

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

Minutes of Second Meeting of the Board of Governors held on 23.03. 2013

The 2nd meeting of the Board of Governors of NIT Meghalaya was held on 23rd March, 2013 at 11.00 a.m. in the Polo Room, Polo Towers Hotel, Shillong and the following members were present:

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| 1. Professor D. K. Basu
Chairman, BOG NIT Meghalaya | Chairman |
| 2. Professor D. K. Saikia,
Director, NIT Meghalaya | Member |
| 3. Professor Samarjit Sengupta
Electrical Engineering,
Dept. of Appl. Physics, Calcutta University | Member |
| 4. Professor Uma Bhattacharyya
Computer Sc. & Engineering, BESU
Shibpur | Member |
| 5. Professor P. K. Bora
IIT Guwahati | Member |
| 6. Shri Wallamgphang Roy
Managing Director, Power Carriers Pvt. Ltd,
Shillong | Member |
| 7. Shri R. Srinivasan
Director (TE), MHRD | Member |
| 8. Shri A. Datta
Asst. Professor, NIT Meghalaya | Member |
| 9. Shri D. J. Goswami
Registrar i/c, NIT Meghalaya | Secretary |

The other members of the committee, Prof. G. Barua, Director, IIT Guwahati, Shri R. D. Shira, Retd. Director, BRPL, Financial Adviser, Department of Higher Education, MHRD, could not attend the meeting due to prior engagements. Mr. R.D. Shira and Financial Adviser, Department of Higher Education, MHRD, however, sent their inputs on the Agenda Items of the meeting.

At the outset the Chairman welcomed the members to the 2nd meeting of the Board and the agenda of the day was taken up.

Item No. 1 Confirmation of minutes of the 1st meeting:

The minutes of the 1st meeting of the Board was circulated among the members. No comments were received from the members. The members agreed that the minutes be confirmed.

R1/BOG-II/2013: The Board **RESOLVED** that the Minutes of the First Meeting of the Board of Governors of NIT Meghalaya held on 1st December, 2012 be **CONFIRMED** as circulated. A copy of the same is placed at **Annex.I**

Item No. 2 Follow up action of the decisions of the 1st meeting of the Board of Governors of NIT Meghalaya:

The Registrar elaborated the action taken on the resolutions of Board in its 1st meeting. It was observed that the recommendation of the Board regarding keeping provision for allowing candidates of MCA background with Ph.D. in Computer Science (R8/BOG/1/12) remains to be forwarded to the Ministry. It was suggested that the recommendation be modified as- "Provision be kept in the Recruitment Rules for Faculty in NIT Meghalaya for allowing recruitment of candidates of MCA background with Ph. D. in Computer Science and having obtained degree in Science."

R2/BOG-II/2013: The Board **RESOLVED** that the actions taken on the decisions of the First Meeting of the Board of Governors held on 01.12.2012 be **NOTED** as reported.

Item No. 3 Raising the age limit of the Directors of NITs to 70 years:

A proposal for raising the age limit of the Director of the Institute to 70 years, in line with a resolution taken by the NIT Council in its meeting on 28-06-2011 similar to that of the Directors of IITs and Vice-Chancellors of Central Universities was placed before the Board.

The Board considered the matter and decided to approve the proposal.

R3/BOG-II/2013: The Board **RESOLVED** to approve the proposal to raise the age limit of the Directors of NITs to 70 years and forward it to the Ministry of HRD for concurrence.

Item No. 4 Introduction of New Pension Scheme:

The NIT Meghalaya being a Central Govt. autonomous body, the New Pension Scheme is applicable to its employees. An approval of the Board of Governors of the Institute is required for implementation of the Scheme and also to authorise signatories from the Institute for dealing with matters related to the scheme.

R4/BOG-II/2013: The Board **RESOLVED** to **APPROVE** implementation of the New Pension Scheme for the employees of NIT Meghalaya and also to **AUTHORISE** the Director as the signatory for dealing with the matters of the scheme.

Item No. 5 Professional Development Allowance for the Faculty Members of the Institute.

As per notification F.No.23-1/2008/T.S.II dated 19.08.2009 of Ministry of Human Resources Development, Department of Higher Education, Government of India regarding revision of Pay on the recommendation of 6th Pay Commission, A cumulative Professional Development Allowance (PDA) for Rs. 3.0 Lakhs for every block period of 3 years (Rs. One Lakh per year) may be made available to every member of the faculty on reimbursable basis to meet the expenses for participating both national and international conferences paying the membership fee of various professional bodies and contingent expenses.

For implementing the same in NIT Meghalaya the following is proposed:-

- A. The block of three years will be calculated as 2013-16, 2016-19 etc. starting from 01.04.2013 coinciding with financial year for administrative convenience.
- B. Any faculty joining in between will be given credit of the amount in the first year as per the following formula:-

Eligible PDA amount= Rs.1 Lac/12 x no. of completed month in the 1st financial year relevant to his/her date of joining.

