

**MINUTES OF THE THIRTYSEVENTH MEETING OF THE BOARD OF GOVERNORS
HELD ON SATURDAY, THE 5th JULY, 2014 IN THE CONFERENCE ROOM OF THE
INSTITUTE**

Members Present:

Shri Vishambhar Saran *in the Chair*
Shri Prahlad Rai Agarwala
Prof.(Dr.) Biswapati Chatterjee
Prof. (Dr.) Dilip Kumar Pal
Prof. B.R. Saha
Prof. (Dr.) Pranay Chaudhuri *Member-Secretary*

Leave of Absence was granted to:

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

Special Invitees:

Shri Probir Roy
Shri P. K. Agarwal
Prof. B.B. Paira
Prof. (Dr.) Sambhunath Biswas
Prof. (Dr.) Sobhen Ray

After granting leave of absence as mentioned above, 'OM' was chanted for three times.

At the outset, the Chairman congratulated the Team Heritage for putting their best efforts for securing Autonomous Status that deserved serious appreciation for everybody. The Executive Director also expressed deep appreciation for Chairman and Trustees of Kalyan Bharti Trust for their guidance, help and support.

The Principal then introduced Wing Cdr. (Retd.) D.K. Banerji, Joint Registrar as a new member of the Team Heritage.

After a brief self introduction of Joint Registrar, the agenda items were taken up for consideration as follows.

Agenda No. 1: Confirmation of the Minutes of the 36th Meeting of the BOG held on 22.03.2014

Minutes of the 36th Meeting of the BOG held on 22.03.2014 were duly circulated and since no comments were received, it was accepted unanimously.

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

The BOG noted and approved the ATR in respect of decisions taken in the previous meeting.

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

The BOG approved utilization of funds as on 01.07.2014 as under:

Head	Rs (in lac)
Cumulative Expenditure incurred till 01.07.2014	238.194
Committed Expenditure for 07/2014	29.976
Committed Expenditure from 08/2014 to 09/2014	29.412
Balance in hand as on 01.07.2014	4.489

The BOG noted the following expenses incurred during the period under report :

Particulars	Amt (in INR)
Attending Conferences / Workshops / Seminars etc., by members of faculty	84096
Organizing Workshops / Seminars / FDP etc.	266507
Payment of Registration Fees / Publication Fees for qualification upgradation of members of faculty	32963
Teaching Assistantship provided to 49 M.Tech. students	784000
Enhanced Interaction with Industry	19812
Academic Support for weak students	208595
Institutional Management : Capacity Enhancement	23216
Implementation of Institutional Academic Reforms	54000
Paper Presentation by students	24570

The BOG approved procurement of books for Rs. 62,020.00 as proposed.

The BOG also approved the following subject to availability of additional expected funds in view of proposed extension of the project up to 2016:

- A total of 106 TNA applications from faculty for attending National / International Conferences / Seminars / Workshops etc.
- A total of 90 TNA applications from faculty for enhancement of Domain Knowledge
- A total of 8 proposals received from various departments for organizing Seminar / Conference / Workshop etc.
- A total of 5 applications received from faculty for upgradation of qualifications (Ph.D. registration)
- A total of 58 applications received from Technical and Support Staff for attending various programs
- Pedagogical training in respect of faculty, managerial skill development program for admin staff and SDP for non-technical support staff.

The above proposal included following 3 Foreign travels:

Name of the members of Faculty & Staff	Name of the seminar/workshop/conference/Training programmes with venue and date	Total Expen. (in Rs.)
Subhashis Majumder, Professor and HOD of CSE Department	The 8 th Annual International Conference on Combinational Optimization and Application (COCOA'14) at Maui, Hawaii, USA from 19 th to 21 st December, 2014	165000/-
Partha Basuchowdhuri, Assistant Professor of CSE Department	The 8 th Annual International Conference on Combinational Optimization and Application (COCOA'14) at Maui, Hawaii, USA from 19 th to 21 st December, 2014	165000/-
Nilanjana G Basu, Assistant Professor of CSE Department	The 8 th Annual International Conference on Combinational Optimization and Application (COCOA'14) at Maui, Hawaii, USA from 19 th to 21 st December, 2014	165000/-

Agenda No. 4 :

To consider a report on various activities of the Institute since the last meeting

The BOG noted and approved the activities of the Institute during the period under report and congratulated Ms. Sabarni Sen (ECE) and Mr. Avinash Kumar Shaw (ChE) for their grand success in CAT 2013 and GATE 2014 respectively.

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Agenda No.5 :

To consider the Statutes relating to Constitution, Powers and Functions of the authorities of Heritage Institute of Technology, Kolkata as an autonomous institute

The BOG considered and approved the Statutes with minor modifications, as proposed.

- For smooth implementation of autonomy, the BOG approved the following:

A. Academic Council – The BOG nominated the following 4 (four) experts from outside the Institute as Members of the Academic Council, for a tenure of 2 years:

(i) Professor (Dr.) Ananda Mohan Ghosh, Ex-Professor & HOD, Dept. of CST, BESU (now IEST), Shibpur, Howrah

(ii) Professor Manoj Kumar Mitra, Former Dean, FET, JU

(iii) Mr. Ivan Saha, President & Chief Technical Officer, Vikram Solar Pvt. Ltd., Kolkata

(iv) Professor Bibhuti Bhusan Paira, Advisor- HE, KBT

The BOG also approved the name of Prof.(Dr.) Prosenjit Gupta, Professor, Dept. of CSE as Member Secretary of the Academic Council as proposed by the Principal.

