

**NATIONAL INSTITUTE OF TECHNOLOGY**  
**DURGAPUR-713209, WEST BENGAL, INDIA**

Minutes of the 38<sup>th</sup> Board of Governors Meeting held on May 15<sup>th</sup>, 2015 at 11.30 A.M. at the Seminar Room-2, United Service Institution of India, Rao Tula Marg (Opposite Signals Enclave), Post Bag No.8 Vasant Vihar, P.O. New Delhi- 110057.

The following members attended the Meeting:

- |   |             |
|---|-------------|
| <b>1. Prof. A. B. Bhattacharyya,</b><br>Chairperson, Board of Governors,<br>National Institute of Technology, Durgapur<br>and Professor Emeritus,<br>Jaypee Institute of Information Technology,<br>A-10, Sector 62, Noida-201307 | Chairperson |
| <b>2. Prof. T. Kumar,</b><br>Director,<br>National Institute of Technology,<br>Durgapur   | Member      |
| <b>3. Shri Yogendra Tripathi,</b><br>Joint Secretary,<br>Integrated Finance Division,<br>MHRD, New Delhi  | Member      |
| <b>4. Shri Sanjeev Kumar Sharma,</b><br>Director (NITs),<br>Dept. of Higher Education,<br>MHRD, Govt. Of India<br>New Delhi   | Member      |
| <b>5. Prof. Souvik Bhattacharyya,</b><br>Deputy Director, IIT Kharagpur,<br>Nominee of Director, IIT Kharagpur  | Member      |
| <b>6. Prof. Nirmal Kumar Roy,</b><br>Professor,<br>Department of Electrical Engineering,<br>National Institute of Technology,<br>Durgapur   | Member      |
| <b>7. Mr. Somnath Karmakar,</b><br>Assistant Professor,<br>Department of Civil Engineering,<br>National Institute of Technology,<br>Durgapur  | Member      |

  
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**8. Shri Alope Kumar Chattopadhyay,**  
Deputy Registrar (Establishment),  
Registrar In-Charge and Secretary,  
Board of Governors,  
National Institute of Technology,  
Durgapur

Secretary

The Board of Governors welcomed Shri Yogendra Tripathi and Prof. Souvik Bhattacharyya in the Board of Governors of NIT Durgapur.

Shri Sanjay Jhunjhunwala, Chief Executive Officer, Mani Group, Kolkata and Shri D.K. Majumder, Assistant Professor, Pharmaceutical College of Pharmacy, University of Delhi could not attend the meeting and was granted leave of absence by the Chairperson, Board of Governors.

The Chairperson, Board of Governors, welcomed all the members to the meeting especially Shri Yogendra Tripathi and Prof. Souvik Bhattacharyya who were attending the meeting for the first time.

**Item #38.01: To confirm the Minutes of the 37<sup>th</sup> Meeting of Board of Governors held on February 10<sup>th</sup>, 2015.**

No comments were received from any member. The Minutes are confirmed with the following advice of the Chairperson BOG:

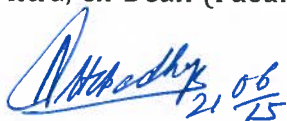
- a) (i) The BOG Meeting notice should be served well in advance as per the Acts, Statutes and MHRD Guidelines.
- (ii) Agenda notes should be circulated among the members with more detail information i.e. Annexures supported by Acts and Statutes.
- (iii) Minutes of the meeting should be circulated as early as possible among the members for their comments.

b) Redressal of Grievances:

- (i) A Grievance Redressal Committee was to be formed with an external member.
- (ii) The Committee would be constituted of the following members:

SGO	Chairman (Ex-Officio)
One Professor (from the Institute)	Member
One External Member	Member (to be nominated by Chairperson BOG)
Registrar	Convener (Ex Officio)

The Director informed that Prof. S.K. Mitra, ex-Dean (Faculty Welfare) has been appointed as SGO.

  
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c) The Chairperson advised a Committee to be formed to look into the complaints for the harassment of women in workplace.

The Director confirmed that a Committee already exists in the Institute and they monitor such complaints. Recently a seminar was organized in the Institute where external experts have given their inputs.