Similarly any faculty member leaving the Institute, the eligible PDA amount will be calculated as follows:-

Eligible PDA amount= Rs.1 Lac/12 x no. of completed month in the financial year relevant to his/her date of leaving.

- C. The list of items that is to be covered under contingency expenses will be decided by the Director depending on the requirements.

The Board considered the proposal and decided to approve implementation of PDA as above.

R5/BOG-II/2013: The Board **RESOLVED** to adopt and implementation of the Professional Development Allowance (PDA) for the faculty as notified by MHRD as follows:

- i. The block years shall be blocks of Financial Years,
- ii. The available allowance amount for an incomplete year of service shall be computed as fraction of the amount available for the year based on number of completed months of service provided by the faculty member.
- iii. The list of items that is to be covered under contingency expenses will be decided by the Director depending on the requirements.

Item No. 6 Air Travel Norms

As per the prevailing norms, in all cases of Air Travel, both domestic and International, where Govt. of India bears the cost of air passage, the journey by air is to be performed by Air India only. For travel by other Airlines for operational and other reasons, individual cases are to be forwarded to the Ministry of Civil Aviation. It may be mentioned that Shillong is presently not connected by Air and the nearest Airport is Guwahati which is around 130 km away from Shillong. Considering the timing of the flights of Air India overnight stay may be required for catching the Air India Flights from/ to Guwahati resulting in loss of valuable time.

Further, it is observed that price of tickets by Air India is generally high compared to other low fare Airlines. With the amount of funds to attend Conferences (both national and International) etc. being limited to the amount available in the PDA account of a faculty (Rs. 1.0 lakh every year on a cumulative basis for 3 years), faculty members would like to fit in as many conference visits as they can. Besides, they also need some funds to purchase books, and to subscribe to membership of professional societies.

It is therefore proposed that air travel or academic related activities and official visits be allowed by airlines other than Air India subject to the condition that there is saving of time and avoidance of inconvenience. In case of LTC travel, it will be through Air India only, unless for operational and other reasons it is not possible to travel by Air India. In both the cases Director of the Institute may be Authorized to approve the journeys.

The Board considered the proposal and advised that the Aviation Ministry may be approached to take an approval on the matter considering the difficulty in

communication from Shillong, leading to loss of valuable time if Air travel is allowed only through Air-India. Pending a reply from the aviation ministry it was decided to authorize the Director to approve the journeys.

R6/BOG-II/2013: The Board **RESOLVED** that the Institute approaches the aviation ministry for an approval on the matter pending a response the Director is **AUTHORISED** to approve the journeys on case to case basis.

Item No. 7

A. Approval of Senate recommendation

The first meeting of the Senate of the Institute was held on 9th February, 2013. The Board considered the recommendations of the Senate and decided as follows:

Senate Item No.	Senate Resolution No.	Senate Resolution	BOG Decision
Item 5	R4/SENATE/1/13	i. Starting Ph. D. programme from academic year 2013-14 in disciplines with qualified faculty/ recognized supervisors. ii. Approval of Ph. D. Regulations.	Approved
Item 6	R5/SENATE/1/13	Approval of Code of Students Discipline	Approved
Item 7	R6/SENATE/1/13	Starting of B. Tech programme in i. Civil Engineering and ii. Mechanical Engineering	Approved
Item 8	R7/SENATE/1/13	Approval of Proposed Guidelines to the Operation of Sponsored Research Projects and Consultancy Projects.	Approved

R7A/BOG-II/2013: The Board **RESOLVED** to **APPROVE** the recommendations of the Senate of the Institute as follows:-

- I. Starting of Ph. D. programme in the Institute from academic year 2013-14 as recommended by the Senate.
- II. To adopt the proposed Code of Students Discipline as recommended by the Senate.

- III. The starting of B. Tech programme in Civil Engineering and Mechanical Engineering from academic year 2013-14, as recommended by the Senate.
- IV. To approve the proposed Guidelines to the Operation of Sponsored Research Projects and Consultancy Projects as recommended by the Senate

Reporting Items

Senate Item No.	Senate Resolution No.	Senate Resolution	BOG Decision
Item 11	R9/SENATE/1/13	Nominating Prof. P. K. Bora, IIT Guwahati and Mr. Asim Datta, Asst. Prof. NIT Meghalaya to the Board.	Noted
Item 13	-	Regarding reservations in Admissions for the 50% seats under State quota.	Noted

R7B/BOG-II/2013: The Board **NOTED** the senate resolutions regarding nomination of senate nominees to the Board and reservation in Admissions for the 50% seats under state quota as reported.