Executive Director / Chief Executive Officer, Kalyan Bharti Trust shall be Special Invitee in the Academic Council.

B. Finance Committee – In accordance with the UGC guidelines, the BOG nominated Shri Manoj Saraogi, Manager (F&A) and approved Professor (Dr.) Siuli Roy, Director, Computer Application Centre, as proposed by the Principal, as Members, both for a period of 2 years.

C. Controller of Examinations

In accordance with the UGC guidelines,

- Professor Bibhuti Ranjan Saha, Associate Professor & HOD, Dept. of ChE, was selected for appointment as the Controller of Examinations and
- Professor (Dr.) Anindya Jyoti Pal, Assoc. Professor, Dept. of IT as the Deputy Controller of Examinations

for a tenure of 3 (three) years.

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D. Appointment of Deans : As per Statutes already approved, the BOG decided to appoint the following 3 (three) Deans for a tenure of 3 (three) years:

i. Dean (PG & Research) – Professor (Dr.) Subhabrata Sengupta, D.Sc., Professor, Dept. of BT as Dean (PG & Research)

ii. Dean (UG) – Professor (Dr.) Siddhartha Ray, Professor & HOD, Dept. of ME as Dean (UG)

iii. Dean (Student Affairs) – Professor (Dr.) Prabir Banerjee, Associate Professor & HOD, Dept. of ECE as Dean (Student Affairs).

Regarding payment of honorarium for the extra work to be done by part time functionaries as well as salary of contractual employees to be appointed in the Examination Cell, it was decided that while the honorarium for the Controller of Examinations would be Rs. 8,000/- p.m., to be borne by the UGC (as per UGC guidelines), the Finance Committee was empowered to fix the different rates in respect of honoraria for others, to be borne by the Institute, that would have to be ratified by the BOG in its subsequent meeting(s).

Agenda No.6 : **To consider a policy for sponsoring members of faculty for pursuing Ph.D. under QIP**

The BOG considered and approved the policy for sponsoring members of faculty for pursuing Ph.D. under QIP, as proposed.

The BOG further advised to incorporate the policy in the Statutes along with Leave Rules and to circulate the matter amongst members of faculty.

Agenda No.7 : **To consider a uniform policy for promotion of various categories of staff other than faculty**

The BOG expressed satisfaction over the steps initiated by the HR Department in rationalization of various categories of staff (e.g., Administrative, Accounts, Library, Technical etc.) keeping in view the following vital issues:

→ Defining profile of each job on the basis of

- (a) know-how / technical knowledge required for performing the job
- (b) thinking process / problem solving ability required for the job
- (c) accountability for the output / end result

→ De-linking scales of pay from designations

→ Avoiding multiple layers for almost equivalent jobs

The BOG approved the proposal for placing a comprehensive document in connection with the above subject, complete in all respect, in the next meeting of the BOG for its consideration.

Agenda No.8 : To report on HR related matters since the last meeting

The BOG considered and approved (i) the appointment of 06 persons on the basis of recommendations of the respective Selection Committee(s) constituted for the purpose and (ii) cases of resignation/retirement of 04 persons (along with reasons for their leaving) since the last meeting held on 22.03.2014.

Agenda No.9 : To consider a report on training and placement activities

The BOG considered and approved the report of the Training & Placement Cell.

Agenda No.10 : To consider a report on the progress of construction activities

The BOG expressed satisfaction at the progress of construction activities.

Agenda No.11 : To consider Tentative Budget for the FY 2014-2015

The BOG approved the tentative Income and Expenditure for FY 2014-2015, as estimated, the summary of which is given below:

Particulars	Amt. (Rs. in lacs)
<i>Estimated Income</i>	
Fees & Charges	2965.00
Other receipts	16.00
Total receipts	2981.00
<i>Estimated Expenditure</i>	
Personnel Expenses	2188.00
Educational, Administrative & other expenses	894.00
Total Expenditure	3082.00
Surplus / Deficit for the year	- 101.00
Estimated Capital Expenditure	460.00

Agenda No.12 : **Miscellaneous**

(a) It was decided in the meeting to prepare a list of deficiency, if any, for effective implementation of autonomy. It was also suggested to :

i) review / upgrade the existing facilities in this regard

ii) comply with all formalities as required to be observed as per guidelines issued by the regulatory authorities and

iii) prepare a Road Map for next 3 (three) years.

(b) Resolved that the Institute should apply for recognition u/s 12(b) of the UGC Act, 1956 in order to become eligible to receive grants from the UGC and that the necessary indemnity bond be executed for the purpose.

(c) The next meeting of the BOG was fixed on 01.11.2014

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

P. R. Agawale,
Chairman
Board of Governors

Confirmed

1.11.14

R. L. Ande
Member Secretary
Board of Governors