled by the Project Management Consultant, M/S HPL Ltd. The Board also noted that there is a deficit of Rs. 89,63,163.00 which has to be carried forward.

Resolution 23.4: The Board resolved to approve the Final Accounts of Phase I of Construction at the Institute Campus.

Item No. 5 Administrative Approval for Works of Phase 1A

The Board noted that the requirement for further expenditure on hostel space to increase the number of students has already been placed before the Board. The Board also noted that the Phase I revised expenditure approval had included expenditure for establishing Sports facilities, but they could not be built due to inadequate funds. The Board noted that the estimates placed before it for various works have been scrutinised by the Building and Works Committee and approved. It was also noted that the Finance Committee has also scrutinised the proposal and have recommended to the Board that it approve the proposal.

The Board decided that the deficit being carried forward is not part of the new Works and approval for that expenditure has already been given, and it should not be included in the amount for administrative approval.

Resolution 23.5 The Board resolved to accord Administrative Approval for Works and procurement of Assets for Phase IA for Rs. 29,38,65,713.00 as per the details given below:

No	Item	Cost Estimates
1	256 seater Boys' hostel: 128 double rooms with an attached toilet in each will be constructed (G+3 RCC structure with flat roof is proposed). The kitchen and dining facilities will be housed in an Assam Type hall.	13,34,18,199.00
2	70 seater Girls' hostel Extension: 35 double rooms with an attached toilet in each will be constructed (G+2 RCC structure is proposed).	4,20,37,960.00
3	Multipurpose Sports hall to house activities like badminton, TT, Cultural activities centres etc. The propose building will be a Metal/ Prefab Building with RCC columns & brick wall upto 2.1mtr height. Above that sheet panelling is proposed. The roof will be Pre-painted CGI sheets.	3,94,76,054.00
4	Development of Sports facilities/ infrastructures: A) Lawn tennis courts (4 No.) B) Volleyball courts (2 No.) C) Basketball court (2 No.) D) Football field	88,37,000.00 11,93,000.00 39,02,000.00 9,51,000.00
	Land Filling for Playing Fields and Girls Hostel expansion	50,00,000.00

	Drainage System	2,00,00,000.00
	Boundary Wall Extension	1,50,00,000.00
	Hostel Furniture and Fixtures	65,50,500.00
	Miscellaneous Works and Contingency	1,75,00,000
	Total	29,38,65,713.00

Item No. 6 Loan Proposal

The Board noted that the matter of seeking a loan to meet the further capital expenditure needed has been discussed earlier in the Board, and the Board has given in-principle approval. It was also noted that the Institute Auditor was requested to comment on the loan proposal and they have examined the proposal and have given their go ahead. The Finance Committee has also examined the proposal and recommended it to the Board for its approval.

Besides the documents placed before it, the Board also examined the Detailed Project Report (DPR) for the new Works proposed. It was noted that the Annexures of the DPR would be the Annexures placed before the Board in the previous item on Administrative approval. The Board approved the DPR.

The Board also examined the filled up form for applying for a loan from HEFA and noted that the Annexures to this form will be all the Annexures placed before the Board with this item, the DPR, and some KYC information. The Board therefore also approved the loan proposal to HEFA.

The Board advised that the matter of seeking a loan from a financing agency be taken up only if the HEFA loan is not approved.

Resolution 23.6A The Board resolved to approve the Detailed Project Report for Phase IA of the Institute's Capital expenditure, as placed in Annexure 1.

Resolution 23.6B The Board resolved to approve the loan application to the Higher Education Funding Agency (HEFA) through the Ministry of Human Resource Development, as enclosed in Annexure 2.

Item No. 7 Internal Audit Manual

The Board examined the internal audit manual placed before it. It was noted that the Finance Committee has recommended that the manual be approved. The Board, noted that the manual may need modification especially as a number of clauses seem to assume a manual system of accounting. It was decided to approve the manual in the form presented to it, and to suggest modifications after a year's experience in its usage.

Resolution 23.7 The Board resolved to approve the Internal Audit Manual placed before it.