Item No. 8 Ratification of Appointment of Technical and Support Staff on Contractual Basis approved by the Director.

The Board considered the following appointments of technical and support staff on contractual basis approved by the Director and decided to ratify the same. It was however suggested that the period of such appointments be restricted to 11 months in future:

Sl. No.	Name	Appointed as	Date of joining	Period of contract	Salary per month (Consolidated) (in Rs.)
1.	Mr.Khraw Kupar Maring	Technician	04-12-2012	One year	10,000/-
2.	Mr.Arkinsan Wankhar		04-12-2012		
3.	Mr. Remond Swer		04-12-2012		
4.	Ms.Rebecca Shadap		04-12-2012		
5.	Mr. Robert Okram		13-12-2012		

6.	Mr. Invenjoy Shabong		14-12-2012			
7.	Mr.Harket Khongsngi	Draftsman	21-01-2013	Till 31-05-2013		10,000/-
8.	Mr.Babitdor Massar	Lab. Asst.	24-01-2013	Till 31-05-2013		12,000/-
9.	Mr.Naren Gogoi	Caretaker, Boys Hostel	02-01-2013	Till 31-05-2013		8,000/-
10.	Mr. Gerald Jyrwa	Caretaker, Boys Hostel	01-02-2013	Till 31-12-2013		15,000/-
11.	Mr. Francis lawphniaw	Technical Assistant	05.03.2013	Till 31-12-2013		10,000/-

R8/BOG-II/2013 : The Board **RESOLVED** to ratify the decision of the Director to appoint technical and support staff on contractual basis as above.

Item No. 9 Any Other item with the permission of the Chair

A. Ratification of approval given by the Director to two faculty members to pursue Ph. D.

Mr. Banriskhem K. Khonglah, Assistant Professor, ECE and Mr. Sanjay Debbarma, Assistant Professor, EEE applied for study leave to pursue Ph. D. in IIT-Guwahati and NIT Silchar respectively. Holding a Ph.D. degree is a prerequisite for getting a regular faculty position in NITs and as per guidelines of MHRD the Institute should encourage and provide necessary facilities to such contract faculty to complete their own Ph.D. either within the Institutes (if facilities exist) or outside.

It may be noted that BoG is the authority to sanction such kind of leave. However, as they had to register for their PhD programmes in December 2012 and January 2013 and no BoG Meeting was scheduled during that time and as it was found that their absence was not going to hamper the academic programme, the Director had approved their requests by granting Mr. Khonglah leave without pay for a period of one year w.e.f. 24.12.2012 and Mr. Debbarma for the period w.e.f. 21.01.2013 to 31.05.2013 subject to approval of the BoG.

The Board deliberated on the matter and decided to allow leave without pay for one semester to the two faculty members to complete the course work of the Ph. D. programme.

R9A/BOG-II/2013: The Board **RESOLVED** to **APPROVE** Leave Without Pay to the two faculty members for a semester to complete the course work of the Ph. D. programme.

B. Administrative approval to the estimates of Boundary Wall at the permanent site at Sohra.

An estimate for construction of Boundary wall at Sohra was circulated amongst the Building and Works Committee (B&WC) members for their technical approval before putting it to BOG for its administrative approval. At the advice of one of the members of the B&WC, Sri Umesh Bansal from CPWD, the estimate was revised to Rs. 566.15 Lakh.

The Board discussed the estimates for construction of the boundary wall and decided to accord administrative approval to the same for initiating the tendering process.

R9B/BOG-II/2013: The Board **RESOLVED** to **accord administrative approval** to the estimate of Rs. 566.15 Lakh for construction of the boundary wall of the permanent site at Sohra and also to initiate the tendering process.

C. Delegation of Power regarding signing of agreements.

As per the Statutes, under Section 17 No.12, all contracts for and on behalf of the Institute are required to be signed by the Director, but the Director shall not be personally liable in respect of anything under such contract.

Again as per the Statutes Section 17 No.16, the Director may with the approval of the Board delegate any of his powers, authorities or responsibilities vested in him by virtue of Act and Statutes to one or more members of Academic or Administrative staff of the Institute.

With the growing of the Institute, tenders and agreements of different kinds and range of small and large values are to be signed this will take up a lot of the Director's time. Therefore a proposal was placed before the Board to delegate the authority of signing of the agreements as following:

- a) Agreements related to rent, supply of materials etc. up to a value of Rs.10.0 Lakhs- Registrar
- b) Agreements related to works up to a value of Rs. 5.0 Lakhs – Executive Engineer

The agreements thus signed will be countersigned by the Director.

The members were also informed that power of approval of such works, purchase etc. will lie with the Director only.

The Board considered the proposal and decided to approve it.

