


MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY

Allahabad- 211004

Minutes of the 21st meeting of the Board of Governors held on December 12, 2009 at 11:00 AM in the Office of the Chairman, Board of Governors, MNNIT, Allahabad.

The following members of the Board of Governors attended the meeting:

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|----|---|------------------|
| 1. | Shri N. D. Gupta
B-4, Gulmohar Park
New Delhi | Chairman |
| 2. | Sri Joseph Antony
(Representative of Financial Advisor)
Integrated Finance Division
Government of India
Ministry of Human Resource Development
(Deptt. Of Secondary & Higher Education)
New Delhi | Member |
| 3. | Sri M.P. Garg
Tower-C, Flat No. 101
Pearl Gateway Towers,
Sector-44,
Noida-201301 | Member |
| 4. | Prof. Krishna Kant
Professor,
Department of Computer Sc. & Engg.
MNNIT, Allahabad | Member |
| 5. | Dr. R.K. Tripathi
Assistant Professor,
Department of Electrical Engineering
MNNIT, Allahabad | Member |
| 6. | Prof. Arun B. Samaddar
Director,
MNNIT, Allahabad | Member Secretary |




Following members were granted leave of absence:-

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| 1. | Secretary,
Technical Education,
Government of Uttar Pradesh
Vidhan Bhawan, Lucknow | Member |
| 2. | Joint Secretary (T),
Government of India
Ministry of Human Resource Development
(Department of Secondary & Higher Education)
New Delhi | Member |
| 3. | Prof. Dev Vrat Singh
Adviser (M&T)
All India Council for Technical Education,
7 th Floor, Chandralok Building, Janpath
New Delhi-110 001 | Member |
| 4. | Prof. Sureshwar Sharma
Member UGC, Former Vice-Chancellor,
Rani Durgawati Vishwavidyala,
"Udyachal", 1881 Gupteshwar
Jabalpur | Member |
| 5. | Director, IIT Kanpur or his nominee
Indian Institute of Technology Kanpur
Kanpur | Member |
| 6. | Dr. Vivek Man Singh
Country Manager
DELL Product Group
No.12-1,12-29,13-29, Diyvasree Greens
Varthur Hobli, Bangalore | Member |
| 7. | Sri Sanjay Gupta
Editor, Dainik Jagran
501, INS Building, Rafi Marg
New Delhi | Member |

21.01: To confirm the minutes of the 20th meeting of the Board of Governors held on 26.06.2009.

The Board of Governors confirmed the minutes of its 20th meeting held on 26.06.2009 at Board Room, Chelmsford Club, New Delhi as circulated.



21.02(a): **Action Taken Report on decisions taken in the 20th Meeting of the Board of Governors held on 26.06.2009.**

The Board of Governors noted the action taken by the Institute on the decisions taken in its 20th meeting held on 26.06.2009, as circulated. The Board of Governors also considered the recommendations made by Audit Committee in its Preliminary Meeting held on 23.07.2009 and approved the same for implementation. Recommendations of the Audit Committee as approved by the Board of Governors is enclosed here as **Annexure-I**.

21.02(b): **Action Taken Report on the decisions taken in the earlier meetings of the Board of Governors.**

The Board of Governors noted the action taken by the Institute on the decisions taken in its earlier meetings.

21.03: **Director's Report**

The Director presented his report and apprised the Board of Governors about the development and activities in the Institute since last meeting of the Board of Governors.

21.04:

1. To consider the recommendations of the 17th meeting of Finance Committee meeting scheduled on 12.12.2009.
2. To note the decisions taken in the meetings of the Senate held between July 2009 to November 2009.
3. To consider the recommendations of the 13th meeting of Building & Works Committee held on 03.10.2009.

1. The Board of Governors considered the recommendations of the 17th meeting of the Finance Committee held on 12.12.2009 and approved the same.
2. The Board of Governors noted the decisions taken in the meetings of the Senate held on 23.07.2009 and 28.10.2009.
3. The Board of Governors considered the recommendations of the 13th meeting of the Building and Works Committee held on 03.10.2009 and approved the same.



