

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

**Indian Institute of Information  
Technology Guwahati  
June 22 2020**

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## **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.
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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 1**

**Minutes of the**

**Twenty-Fifth Meeting of the**

**Board of Governors**  
**(without Annexures)**

**Indian Institute of Information  
Technology Guwahati**

**March 24 2020**

## **Minutes of the Twenty-Fifth 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. A. Srinivasan (Via VC)  
Prof. Chitrlekha Mahanta (via VC)  
Prof T. G. Sitharam (via VC)  
Prof. Bhabesh Goswami (via VC)  
Prof. Gautam Barua  
Dr. B. N. RayChoudhury

**Leave of Absence:** Mr Dilip Kumar Das (nominee of OIL), Prof. Shivaji Bandyopadhyay, Dr. R. Sarwal, Mr. Hemant Kanoria and Mr. Pritom Saikia (Govt. of Assam Representative) were unable to attend, and were granted leave of absence.

It was noted that because of the “lockdown” due to the covid-19 disease, external members had to attend by Video Conferencing.

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

**Resolution 25.1:** The Minutes of the Twenty-fourth meeting of the Board held on 20 December 2019, placed at Annexure 1, are approved.

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

The Action Taken Report was noted by the Board.

### **Item No. 3 New Members to the Board**

The Board welcomed the following new member who has joined the Board:

1. Mr. Dilip Kumar Das Resident Chief Executive, OIL Duliajan (replacing Mr. Pranjit Deka, OIL).

**Resolution 25.3:** The Board thanked Mr. Pranjit Deka for the services rendered to the Institute through his membership of the Board.

### **Item No. 4 Minutes of the Fourth Meeting of the Finance Committee.**

The Board examined the Minutes of the Fourth Meeting of the Finance Committee. The Board noted that all items recommended for approval by the Finance Committee have been placed as separate items in this agenda.



**Item No. 5 Annual Accounts of the year 2018-19**

The Board noted that, subsequent to the recommendation of the Finance Committee, the Board approved the Audited Annual Accounts of 2018-19 by Circulation. The Board noted that this was done due to the urgency of submitting the Accounts to Parliament in the upcoming session.

**Item No. 6 Director's Report**

The Board noted the report of the Director on the events since the last Board meeting. The Board noted that Placement activity needs to pick up for ECE students.

The Board noted that most students had left the hostels. About 74 boys and 12 girls remain. The Institute started classes in online mode from Monday the 25<sup>th</sup> of March. The Board agreed that online classes should continue for this semester, and final examinations and backlog lab classes may be held before the beginning of the next semester. However, the Board noted that special arrangements may need to be made for final year students who may need to be awarded degrees before July 2020. Given that the situation is fluid, the Board advised the Institute to take actions as situations change. The Board agreed that the Convocation of the Institute, proposed to be held on 19 May 2020 be cancelled.

**Resolution 25.6:** The Board approved the cancellation of the 3<sup>rd</sup> Convocation of the Institute, scheduled to be held on 19 May 2020. The Board directed the Institute to inform the Vice-President's office of this decision, as the Honourable Vice President has been invited to be the Chief Guest of the Convocation.

**Item No. 7 B.Tech and M.Tech Student Intake for July 2020**

The Board noted that the Institute had added 17% supernumerary seats for girl students last year. As a result, the number of girl students admitted jumped from 8 in 2018-19 to 34 in 2019-20. The Govt. has recommended the increase of Girls students to 20% this year. The Board agreed that the Institute should increase the supernumerary seats for girls to 20%. The Board noted that the Govt has also introduced reservations for Economically Weaker Sections (EWS) of 10%, without reducing the intake of other category of students. The Institute was unable to make any reservations last year due to lack of space for Boys in the hostel. The situation is the same this year, as the new entrants will be accommodated by converting the remaining single rooms to double rooms with double-decker beds. The Institute is seeking a commercial loan to build extensions to the Boys and Girls hostels so that the increased admissions in 2021-22 can be accommodated. If funds are available from the Govt., more rooms can be added and EWS reservations can be implemented. The Board also noted that the Institute does not have any concessions in fees or scholarships for economically weaker students, and so introducing EWS reservations may be a challenge.

For M.Tech students, since the Institute has not been able to fill up the sanctioned strengths in the last two years, the Board agreed that the sanctioned intakes should remain the same.

**Resolution 25.7:** The Board approved the admission of students to the B.Tech and M.Tech

programmes in 2020-21 as per the following matrices:

**B.Tech**

Prog Code as per JoSAA format	Cat	GE	GE-PwD	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
4110	Gender Neutral	63	2	19	1	10	0	34	1	130
4110	Female	14	0	4	0	2	0	7	0	27
4114	Gender Neutral	35	0	11	0	5	0	18	1	70
4114	Female	7	0	2	0	1	0	4	0	14
Total		119	2	36	1	18	0	63	2	241

**M.Tech**

	GE	GE-PwD	SC	SC-PwD	ST	ST-PwD	OBC	OBC-PwD	Total
CSE	17	1	5	0	3	0	8	1	35
ECE	11	1	4	0	2	0	7	0	25

**Item No. 8 Admission of Foreign Students Under DASA**

The Board noted that no students were admitted to the Institute under Direct Admissions of Students from Abroad (DASA) even though the Institute had applied for admissions from the central coordinating body. Clearly, special efforts need to be made to attract students. The Board suggested that students from Nepal, Bhutan, Bangladesh and Myanmar should be specially targeted. The Board recognized that this year nothing much may be achieved in view of the virus situation, but nevertheless agreed to keep the same intake as last year.

