30th Meeting of the Board of Governors

Date :Saturday, 14th July, 2012 Time : 11.00 a.m.

Venue: Conference Room of the Institute

ATTENDANCE SHEET

	Name	Signature
Members		
1.	Shri Vishambhar Saran, Chairman	
2.	Shri Prahlad Rai Agarwala, Vice-Chairman	
3	Shri Sajjan Bhajanka	
4.	Shri M. K. Jalan	
5	Shri Vikram Swarup	
6.	Shri H. P. Budhia	
7.	Dr. Sajal Dasgupta	
8.	Dr. Biswapati Chatterjee	
9.	Regional Officer, ERO, AICTE	
10.	Prof. Sekhar Bhattacharjee	14/7/12
11.	Prof. Subhashis Majumder	14/07/12.
12.	Prof. S. Sengupta	
13.	Dr. Pranay Chaudhuri, Member Secretary	14.7.2012
Special Invitees		
14.	Shri H. K. Chaudhary	
15.	Shri S. B. Ganguly	
16.	Shri Probir Roy	
17.	Shri P. K. Agarwal	
18.	Prof. B. B. Paira	14/7/12
19.	Prof. Dr.) D. C. Ray	14/7/12
20.	Dr. S. Biswas	14.7.2012
21.	Dr. Aloke Kumar Sen	14/07/12
22.	Prof. Sobhen Ray	14/7/12

CHAIRMAN'S INITIALS

MINUTES OF THE THIRTIETH MEETING OF THE BOARD OF GOVERNORS HELD ON SATURDAY, THE 14th JULY, 2012 IN THE CONFERENCE ROOM OF THE INSTITUTE

Members Present:

Shri Vishambhar Saran — *in the Chair*
Shri Prahlad Rai Agarwala
Shri Vikram Swarup
Prof.(Dr.) Biswapati Chatterjee
Prof. (Dr.) Sekhar Bhattacharyya
Prof. (Dr.) Subhasish Majumder
Prof. (Dr.) S. Sengupta
Prof. (Dr.) Pranay Chaudhuri — *Member-Secretary*

Leave of Absence was granted to:

Shri Sajjan Bhajanka
Shri M. K. Jalan
Shri H.P. Budhia
Prof. (Dr.) Sajal Dasgupta
Regional Officer, AICTE

Special Invitees:

Shri H.K. Chaudhary
Shri P. K. Agarwal
Prof. B.B. Paira
Prof. (Dr.) Dulal Ch. Ray
Prof. (Dr.) Sambhunath Biswas
Prof. (Dr.) Aloke Kumar Sen
Prof. (Dr.) Sobhen Ray

After granting leave of absence as mentioned above, 'OM' was chanted for three times. The agenda items were then taken up for consideration as follows.

Agenda No. 1: **Confirmation of the Minutes of the 29th Meeting of the BOG held on 07.04.2012**

Minutes of the 29th Meeting of the BOG held on 07.04.2012 were duly circulated. Since no comments were received, these were confirmed.

Agenda No. 2: **Action taken report on the resolutions/decisions made in the last meeting**

The BOG considered and approved, in general, the ATR with the following specific observations :

→ Recognition of members of faculty, staff and students :
- BOG approved the following recommendations in respect of recognition of members of faculty and staff

-- Category : Outstanding Teaching
Shri Souvik Basu, Asstt. Prof., CAC

-- Category : Outstanding Research Accomplishments
Dr. Shreedhara Gupta, Asstt. Prof., Chemistry

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-- Other Categories : None Found Suitable

- BOG approved the proposal for presentation of the awards on the Foundation Day of the Institute (5th September 2012) and also agreed to ratify the selection of students for awards (which would be finalized only after publication of University results) in the next meeting.

→ It was decided that no further action should be initiated for offering vocational degree courses.

Agenda No. 3: **To consider a report on TEQIP-II**

The BOG approved the report including ratification of the revised Institutional Project Budget for Sub-component 1.1. submitted to NPIU through SPFU, the Procurement Plan submitted through PMSS as per requirement of SPFU and NPIU, revised TNA for 2012-2013 as also Action Plan on Training / Development for the period 01.04.2012 to 30.09.2012 and from 01.10.2012 to 31.03.2013, along with the following additions

Programme	Remarks
Professional Development Workshop for students for improvement of Communication Skills, conducted by British Council (under Equity Assurance Plan)	Organized during 14-15.06.2012
Presentation of a paper by Prof. Surajit Bagchi of AEIE Dept. in International Conference on Electronics, Electrical and Computer Science Engineering (EEC 2012) on 07.07.2012	Organized by Uttarakhand Technical Univ. during 7-9.07.2012

The BOG empowered the Principal to further modify any of the above, if required, to be ratified by the BOG in a subsequent meeting. The BOG also approved the following International Travel (already included in the above schedule) utilizing TEQIP grant:

1. Ms. Pramita Sen, Assistant Professor, Department of Chemical Engineering
Name of the Conference: EUROMEMBRANE CONFERENCE 2012
Organized by : European Membrane Society and Imperial College, London
Venue : Queen Elizabeth II Conference Centre, Westminister, London
Status of the paper : Accepted
Date of Conference : 23rd – 27th September 2012

It was further decided that in order to measure the progress of TEQIP, a report should be submitted from the next meeting onwards in the following format:

Amount Budgeted during the quarter	Amount spent till date	How to spend the balance during the remaining period

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Agenda No. 4 : **To consider a report on the activities of the Institute since the last meeting**

The BOG noted and approved the activities of the Institute during the period under report.