21.05: To consider the names of degree recipients for the award of degree in the Sixth Convocation of the Institute scheduled on 13.12.2009.

The Board of Governors considered the names of degree recipients for the award of degree in the Sixth Convocation of the Institute scheduled on 13.12.2009 and approved the same.

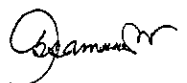
21.06: To consider the Golden Jubilee Celebrations of the Institute.

The Board of Governors considered the Institute proposal for the programmes to be organised during the Golden Jubilee Year Celebrations of the Institute commencing from December 02, 2009 along with fund requirements for these programme and approved the same.

21.07: To consider promotion under CAS and recruitment of faculty members in view of Sixth Pay Commission recommendations.

To Board of Governors considered the Institute proposal for promotion under CAS and recruitment of faculty members in view of Sixth Pay Commission recommendations along with the deferred agenda item No. 17.04 of the 17th meeting of Finance Committee for adoption of Ministry of Human Resource Development, Government of India order for revision of pay of teaching staff and resolved that:

- (1) Advertisement for the promotion of faculty members under Career Advancement Scheme (CAS) as per present existing designations may be made.
- (2) A Committee is constituted as a Sub-committee of the Board of Governors, to consider the recommendations of the following committees constituted by the Director for considering various issues related to the faculty members:
 - (i) Committee for Fixation of pay of faculty members as per sixth pay commission recommendations notified by the MHRD.
 - (ii) Committee A to look in the CAS related matters,



- (iii) Committee B to look into the increment, entry level qualifications etc

The constitution of the Sub-committee of the Board of the Governors is as follows:

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|-------|--|---|----------|
| (i) | Sri M.P. Garg, Member, BOG | - | Chairman |
| (ii) | Prof. Satish Chand, Chairman, Committee A | - | Member |
| (iii) | Prof. Dinesh Chandra, Chairman, Committee B | - | Member |
| (iv) | Prof. A.K. Misra, Chairman, Pay Fixation Committee | - | Member |
| (v) | Sri Sanjeev S. Kashalkar, Registrar, IIT, Kanpur | - | Member |
| (vi) | Registrar, MNNIT, Allahabad | - | Member |

The Committee may also co-opt any member from any of the Central Universities/UGC, as some of the issues are related to the guidelines issued by the UGC.

The Committee will submit its recommendations to the Chairman, Board of Governors latest by 15th January, 2010 for its consideration by the Board of Governors.

- (3) Pending the implementation of the revision of pay of teaching staff, interim arrears may be paid to the teaching staff category wise as following as per the earlier instruction of MHRD.

- | | | | |
|-----|--------------------------------|---|--------------|
| (a) | Director | - | Rs.2.50 Lacs |
| (b) | Professor | - | Rs.2.00 Lacs |
| (c) | Asstt. Professor or equivalent | - | Rs.1.00 Lacs |
| (d) | Lecturer | - | Rs.0.75 Lacs |

21.08: To note and ratify the decisions taken by the Chairman, Board of Governors.

The Board of Governors noted and ratified the decision of the Chairman, Board of Governors on the following:

- (i) Acceptance of the request made by Dr. Prasenjit Mondal, Asstt. Professor, Department of Mechanical Engineering (Chemical Engineering) for accepting his resignation from Institute services w.e.f. 24.09.2009.



- (ii) Regularisation of following Administrative officers from the date of joining the Institute services and on the pay scale as mentioned against their names with the condition that if and when the posts along with the qualification, experience and the pay scale, notified by the MHRD are if different than that possessed by these employees, they will be required to appear before constituted Selection Committee for the open selection, else they would continue to be governed by the terms and conditions of their initial appointment.