Item No. 8 Revised Budget of 2019-20

The Board examined the revised budget for 2019-20. The Board noted that a major change was the extra expenditure to pay 7th Pay Commission award arrears, which had to be deferred in the previous year due to paucity of funds. The Board also noted that the budget depends on funds being released by M/S Oil India Ltd to the tune of Rs. 1,87,25,000.00. As this release is delayed, the Board advised the Director to meet the CMD of OIL to request him to release the funds.

The Board also noted that the non-recurring budget is mainly to make payments of expenditures incurred in Phase I of construction and which are due.

Resolution 23.8 The Board resolved to approved the revised budget (recurring and non-recurring) for 2019-20 as given below.

Recurring Budget

A/C CODE	ACCOUNT HEADS	Budget Actuals 2018-19	Budget B.E. 2019-20	Budget R.E. 2019-20
ESTABLISHMENT EXPENDITURE:				
1	Employees' Retirement and Terminal Benefits:	65,31,656.00	82,14,428.40	75,93,892.06
2	Salary and Wages & Honorarium:	5,87,84,910.00	8,21,44,284.00	7,59,38,920.62
3	PDA :	21,65,017.23	78,00,000.00	78,00,000.00
4	Arrears of Pay and Allowances	-	0.00	2,00,00,405.00
5	Travel Expenses :			
6	Conference & Seminar - Abroad:			
7	Official (Travelling Expenses)	3,91,729.00	5,00,000.00	5,00,000.00
8	Conference & Seminar - National:		0.00	
9	Leave Travel Concession (LTC)		0.00	
11	Bank Charges	80,730.05	20,000.00	1,00,000.00
12	Medical Expenditure	9,45,220.00	9,00,000.00	9,00,000.00
	Sub-Total	6,88,99,262.28	9,95,78,712.40	11,28,33,217.68
OTHERS ADMINISTRATIVE EXPENSES				
9	Academic Activities:			
10	Deptl. Operating Cost (Consumable):	23,264.00	2,00,000.00	50,000.00
12	Electricity and Power:	64,23,850.00	85,00,000.00	85,00,000.00
17	Postage, Telephone and Communication Charges:	1,49,462.00	70,000.00	1,50,000.00
18	Printing:	3,29,895.00	0.00	3,00,000.00
19	Recurring Office Expenditure:	18,33,942.40	15,00,000.00	15,00,000.00
20	Repairs and Maintenance:	63,08,210.00	17,00,000.00	60,00,000.00
22	Hostel and Office Services:	21,95,386.00	32,80,000.00	23,00,000.00
23	Security Services:	71,73,798.00	61,00,000.00	72,00,000.00
24	Sewerage:		1,50,000.00	50,000.00
29	Students Affairs (Gymkhana):	10,61,586.00	12,00,000.00	12,00,000.00
30	Assistantship	12,11,344.00	16,80,000.00	13,00,000.00
31	Transportation:	12,56,774.00	15,00,000.00	15,00,000.00
32	Advertisement and Publicity:	3,84,300.00	2,00,000.00	3,00,000.00

33	Recruitment Expenses:	6,61,479.00	4,00,000.00	6,00,000.00
34	Auditors Remuneration:		1,20,000.00	1,20,000.00
35	CAG Audit Fees	3,35,700.00	3,50,000.00	3,50,000.00
36	NSDL Service Charges	29,470.00	20,000.00	30,000.00
	sub-total	2,93,78,460.40	2,69,70,000.00	3,14,50,000.00
	Total	9,82,77,722.68	12,65,48,712.40	14,42,83,217.68
Source of Funds				
	MHRD	-	-	-
	OIL	2,21,95,614.28	0.00	1,46,82,792.18
	TCS	3,53,27,143.00	0.00	-
	Fees+hostel Rent	7,74,08,029.00	12,96,00,399.00	12,86,00,425.50
	Other Earnings	36,92,306.00	10,00,000.00	10,00,000.00
	Total	13,86,23,092.28	13,06,00,399.00	14,42,83,217.68
	Deficit (-) / Surplus	4,03,45,369.60	40,51,686.60	-