The Chairperson, BOG then requested that a copy of list of Committee members should be sent to MHRD and Chairperson.

**Item # 38.02: To note action taken on the 37<sup>th</sup> Meeting of Board of Governors held on February 10<sup>th</sup>, 2015.**

The Board of Governors noted Minutes the action taken on items of 37<sup>th</sup> BOG meeting held on 10<sup>th</sup> February, 2015 at NIT Durgapur.

**Item #38.03: Chairperson's remark on issues challenges and priorities.**

The Chairperson, BOG spoke about his views to all the members which were articulated in the handouts given by him in 05 broad headings.

1. Chairman's remark on Issues, Challenges and Priorities (Correction I,C,P )

The Chairperson BOG expressed his assessment on the tasks ahead based on the interaction with the stake holders regarding transformation from REC to NIT at Durgapur. In his opinion lot of improvement have to be achieved in the area of governance, benchmarking, infrastructure and development of self belief.

2. 2.1 a) A Committee may be formed to prepare a Mission document.

b) Plan Document, Administrative Manual was to be prepared and emphasis was to be laid on computerization of Administration.

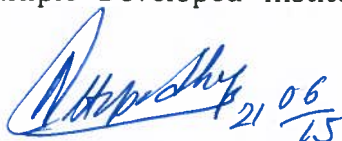
2.1 c) Effective co-ordination and harmonious relation to be maintained with MHRD and stake holders through regular dialogue.

2.2 i) Modules of governance with good practices need to be introduced at all levels of administrative and functional units.

b) Delegation of Power to be defined.

c) Responsibility/Accountability to be fixed. Teaching has to be given greater importance along with research work. Director may look into.

(d) For Teaching and Learning activities, special Cell / Center needs to be created for regular evaluation of teaching- learning related technology, in innovative development of UG and PG laboratories, effective formulation of UG/PG minor and major projects development of laboratory manuals, development of Course Files, text books by faculty etc. NIT Durgapur must benchmark itself against multiple Developed Institutes on multiple Performance Parameters.



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NIT Durgapur must compare with best Institute of the country. NIT Durgapur is a developing Institute where as IITs are developed Institutes.

2.2 (ii) Multi-disciplinary program, research and teaching be initiated and encouraged, involving inter-departmental and intra-departmental participation of faculty members. Special incentives may be considered by the Institute for inter disciplinary teaching and research program. Smart system, Sensors, VLSI devices and circuits are potential areas which can be undertaken at NITD as inter disciplinary research.

2.2 (iii) Dealt with in the opening in item no.38.01.

2.2 (iv) Separate Cell/ Centre to be set up for co-ordination for interaction with Alumni Association and International Students.

2.2 (v) Most of the issues are dealt by the Senate 37<sup>th</sup> meeting.

2.2 (vi) Accreditation of courses by NBA and internal review by all Departments / Administrative Units / Service facilities to be taken on priorities before external peer review. Deadlines be set for above. Internal review be made in strength weakness, opportunities, short and long term strategic planning on development issues.

2.2 (vii) Mentoring by experts in selective areas of new activities/ to strengthen the areas of weakness.

3. a) Communication Gap in administrative chain to be minimized.

b) There is absence of performance audit of the Institute, Department as well as of the individual employees. Benchmarking against some of the best of Institutes of the country needs to be done. The Director may set the guidelines.

c) Good work culture to be created and accountability to be assessed. The Director remarked that the changes are already visible and further efforts are being made.

d) There should be total transparency in day to day work. The Director emphasized that the Institute maintains total transparency in all its work except where maintenance of confidentiality is required.

4.1 Following should be reported to the Board:-

(a) Detail based on which Institute Automation Software was assigned to the present vendor.

(b) Other options which were considered and rejected.

(c) Reliability of the present vendor and their long term commitment, terms and conditions on maintenance financial liability, Upgradation, commitment etc.

(d) Total financial outlay committed so far.

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(e) Reasons for Computer related Department not being involved in the Institute Automation activities.

(f) Future strategy of NIT Durgapur on Institute Automation Program in view of past experience and future requirements. Interaction with IIT's be initiated for relevant inputs. Maintenance, support team and training issues be addressed.