Sl.	Name of the Officer	Post	Pay Scale	Date of Joining
1.	Sri Sarvesh Kumar Tiwari	Deputy Registrar (Academic)	8000-13500/-	18.12.2006
2.	Sri Uma Shankar	Deputy Registrar (Accounts)	8000-13500/-	19.12.2006
3.	Sri A.K. Singh	Assistant Engineer (Elect.Maint.)	8000-13500/-	29.11.2006
4.	Sri Ritesh Sahu	Deputy Librarian	6500-10500/-	21.12.2006
5.	Sri Abhay Singh	Programmer	7500-12500/-	22.12.2006
6.	Sri Prabhat Ranjan	System Manager	10000-15200/-	04.12.2007
7.	Sri Satyendra Sharma	Programmer	7500-12500/-	26.12.2007

- 21.09: / To consider the request made by Sri Deepesh Tiwari, Asst. Professor, III Cell for grant of extra ordinary leave without pay for nearly 11 months from 04.08.2009 to 06.07.2010.

The Board of Governors considered the request made by Sri Deepesh Tiwari, Asstt. Professor, Institute Industry Interaction (III) Cell for grant of extra ordinary leave without pay for nearly 11 months from 04.08.2009 to 06.07.2010 for his visit and stay in US, while collaborating with some of the US Universities, colleges and companies and also in India, and approved the same as a special case not be quoted as precedence with the condition that he will be required to vacate the Institute quarter allotted to him.

- 21.10: / To consider the confirmation of the faculty members of the Institute, who have been appointed on probation of one year.

The Board of Governors considered the confirmation of the following faculty members who were appointed on probation of one year and have

completed one year services. The Board of Governors resolved to confirm their services on posts mentioned against their name from due date.

S.No.	Name of Faculty	Designation & Department	Date of Joining	Date of completion of one year service
1.	Dr. Manoj Tripathy	Lecturer, EED	17.04.2008	17.04.2009
2.	Dr. Priyaranjan Pal	Lecturer, CED	25.07.2008	25.07.2009
3.	Dr. Ramesh Pandey	Lecturer, AMD	24.10.2008	24.10.2009
4.	Dr. Mohd. Siraz Alam	Lecturer, MED (Chemical Engg.)	24.10.2008	24.10.2009

21.11: / To consider the establishment of Deanship as per the provision contained in the First Statutes of NITs.

The Board of Governors considered the Institute proposal for establishment of Deanship as per the provision of contained in the First Statutes of NITs and approved the same. Accordingly, the new Deanship would be as follows:

- (1) Dean (Academic Affairs)
- (2) Dean (Planning and Development)
- (3) Dean (Student Welfare)
- (4) Dean (Faculty Welfare)
- (5) Dean (Research and Consultancy)
- (6) Dean (Resource Generation and International Affairs)

The suggestive responsibilities of Deans as approved by the Board of Governors is enclosed here as **Annexure-II**. It was also resolved that the Institute may also collect data from IITs and other NITs about the facilities/honorarium extended to the Deans in these Institutions. Accordingly, a suitable proposal for the same may be put up before the Board of Governors.

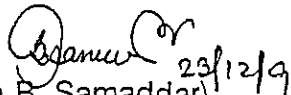
21.12: / To consider the adoption of Modified Assured Career Progression Scheme (MACPS) for the Institute Employees.

The Board of Governors considered the Institute proposal for adoption of Modified Assured Career Progression Scheme (MACPS) for the Institute employees as per Government of India guidelines and approved the same in principle. It was further resolved that in terms of para 14 of the

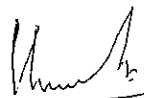


provisions contained in the MACPS scheme notified by Ministry of Personnel, Public Grievances and Pensions, Government of India, vide letter No. 35034/3/2008-Estt (D), dated 19th May 2009, proposal containing the financial implications involved in implementation of the scheme for the Institute employees be prepared and sent to the Ministry of Human Resource Development, Government of India, New Delhi for concurrence.

The meeting ended with a vote of thanks to the Chair.


(Arun B. Samaddar) 23/12/09
Director
Member Secretary

Approved


(N.D. Gupta) 24.12.09
Chairman
Board of Governors

**Motilal Nehru National Institute of Technology
Allahabad**

Minutes of the Preliminary Meeting of the Audit Committee held on 22.07.2009 at 3.30 p.m. in the Institute Conference Hall.