Non-Recurring Budget

Name of Work	Total value of Work	Amount Paid up to 31.03.2019	Amount paid 01.04.2019 till date	Budget (Balance Due / new expenditure)
Construction of 400 seater boys hostel	33,00,14,277.00	30,70,69,614.00	-	2,29,44,663.00
Construction of girls hostel	12,59,74,049.00	12,04,18,565.00	-	55,55,484.00
construction of faculty residence	22,12,86,871.00	21,18,97,192.00	-	93,89,679.00
Construction of academic block	39,72,35,136.00	36,53,34,835.00	-	3,19,00,301.00
Construction of substation building, water supply, sewerage work, water treatment plant, sewerage treatment plant and firefighting	5,11,22,059.00	3,87,21,881.00	-	1,24,00,178.00
Substation and External Electrification works	3,39,24,620.00	2,94,92,925.00	-	44,31,695.00
Construction of boundary wall and gates	2,06,28,055.00	1,87,92,095.00	-	18,35,960.00
Conduction of soil testing/investigation and carrying out of topographical survey	3,19,000.00	3,19,000.00	-	-
Earth Work in excavation for widening of existing nala/water course	6,78,720.00	6,78,720.00	-	-
Architect+ vetting fees	93,79,705.00	69,33,480.00	-	24,46,225.00
PMC fees	5,13,81,451.00	4,48,63,343.00	-	65,18,108.00
Campus land filling, roads, drains etc	7,00,61,700.00	6,16,30,900.00	47,48,589.00	36,82,211.00
Electricity Supply deposit work	3,49,41,525.00	3,49,41,525.00	-	-
Equipment and Furniture	5,01,46,859.00	5,01,15,459.00	31,400.00	-
Miscellaneous works	57,21,587.00	57,21,587.00	-	-
Hostel Furniture for new students				30,00,000.00
Electrical extensions in Hostels				6,00,000.00
Office Furniture				10,00,000.00
Miscellaneous equipment & Fixtures				10,00,000.00
Total Capital Expenditure	16,08,71,671.00	15,24,09,471.00	47,79,989.00	10,67,04,504.00

Source of Funds	
Govt of Assam	6,05,00,000.00
OIL	40,42,207.82
Carry-over Balance	2,88,70,633.04
From HEFA Loan	1,32,91,663.14

Total	10,67,04,504.00
-------	-----------------

Item No. 9 Appointment of Faculty in the Departments of CSE, ECE, Mathematics, Humanities and Social Sciences

The Board noted the appointments made for faculty positions.

Resolution 23.9 The Board ratified the decisions of the Chairman, according approval to the recommendations of selections committees for the Departments of CSE, ECE, Mathematics and Science, and Humanities and Social Sciences.

Item No. 10 Faculty Appointments, Joining, and Current Status

The Board noted the status of faculty appointments. It noted that two waitlisted candidates were offered appointment in CSE, and one in ECE. It approved the appointment of Dr. Monojit Ghose, a waitlisted candidate against candidate 1, even though he was not waitlisted against candidate 1. Candidate 1, Dr. Paventham, has not been given permission by his current organization to proceed on deputation to IIIT Guwahati.

Resolution 23.10 The Board ratified the decision of the Director, to make an offer of appointment to Dr. Monojit Ghose, a waitlisted candidate in the Dept of CSE.

Item No. 11 Student Admissions

The Board expressed satisfaction over the status of admissions to the B.Tech programme. It agreed to the holding of Spot admissions as is being done every year, to fill up the vacant seats. The Board also was pleased to note that 30 female students have been admitted this year, as against 8 last year. This was made possible by introducing supernumerary seats for female candidate to ensure 17% of admissions are to female candidates. This is as per a scheme approved by the Govt. of India.

The Board expressed concern over the low intake in the M.Tech programmes, nothing that this was primarily due to the high fees being charged. The Board was informed that the Institute will try and introduce online version of the M.Tech programmes to attract working professionals to register for them.