R9C/BOG/1/12: The Board **RESOLVED** to approve delegation of power of the Director to sign agreements to the officers as follows:

- a) Agreements related to rent, supply of materials etc. up to a value of Rs.10.0 Lakhs- Registrar
- b) Agreement related to works up to a value of Rs. 5.0 Lakhs – Executive Engineer.

Director will remain the approving Authority for all such works, purchase etc.

D. Engagement of Mr. Nantu Kma on contractual basis.

An application was received from Mr. Nantu Kma, who is an B.E.(EEE) and MBA and was in the waiting list for the post of Asst. Registrar, for absorption into any suitable openings in NIT Meghalaya. Presently the Institute is in need of a person at the superintendent level, sanction for which was also received from the ministry. However, the completion of recruitment process at the ministerial level will take some time. Therefore, it was proposed to appoint Mr. Nantu Kma on a contractual basis as superintendent for a period of one year at a consolidated salary of Rs.24,000/-, considering that the basic pay + DA thereon + transport allowance at the entry level for the post comes to Rs.24,576/-.

The Board considered the proposal and decided to approve appointment of Mr. Kma on a purely contractual basis for a period of 11 months.

R9D/BOG-II/2013: The Board **RESOLVED** to approve appointment of Mr. Nantu Kma as Supervisory Staff on purely contractual basis for a period of 11 months at a consolidated salary of Rs. 24,000/-.

E. Engagement of Faculty on contractual Basis.

As per the newly adapted Course Curriculum, courses related to Economics, Biology etc. are to be covered under the B. Tech syllabus. But present sanctioned faculty strength being not adequate to cover all those areas, it was proposed to engage some faculty members on purely contractual basis during the period of a semester. If faculties from other reputed organisation in an around Shillong are engaged for this purpose on a per lecture basis it may be allowed to offer them an honorarium of Rs.1000/- per lecture and if some eligible candidates can be engaged, it is proposed to offer them an honorarium of Rs.25,000/- per month.

The Board opined that faculty for such purpose may be engaged as proposed.

R9E/BOG-II/2013: The Board **CONSIDERED** and **APPROVED** the proposal of engagement of faculty on contractual basis on following terms:

- a. per lecture basis at an honorarium of Rs. 1,000/- per lecture, or
- b. on monthly basis at an honorarium of Rs. 25,000/- per month

F. Telephone bill reimbursement to designated officials.

Presently Institute is not providing official phone connection to many of the officials holding post like HOD, Hostel wardens, Faculty-in-charge ,Asst. Registrars etc. These officials have to use their own connection for official purpose beyond office hours and holidays. Therefore it is proposed that reimbursement of telephone expenses may be allowed as per the following limits:-

A. Director	-	Rs.2000/- p.m.
B. Registrar	-	Rs.1000/- p.m.
C. HOD's, Faculty-in-charge, Wardens, Deputy Registrar Asst. Registrar and officers of equivalent rank	-	Rs.750/- p.m..

The Board considered and approved telephone re-imbusement for designated officials as described above.

The matter of telephone re-imbusement facility to the faculty members was also considered and it was decided that they may be allowed to claim telephone re-imbusement as per Government of India norms or as prevalent in other NIT's.

R9F/BOG-II/2013: The Board **CONSIDERED** and **APPROVED** the telephone re-imbusement to designated officials as follows:-

A. Director	-	Rs.2000/- p.m.
B. Registrar	-	Rs.1000/- p.m.
C. HOD's, Faculty-in-charge, Wardens, Deputy Registrar Asst. Registrar and officers of equivalent rank	-	Rs.750/- p.m..

Further, re-imbusement of telephone bills to the faculty members will be as per Government of India norms or as prevalent in other NIT's.

G. Investment of surplus funds in term deposits of public sector and scheduled banks.

The Institute is receiving Funds from the Ministry from time to time for both recurring and non-recurring expenses. However, these funds are now kept in

a current account in State Bank of India at their Malki Branch without any interest income to the Institute. Therefore, it was proposed to invest part of these funds, considering the expenditure trends, into short term deposits in any public sector banks or scheduled banks as notified by the Government of India so that internal revenue can be generated.

The Board considered the proposal and agreed to allow the same.

R9G/BOG-II/2013: The Board **RESOLVED to APPROVE** that considering the expenditure trend, the Institute may invest a part of the unutilized funds in short terms deposits in any public sector banks or scheduled banks as notified by the Government of India.

H. Annual Report and Annual Accounts for the period 2010-11 and 2011-12.

The Board members were informed that the Annual Accounts for the above mentioned period have already been audited by the Principal Accountant General (Audit), Meghalaya and draft report is awaited. Once the audit report is received both Annual Accounts and Annual Report will be placed before the Board for its approval.

As there was no other items, the meeting ended with a thanks to the Chair.

(D.J.Goswami)
Registrar(i/c) & Secy,
Board of Governors,
NIT Meghalaya