4.2) Buildings should be taken over within the set deadlines. Same should be placed in the public domain. There should be proper maintenance of Building Works activity.

4.3) Constitution of a Grievance Cell and time bound disposal of grievances. This has already been dealt in item no.38.01.

4.4) Appointment of Deans / Coordinators / other Functional Heads such as Warden etc. be reconsidered/reviewed in light of NIT statue guidelines and performance appraisal. In all appointments of Functional Heads, suitable mechanism be used by director, as practised in many institution, for ascertaining opinion of stake holders.

4.5) Filling up of vacancies:

(a) Faculty: Advertisement for recruitment has been published. Received applications are in the process of being sorted out department wise.

(b) Non-Faculty:

- Officers- Appointment letters already issued for some posts.
- Non-Officers-Committee has been formed to assess the Department wise requirement so as to allot manpower within the sanctioned strength. Approval for the sanction of post is sought from MHRD, which may come within 4-5 months.

(c) Adjunct Faculty and Emeritus Professors dealt in item no.38.09.

5) The Institute website should be professional and it must be upgraded fully before the next Board meeting. Website should be benchmarked against that of IIT's and leading International universities. The website must highlight the strength of NIT Durgapur related to strategic location, vision, important research focus, Infrastructure, achievements, future plans, publication, important Academic guidelines (Rules and practices to be followed by students, policy related to plagiarism, professional ethics, student related activities etc. There should be provision for dynamic update of information.

**Item #38.04: Director's report on initiatives undertaken since last Board Meeting.**

Director's report was placed on the table and the issues mentioned were deliberated upon. Request was made to MHRD representative to provide guidelines to NITD regarding filling up

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of unfilled quota of SC/ST/OBC Teaching Employees as sufficient/ suitable candidates are not available.

**Item#38.05: To consider the recommendations of the 34<sup>th</sup> Meeting of the Finance Committee to be held on May 15<sup>th</sup>, 2015.**

The recommendations of the 34<sup>th</sup> Finance Committee Meeting were placed and the minutes were approved.

**Item #38.06: To consider the confirmation of the employees of the Institute.**

**To consider confirmation of Officers/Faculty members.**

The following faculty member is confirmed to his post:

Sl. No.	Emp.ID	Name of Faculty member	Designation	Date of Joining	Category	AGP	Due date of confirmation
1.	4P-969	Dr. Subhadip Sarkar	Assistant Professor	09.01.2008	GEN	Rs.6000/-	09.01.2009

It was felt that the process of confirmation should not be delayed. In future a Committee was proposed to be set up with the Dean (FW) as Chairperson and concerned HoD and the Registrar of the Institute as Members, before confirmation.

**Item# 38.07: # 38.07**

Chairman suggests that House allotment rules should be put on the institute website and allocation schedule on vacancies be displayed.

**Approved.**

**Item# 38.08: To approve the minutes of the 37<sup>th</sup> Senate Meeting to be held on May 13<sup>th</sup>, 2015.**

**Approved.**

**Item #38.09: Approval on guidelines of appointing Emeritus Professor, adjunct Faculty, duty, remuneration, tenure and other conditions etc.**

**Approved. (Annexure III of the Minutes of the 37<sup>th</sup> Senate Meeting)**

**Item # 38.10: To consider the representations of three faculty members, for continuations, for one year on contract as their earlier contract has expired before the award of PhD Degree.**

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BOG was appraised by the Director of the good performance of the 03 faculty members. It was decided that extension be given to the 03 faculty members as an exceptional case w.e.f. from the next date of expiry of earlier 05(five) years engagement. This should not be cited as precedence and no further extension will be given.

**Item # 38.11: Ratification of the Actions taken by the Chairperson, BOG.**

- a) The following officers have joined the Institute against the sanction post after due selection as per the details mentioned below.

Sl. No.	Name of Faculty members/ Officers and Designation	Department	Date of Joining	Category	Grade Pay/ AGP	Nature of appointment
1.	Dr.(Mrs.) G.Prabhavathi, Medical Officer	Medical Unit	13.04.2015	OBC	Rs.5400/-	Permanent (On probation)
2.	Shri Jitendra Kumar, Assistant Librarian	Library	24.04.2015	SC	Rs.6000/-	Permanent (On probation)

**Ratified.**

- b) The actions taken by the Chairperson on behalf of the BOG for foreign visit of members is placed.