The Board noted the admission status is as follows.

Sanctioned Seats

Branch	Cat	GE	GE-PwD	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
CSE	Gender Neutral	62	3	18	1	9	1	33	2	129
CSE	Female	12	1	4	0	2	0	7	0	26

ECE	Gender Neutral	30	2	10	0	5	0	17	1	65
ECE	Female	6	0	2	0	1	0	4	0	13
Total		110	6	34	1	17	1	61	3	233

Admitted Seats

Branch	Cat	GE	GE-PwD	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
CSE	Gender Neutral	61	3	20	0	9	0	35	1	129
CSE	Female	13	0	4	0	1	0	7	0	25
ECE	Gender Neutral	29	0	3	0	2	0	13	0	47
ECE	Female	3	0	0	0	0	0	2	0	5
Total		106	3	27	0	12	0	57	1	206

Vacant Seats (for Spot Admission)

Branch	Cat	GE	GE-PwD	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
CSE	Gender Neutral	1	0	0	1	0	1	0	1	4
CSE	Female	0	1	0	0	1	0	0	0	2
ECE	Gender Neutral	1	2	7	0	3	0	4	1	18
ECE	Female	3	0	2	0	1	0	2	0	8
Total		5	3	9	1	5	1	6	2	32

Item No. 12 Purchase of a Vehicle for Medical & Office use

The Board appreciated the difficulties being faced by the Institute in getting vehicles for medical emergencies during nights. The Institute was advised to approach the Health Department, Government of Assam, requesting them to place an ambulance of the Government at the IIITG campus. Such schemes are supported by the Government and an ambulance placed in the campus could also be used to service nearby villages. The matter of purchasing a vehicle was deferred.

Item No. 13 Recruitment Rules for Staff

MHRD, in its comments made reference to a document RPN 2016. The Board was informed that this document continued recruitment rules for non-faculty for the Govt. funded IIITs, and this document has not been circulated to the PPP IIITs. However, it was noted that this document contains, besides, direct recruitment rules, also rules for internal promotions. The Institute therefore desired to defer this item and place a revised set of Recruitment Rules containing promotion rules also in the next Board meeting. The item was accordingly deferred.

Item No. 14 Hiring of Junior Engineer (Electrical)

The Board noted that after shifting of the office to permanent campus, the scope of work has substantially increased. The present campus has lot of electrical equipment/installations such as 11 Lifts, 8 HVAC systems of capacity 888 HP, 33KVA Diesel Generator power House, STP etc. To look after these facilities and to supervise the outsourced electrical staff during various faults in office, faculty quarters and Hostels, one dedicated staff in the capacity of Electrical Engineer is required.

The Board agreed with the proposal and also noted that besides creating a post, the recruitment rules for this post also needs to be approved as the previous item on revised recruitment rules was deferred.

Resolution 23.14 The Board resolved to create one post of Junior Engineer (electrical) in the Institute, and resolved to approve the recruitment rules for this post as given in Annexure 3.

Item No. 15 Honorarium to PhD Examiners

Resolution 23.15 The Board resolved to approve the following with respect to PhD thesis examination:

- An amount of ₹10,000/- will be paid to the Examiner (within India) and US\$ 500/- will be paid to the Examiner (abroad) on completion of a PhD thesis evaluation process.
- In case a thesis needs to be sent to another set of examiners, the same amounts will be paid to the new set of examiners.
- An amount of ₹5,000/- will be paid to the external expert (usually the thesis Examiner (within India)) who attends the Viva Voce examination of a PhD thesis. In case there is a need for more than one such examination, this honorarium will be paid for each examination.

Additional Item (Item No. 16) Minutes of the Third Finance Committee

The Board noted the Minutes of the Third Finance Committee. The Board noted that all the recommendations of the Finance Committee have been dealt with in the other items placed in the Agenda of this meeting.

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

Approved

(S. Ramadorai)
Chairman Board of Governors
IIIT Guwahati

(Gautam Barua)

Director, IIIT Guwahati and
Secretary to the Board.