Following members were present:

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| 1. Prof. Sureshwar Sharma, Member B.O.G. | Chairman |
| 2. Dr. Krishna Kant, Prof. CSED, nominee of the Director | Member |
| 3. Sri Sarvesh K. Tiwari, Registrar (Offg.) | Member Secretary |

The Audit Committee was constituted by the Board of Governors in its 19th meeting held on 02.03.2009

Following resolutions were passed :

1. The Committee recommends that Mr. Sanjeev S. Kashalkar, Registrar, IIT Kanpur may be co-opted as a member of the Committee.
2. On going through the scope and responsibilities of the Committee, the Committee resolved that the Committee will not review the policy on any matter, as these are under purview of other statutory authorities such as CAG, MHRD, Government of India etc. The Committee also resolved that Committee will submit its recommendations to the Board of Governors and not to the Finance Committee considering the constitution of the Committee by the decision of the Board of Governors.
3. The Committee noted that at present only one Internal Auditor is appointed by the Institute and files/documents are marked to him as per the discretion of the Director/Registrar, as and when felt necessary. It is also observed that there is no such norms which clearly defines that which of the files and above what amount, the files will be routed through the Internal Auditor.

The Committee also discussed with the Internal Auditor about the procedure and methodology followed by him on the files/documents marked to him.

The Committee recommends that steps may be taken by the Institute to strengthen the Internal Audit Cell.

4. The Committee observed the following are the broad functions which involve financial implications and recommends that a minimum amount needs to be fixed, above which all files/vouchers may be routed through Internal Audit Cell:

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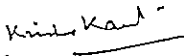
- (a) Civil construction & maintenance
- (b) Electrical maintenance
- (c) Procurement of goods and services
- (d) Payments related to establishment


The committee recommends that after the consideration of these recommendations by the Board of Governors, all the payments above Rs. 1.00 lac related to procurement of goods, Civil/Electricals works should be routed through Internal Auditor. Further, payment above Rs. 1.00 lacs related to establishment such as salary, allowances, TA/DA may not be routed through the Internal Audit Cell. These may be routed as and when felt necessary by the Institute.

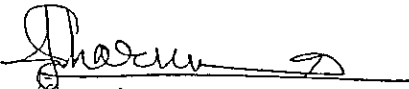
This exercise should be carried out in such way that all the functions involving financial transaction are covered at least once in Financial year.

- 5. The Committee recommends that the Committee will review only the operational part not the policy part as policy review is not under the scope of the committee.
- 6. The Committee resolved that it will go through CAG Audits observation for the last 2-3 years and Institutes response submitted to the CAG in its next meeting. On the basis of the same, it will submit its further recommendations.

Meeting ended with the thanks to the Chair.


(Krishna Kant)


(Sarvesh K. Tiwari)


(Sureshwar Sharma)

Establishment of New Deanship

DUTIES AND RESPONSIBILITIES OF DEANS:

The following duties and responsibilities may be entrusted to the Deans, which are indicative, but may be additionally arranged cross assigned among any other dean depending on the situation.

1. Dean (Academic)

He/she will advise the Director in:

- a) Admission and enrolment of students;
- b) Finalisation of academic calendar, time-tables, registration of students for course work and examinations, class room arrangements and all other requirements for proper conduct of class work;
- c) Conduct of class tests and coordinating the finalization of session's evaluations and for ensuring the timely declaration of results;
- d) Supervision of the maintenance of up-to-date academic records of all categories of students;
- e) Publication and distribution of the syllabi;
- f) Organising meeting of all the Institute level academic bodies;
- g) Arranging the issue of all academic certificates, medals and prizes to the students;
- h) To arrange for conduct of those examinations which are to be conducted by the Institute as stipulated in the Institute regulations;
- i) To formulate policies for the conduct of research and steps to maintain suitable standard by implementing the Board of Governors/Senate decision;
- j) To execute the policy of the Senate in the conduct of P.G., Ph.D. and other research programmes including the examination of the thesis;
- k) To co-ordinate for the conduct of Convocation;
- l) All proposals to modify the teaching programmes will be considered by BOAC, for which Dean (Academic) i.e. the Chairman and if approved will be sent to the Senate for formal approval;
- m) To admit sponsored Early Faculty Induction Programme and Quality Improvement Programme candidates;
- n) To suggest the Director to take suitable steps from time to time to strive for the high academic standards.