Foreign visit has been dealt in item no. 34.03 of the Minutes of the 34<sup>th</sup> Finance Committee Meeting.

**Item #38.12: Annual Performance Assessment Report (APAR) for all employees (Teaching & Non-Teaching) is mandatory. Sample forms are approved by the Director and being implemented. Placed for approval.**

**Approved.**

The members observed that APAR of the last 05 years can be used as one of the criteria for short listing of candidates for appointment in the 4-Tier flexible appointment scheme. Detailed proposal for the same to be put up in the next BOG meeting.

**Item# 38.13: Review of the Institute Administration Automation System.**

**Discussed in item no. 38.03**

**Item #38.14: Report on GKCIET take over by NIT Durgapur as mentor Institute till the new Chairperson BOG and Director of GKCIET is appointed by MHRD, GOI.**

Prof. N.K. Roy, Professor (I/C) GKCIET placed the report (Annexure-X of the Agenda) and apprised the members about the current status.

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**Item #38.15: Review of functioning of In-house major Programs-Geothermal Power/Helium, Centre of Excellence.**

**# 38.15 Geothermal Power**

Chairman made following observation on the presentation by Dr. Hirok Chaudhary:  
The activity is unique to NIT Durgapur and it has the potential to be developed into different projects of inter-disciplinary nature. It is suggested that at present the activity has to be selective and priorities be set.

2. The Board primarily asked for presentation to look into the management aspect of the project since there are several Extension Centers at different parts of the country which need to be managed. There are several issues of concern.

3. The Board may be informed about the following:

- (i) Milestones, Deliverable, Deadlines, Allocation of budget under salary, equipment, contingency, travel, consultancy (if any) and any other item.
- (ii) Approval of Scientific / Administrative and other category of staff with numbers, Period of appointment and location of Extension Centers.
- (iii) Terms of appointment of the staff involved in the project.
- (iv) Assets created in various Extension Centers and their approval / maintenance.
- (v) Maintenance of records and responsibilities for the assets and the Extension Centers.
- (vi) Review mechanism of the activity at Extension Centers.
- (vii) Maintenance liabilities of Extension Centres.
- (viii) The Chairperson suggests that for such projects there needs to be Steering Committee to review and guide the project in appropriate manner. The review committee should have external experts to advise on specialized technical matters. Collaboration with ISM, GSI etc. should be considered for prospecting activity.
- (ix) Till the Steering Committee is formed no major decision should be taken on purchase, contracts and recruitments.

**Center of Excellence:-**

While recording appreciation on the work carried out even while equipment are still under procurement. Chairman proposed that an User Committee be formed with representatives of department interested to use these facilities. User Committee be responsible for developing guidelines for optimal utilization of the facilities to be created. A separate building plan be submitted with special requirements (if any) to the institute where all the sophisticated facilities can be located and maintained.

  
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**Item # 38.16: (a) Recruitment by interview through Video conference for candidates from abroad, creation of Bank of Panel of subject experts with Fellows of INSA, INAE etc.**

**Approved.**

Bank of Panel of subject experts of INSA and INAE to be suggested by the Department.

**(b) Pre-selection assessment of the candidates (for faculty position) by the Department before interview/selection.**

**Approved.**

It was emphasized that Seminars and Teaching would be a part of the Selection process.

**Item #38.17: Report on action taken on all representations made to Chairperson that has been referred to Director for consideration and action.**

**(a) In the case of Dr. C Saravanan, Asst. Professor (System Manager):**

After detailed deliberation on the representation made by Dr. C Saravanan, Asst. Professor (System Manager) and also his status, the BOG resolved that the case of Dr. Saravanan cannot be considered further in view of the MHRD Order on CAS vide MHRD Letter F.No.33-71/2011-TS-III, dated 18<sup>th</sup> March, 2013, which gives clear directives to the effect "No permission shall be granted for conducting selection under CAS in any Institute w.e.f. 30.04.2013 as the Institutes have to adopt implementation of 04 tier faculty cadre structure by this date after having received one time exemption for CAS."