**Resolution 25.8:** The Board resolved to approved the Intake under DASA for 2020-21, the following students:

Discipline	Seats (CIWG)	Seats (Others)	Total
B.Tech CSE	4	8	12
B.Tech ECE	2	4	6
Total B.Tech			18

M.Tech CSE	4	8	12
M.Tech ECE	0	0	0
Total M.Tech			12

### **Item No. 9 Online M.Tech Programme in CSE**

The Board noted that the Institute is unable to fill its M. Tech seats as the fees are almost the same as the B. Tech fees. The Board is in agreement with this proposal to offer the M.Tech programme through online mode to working professionals. Not only will it increase the revenue of the Institute, it will enrich the teaching environment of the Institute which will have an impact in all other programmes.

However, in view of the uncertainties due to Covid-19 Pandemic, the Board advised the Institute to consider the working situation, and decide whether to start from August 2020 or later.

**Resolution 25.9:** The Board resolved to give in-principle approval to the starting of an Online M.Tech programme in CSE for Working Professionals. The details of the programme is to be finalized by the Senate. The Board approved an Annual Fee (all inclusive) of Rs. 3 lakhs only.

### **Item No. 10 Grievance Redressal Committee**

The Board approved the formation of the Board level and the Institute level grievance Committees as proposed.

**Resolution 25.10** The Board approved the formation of the Institute Internal Grievance Committee as per the proposal in Annexure 2.

The Board approve the formation of the Board Level Grievance Committee as per Statute 24 of the Statutes of the Institute. The Committee may meet at least once a year, and can meet more often through VC. The Board appointed the following members of the Board to the Committee:

- a. Prof. Bhabesh Goswami, Vice Chancellor Cotton University, Chairman
- b. Prof. A. Srinivasan, IIT Guwahati
- c. Mr. Dilip Kumar Das, RCE, Oil India Ltd.
- d. Registrar, non-member Secretary

### **Item No. 11 HDFC Loan**

The Board examined the proposal of a Term Loan from HDFC Bank of Rs. 20 crores to extend the capacities of the Boys' and Girls' hostel. The Board noted that the proposal is similar to the HEFA loan proposal which the Board has already approved. The amount has been reduced from Rs 30 crores to Rs. 20 crores in order to reduce the repayment period and make the proposal more attractive to the Bank. This reduction was done by removing the addition of an indoor stadium and

other Sports facilities like tennis, basketball and badminton courts. The Board realized that there is no other option but to apply for this loan as no other sources of funding are visible. The Board approved applying for this loan.

The Board also examined the proposal of an overdraft facility from HDFC Bank to handle cash flow problems. The Board noted that Institute fees were received twice a year in July-August, and in December-January. This results in fund shortages in April-June, and in October-November. Based on estimated income and expenditure, the Institute has made a proposal for an overdraft facility with a peak overdraft of Rs. 5 crores. The estimated interest payment in 2020 due to overdrafts is Rs.11.31 lakhs. The Board agreed to this proposal

**Resolution 25.11** The Board approved the term loan proposal and the overdrafts proposal (as detailed in Annexure 3) made to HDFC Bank. The Institute is to place before the Board the final terms and conditions and agreements to be signed for the Term Loan, before the loan is actually taken. For the Overdraft proposal, the Institute may go ahead with drawing overdrafts as required, up to a peak of Rs. 5 crores.

**Item No. 12 Carry-over of Professional Development Allowance to the next year**

In view of the Covid-19 disease, the Board agreed to the Carry-Over of the PDA of faculty in meritorious cases.

**Resolution 25.12** The Board resolved to allow the Director to approve Carry-over of all or part of the PDA of a faculty, if warranted due to circumstances arising out of the Covid-19 disease.

**Item No. 13 Format of Degree Certificate of the M.Tech Degree**

**Resolution 25.13:** The Board approved the formats of the M.Tech and PhD degree certificates as given in Annexure 4.

**Item No. 14 Financial Support for Foreign Travel from TEQIP funds.**

**Resolution 25.14:** The Board approved to recommend to NPIU, TEQIP III, that Dr. Surajit Panja may be allowed to obtain financial support for presenting his paper at a Conference in Berlin in July 2020. The Board is satisfied that both the Institute and the faculty, meet the minimum requirements set by NPIU to avail of such financial support.

**Item No. 15 Minutes of the Fifteenth Meeting of the Senate**

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

**Item No. 16 Entrepreneurship Policy for Faculty**

The Board agreed that the Institute should encourage faculty and students to set up companies through which they can commercialize some of their research output. The approved the provisions given in the Policy places before it.

**Resolution 25.16** The Board approved the Entrepreneurship Policy for Faculty and Students as

placed in Annexure 5.

**Item No. 17 Memorandum of Understanding with N+1 Network of Engineering Institutions, France**

The Board noted the MoU signed by the Institute with the N+1 Network of Engineering Institutions of France. It noted that the MoU is an enabler for future concrete collaborations. The Board encouraged the Institute to sign similar MoUs with other Research and Educational Institutes, both within the country, and abroad.

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

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# **ANNEXURE 2**

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