2. Dean (Planning and Development):

He/she will advise the Director in the following:

- a) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission



of plan & estimates related to Civil, electrical works, sanitary, network system, etc.;

- b) Maintenance of all necessary statistical data regarding plan & projects required for compilation of various reports periodically required to be sent to Ministry of Human Resource Development and other agencies;
- c) Monitoring the physical targets and utilization of funds in respect of Projects & Consultancy and in the preparation of relevant papers for submission of progress reports;
- d) Formulating proposal for new courses and in organizing meetings of faculty members and external experts for this purpose in this regard;
- e) In the efforts to expand and monitor the activities of consultancy, testing and sponsored research of Institute and to ensure submission of progress reports;
- f) In coordinating the formulation and conduct of non-formal and continuing education and extension programmes;
- g) To arrange for the agenda and organization of the meeting for procurement of equipments related to projects and testing & consultancy;
- h) Providing necessary data for the budget and new estimates & plans to the Building & Works Committee to the Registrar.

3. Dean (Students Welfare):

- a) He/she will advise the Director in organizing the students counseling.
- b) He/she will be responsible for the publication of students' Magazines, News Bulletins, News letters etc.
- c) He/she will advise the Director in matters related students; discipline and welfare.
- d) He/she will assist the Director in matters related to the students Union/Association/Council.
- e) He/she will coordinate the NCC, NSS, Games, Swimming Pool, Sports, Cultural and Co-curricular and Extra-curricular activities of the students.
- f) He/she will keep a record of Alumni and correspond with them.
- g) He/she will conduct the enquiries of students indulged in indiscipline.
- h) He/she will correspond with Parents/Guardians of Students about their progress and individual problems/welfare.

4. Dean (Faculty Welfare):

He/she will advise the Director in matters/related to:

- a) Deputation of faculty to various institutions under Quality Improvement Programme under rules applicable to them.
- b) He/she will advise the Director for deputation of the faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching/training assignments etc.
- c) He/she will chair the committee meetings of the evaluation of papers submitted or to be submitted to the conferences/seminars by the faculty members.
- d) He/she will assist the Director in organizing training programmes for faculty.

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- e) He/she will assist the Director in the supervision of the construction and the maintenance work of buildings, roads, water supply, sanitation, lawns and gardens, communication networks, water coolers, air conditioners, telephones etc.
- f) He/she will assist the Director in maintaining the discipline and work ethos among the various departments and between the faculty members.
- g) He/she will assist the Director in maintaining the high academic standards and achieving academic excellence in the institution.
- h) Supervision over faculty discipline, integrity and commitment.

5. Dean (Research and Consultancy):

He/she will advise the Director in matters related to:

- a) Frame rules for industrial sponsored research and consultancy.
- b) Create and maintain database regarding faculty expertise.
- c) Facilitate through his/her office faculty in procuring equipments necessary to conduct research/consultancy work, recruitment of project staff.
- d) Coordinate co-curricular activities (technical festivals, quizzes etc.) for the students.
- e) Provide guidance for submitting proposals to funding agencies such as Department of Science and Technology (DST), Bhabha Atomic Research Centre (BARC), Board of Research in Nuclear Sciences (BRNS), Indian Space Research Organisation (ISRO), Defense Research and Development Organisation (DRDO), Aeronautic Research and Development Board (AR & DB), Ministry of Information Technology etc.

6. Dean (Resource Generation & International Affairs):

He/she will advise the Director in matters related to:

- a) Exploring all funding sources with reference to Planning & Development of the Institute.
- b) Establishment of National/International relation and collaborations, maintenance of such records.
- c) Raising fund for developmental activities which might not be always covered by Government funding.
- d) Raising fund and maintenance of Corpus Fund etc.
- e) Organizing conferences, seminars, workshop etc.
- f) Organizing Institutes publications, mementoes, reports etc.