**In this context the board also direct the institute to ensure that computer centre focuses on activities such as System Management, Networking, Maintenance of Institute Automation Softwares and related activities. The centre should not be involved in academic programs which should belongs to the Department. The Institute should accordingly take appropriate administrative steps to meet the above objectives.**

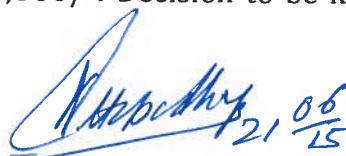
**(b) In the case of Mr. S. K. Sinha, Administrative Officer:**

**(i) Restructuring:** The matter was discussed in detail. The members opined that as per the Recruitment Rules, MHRD Guidelines and Restructuring Committee reports (14/11/2014 & 20/01/2015), his case cannot be considered till he acquires the requisite qualification and experience as it would amount to violation of the guidelines issued by the Ministry.

**(ii) Other cases like CEA re-imbursement Claim & Adjustment of advance of Rs.40,000/-:**

**a) For CEA re-imbursement claim:** On the facts being placed in front of the Board of Governors, the BOG opined that disciplinary actions may be initiated following the Government Guidelines.

**b) For Adjustment of Advance of Rs.40,000/-:** Decision to be kept pending till receipt of report from CVO, NIT Durgapur.

  
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**(c) Pay Fixation of 12 internal faculty members:** Members of the BOG were apprised of the latest status regarding the pay fixation. The status of the 12 faculty members were decided to be treated as per 3-Tier system. Accordingly Office Order may be issued as per approval.

**(d) Representations of students admitted under DASA Scheme:** Reply submitted by Dean (Academic) dated 12/05/2015 was placed on the table and the members were apprised of the current status. The following decision was taken regarding fee deposition:

(i) Bank may be approached to explore the possibility of using the International Debit Card.

(ii) The Bank should be contacted by the Institute regarding any other options available so as to address the problems faced by the aforementioned students.

The names of the members of the International Students Cell to be published in the Institute website. Presently Prof. V.K. Dwivedi, Professor of Civil Engineering Department is the advisor for the foreign students.

**Item # 38.18: (a) Approval for appointment of OSD on contractual basis to address the urgent tasks at NIT Durgapur.**

Decision to be kept pending till the new Registrar takes charge.

**(b) Guidelines on procedures for considering appointment of Col. (Retd.) P. S. Sandhu for such a position.**

Specific jobs to be defined before putting any proposal for appointment of OSD.

**Item #38.19: Any other matter with the permission of the Chair.**

# 38.19

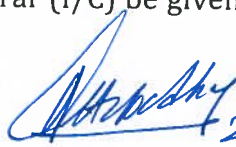
Chairman like to inform the Board following:

(a) His visit to the campus and discussion with dean, Planning & Development revealed a serious gap in formulation of calendar for completion of buildings, their certification by the agency and handing over possession to institute. It is advised that a calendar on completion target and possession scheduled be worked out by the institute which should be put on the website for necessary follow up action by departments concerned.

(b) Chairman informed the Board that he will be away to USA with effect from 28th May 2015 to 18th July 2015 on a personal visit. He can be contacted through e-mail or on following number.

001 510 395 5657 (Usree Bhattacharya)

As per the 1<sup>st</sup> Statutes of NITs, Statute 17(11) the BOG resolved that Prof. Aniruddha Gangopadhyay who had earlier acted as Registrar (I/C) be given the charge of Registrar (I/C)

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with all financial and administrative powers exercised by the regular Registrar w.e.f. 18.05.2015. This in addition to his present duties and without any extra remuneration.

There being no other point the meeting ended with a vote of thanks to the Chair.

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**Shri Alope Kumar Chattopadhyay**

Deputy Registrar (Establishment),

Registrar In-Charge and Secretary,

Board of Governors,

National Institute of Technology,

Durgapur

**Prof. A.B. Bhattacharyya**


Chairperson,

Board of Governors,

National Institute of Technology,

Durgapur

*The minutes of the meeting is approved  
by Chairman, BOG, NITD vide e-mail  
dated 17-06-2015 at 03:16 AM.*

  
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