The Chairman suggested that the Institute should try for Institutional Membership of FICCI also.

Agenda No.5 : **To report on the appointments and resignations since the last meeting**

The BOG considered and approved the appointments of persons on the basis of recommendations of the respective Selection Committee(s) constituted for the purpose as well as cases of resignation, since the last meeting held on 07.04.2012.

Agenda No.6 : **To consider a proposal for i) Revision of norms for reimbursement of expenses on Official Tour and ii) Modification regarding rules for encashment of Earned Leave**

The BOG approved the above proposals w.e.f. 1st July 2012 as under and advised that the same be duly incorporated in the Service Rules of the Institute:

i) Revision of norms for reimbursement of expenses on Official Tour

A. Travelling Allowance

Category	Amendments approved and to be incorporated in HITK Service Rules
Staff in Professor Grade and above (Director/ Principal/ Jt. Director / Dy. Director)	Economy Air or AC I/II class Rail/Hired Car **(No Change)**
Staff in Associate Professor Grade	AC II Class Rail / Deluxe Bus
Staff in Asstt. Professor Grade / Lecturer (Selection Grade)	AC III Class Rail/ Deluxe Bus **(No Change)**
Staff in Lecturer (Sr. Scale) & Lecturer Grade	AC III Class Rail/ AC Chair Car/ Deluxe Bus **(No Change)**
Administrative Staff below Lecturer grade	II Class Rail /Bus **(No Change)**

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B. Daily Allowance

For tours across the Nation :

Category	Daily Allowance (No Change)		Amendments approved and to be incorporated in HITK Service Rules i/r/o *Hotel / Lodging Expenses*	
	Metro cities Rs.	**Other cities Rs.**	***Metro cities Rs.***	***Other cities Rs.***
Staff in Professor Grade and above (Director/ Principal/ Jt. Director / Dy. Director)	400/-	300/-	*1500/-*	*1000/-*
Staff in Associate Professor Grade	350/-	250/-	*1200/-*	*900/-*
Staff in Asstt. Professor Grade / Lecturer (Selection Grade)	350/-	250/-	*1000/-*	*800/-*
Staff in Lecturer (Sr. Scale) & Lecturer Grade	300/-	200/-	*1000/-*	*800/-*
Administrative Staff below Lecturer grade	250/-	150/-	*800/-*	*600/-*

For International Tours (New):

Country of visit	Approved and to be incorporated in HITK Service Rules	
	Permissible max limit for hotel / lodging	**Daily allowance**
Europe, America, Japan, Australia and New Zealand	$ 100 per day	$ 25 per day
Rest of the world	$ 70 per day	$ 20 per day

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pc.

ii) Modification regarding rules for encashment of Earned Leave

Before 01.07.2010, Earned Leave was encashable at the time of leaving the Institute but now it is applicable only at the time of retirement / death in harness.

The BOG approved that an employee serving for at least 07 years without break be permitted to retire voluntarily and be entitled to all retirement benefits.

Agenda No.7 : **To consider a report on the progress of construction activities**

The BOG expressed satisfaction at the progress of construction activities.

Agenda No.8 : **To consider a report on training and placement activities**

The BOG considered the report of the Training & Placement Cell and appreciated the efforts of the Cell. The BOG advised to explore employment opportunities in the core sector in addition to software industries.

Agenda No.9 : **Any other matter with the permission of the Chair**

a) In response to AICTE, vide Advt. No. RIFD/06(05)/2012 inviting proposals for AICTE Quality Promotion Schemes 2012-2013, it was resolved that Indemnity Bonds be executed, as required, for applications to be submitted to the AICTE for release of grants-in-aid under various Quality Promotion Schemes 2012-2013 such as i) PG Scholarship, ii) MODROBS, iii) RPS, iv) FDP etc.

b) The Chairman, BOG suggested that we have to be aware of what is going to happen after 2 years and plan accordingly. The Chairman, KBT suggested that students should be encouraged to study financial management along with their own regular courses of study. The Govt. Nominee suggested that Entrepreneurship Development should be encouraged.

c) The next meeting was tentatively fixed on 15th September 2012.

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

Confirmed

Vishambhar Saran
Chairman
Board of Governors

15.9.2012

Prof. (Dr.) P. Chaudhuri
Member Secretary
Board of Governors

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