

# HERITAGE INSTITUTE OF TECHNOLOGY, KOLKATA

38<sup>th</sup> Meeting of the Board of Governors

Date : Saturday, 1<sup>st</sup> November, 2014. Time : 11.00 a.m.

Venue: Conference Room of the Institute

## ATTENDANCE SHEET

Name	Signature
1. Shri P. R. Agarwala	Chairman P. R. Agarwala
2. Shri Vikram Swarup	Vice-Chairman
3. Shri V. Saran	Member
4. Shri N. P. Dalmia	Member
5. Shri H. P. Budhia	Member
6. Shri Siddharth Swarup	Member
7. Prof. (Dr.) Dilip Kr. Pal	Member
8. Prof. (Dr.) N. P. Nayak	Member
9. Ms. Satarupa Bagchi Biswas	Member Satarupa Bagchi Biswas
10. Prof. (Dr.) Pranay Chaudhuri,	Member Secretary

### Invitees:

11. Shri H. K. Chaudhary
12. Shri Sajjan Bhaganka
13. Shri Jaydeep Chitlangia
14. Shri Probir Roy
15. Shri P. K. Agarwal
16. Prof. B. B. Paira
17. Prof. (Dr.) D. C. Ray
18. Prof. (Dr.) S. Biswas
19. Prof. (Dr.) Sobhen Ray
20. Wing. Cdr. (Retd.) D. K. Banerji
21. Shri J. L. Basu
22. Shri Manoj Saraogi

**MINUTES OF THE THIRTYEIGHTH MEETING OF THE BOARD OF GOVERNORS  
HELD ON SATURDAY, THE 01 NOVEMBER, 2014 IN THE CONFERENCE ROOM OF  
THE INSTITUTE**

**Members Present:**

*Shri Prahlad Rai Agarwala*                      *in the Chair*  
*Shri Vikram Swarup*  
*Shri Siddharth Swarup*  
*Prof. (Dr.) N.P. Nayak*  
*Ms. Satarupa Bagchi Biswas*  
*Prof. (Dr.) Pranay Chaudhuri*              *Member-Secretary*

**Leave of Absence was granted to:**

*Shri Vishambhar Saran*  
*Shri N.P. Dalmia*  
*Shri H.P. Budhia*  
*Prof. (Dr.) Dilip Kumar Pal*

**Special Invitees:**

*Shri Sajjan Bhajanka*  
*Shri Probir Roy*  
*Shri P. K. Agarwal*  
*Prof. B.B. Paira*  
*Prof. (Dr.) D. C. Ray*  
*Prof. (Dr.) Sobhen Ray*  
*Wing Cdr. (Retd.) D.K. Banerji*  
*Shri J.L. Basu*  
*Shri Manoj Saraogi*

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

**Agenda No. 1:              Welcome to the new Chairman and new Members**

At the outset, the Principal welcomed the Chairman and new Members to the meeting. He informed the house that Shri V. Saran, Ex-Chairman has conveyed his congratulations and best wishes to the new Chairman. The Chairman welcomed all the members and invitees. He requested the new faculty representatives to introduce themselves. He wanted to put it on record a note of appreciation in recognition of the guidance of Mr. V. Saran as the Chairman and cooperation of all other members in discharging the proceedings of the house smoothly and effectively. He then requested all the members and invitees to introduce themselves.

Agenda No. 2:

**Confirmation of the Minutes of the 37<sup>th</sup> Meeting of the BOG held on 05.07.2014**

Minutes of the 37<sup>th</sup> Meeting of the BOG held on 05.07.2014 were duly circulated and since no comments were received, it was accepted unanimously.

*Matters arising :*

In this context, the Accounts Department has forwarded two observations as under:

→ In terms of 4.4.2 of Service Rules, encashment of leave will consist of Basic pay and Dearness Allowance in case of regular employees and consolidated amount in case of contractual employees

-- For contractual employees, the amount should be 70% of the consolidated pay for the purpose of leave encashment.

→ As per approved policy for sponsoring members of faculty under QIP, a member of faculty eligible for Ph.D. under QIP will be granted leave with full pay and that full pay means Basic Pay, AGP and other allowances.

-- The word "other allowances" should be substituted by "Dearness Allowance".

The BOG approved both the above points and instructed necessary changes in the Service Rules of the Institute.

Agenda No. 3:

**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.

However, it was pointed out in the meeting that uniform policy for promotion of various categories of staff other than the faculty should be placed as a regular agenda item in the next meeting of the Board.

Agenda No. 4:

**To consider a report on TEQIP-II**

The BOG approved utilization of funds as on 30.09.2014 as under:

Sl. No.	Head	Rs. (in Lakhs)
1.	Unspent Balance as on date (30.9.2014)	70.187.
2.	Cumulative Expenditure incurred in the project as on date 30.9.2014	269.813
3a.	Committed expenditure for the month of October, 2014	15.030
3b.	Expenditure on pipeline from October to December, 2014	31.412

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The BOG approved the Action Plan up to December 2016 sent to NPIU on 09.07.2014 showing an additional requirement of Rs. 1.71 crores over Rs. 4 crores.

The BOG approved the following :

- Expenditure incurred in connection with participation of 18 members of faculty in various conferences / workshops / seminars / training programmes outside the campus : Rs. 5,03,861/-
- Expenditure incurred for organizing 5 (five) no. of FDP / Workshop / Seminar / National Conference: Rs. 2,24,416/-
- Ph.D. Registration Fee : Rs. 22,000/-
- Expenditure for participation of 22 members of faculty in FDP for effective teaching organized by IIT, Kharagpur during 24-26/09/2014: Rs. 63,000/-
- Industry visits by students: Rs. 33079/-
- Expenditure for paper presentation by 6 (six) students UG & PG: Rs. 27,229/-
- Requirement of DTH and Internet Services for QEEE programme : Rs. 9,100/-
- Extension of services of Mr. Subhajyoti Dutta, Office Assistant for a further period of 6 months w.e.f. 22/07/2014 (@ Rs. 8,000/- per month)
- Proposal for attending Seminars / Conferences / Training courses by 15 members of faculty for attending various conferences / workshops / seminars / training programmes outside the campus involving an estimated expenditure of : Rs. 2,06,250/-
- M.Tech. Teaching Assistantship to be provided to the following students :  
Ms. Sraboni Ghosh (AEIE), Shri Dibyajit Lahiri (BT), Ms. Ambari Pyne (CSE), Shri Saikat Bandyopadhyay (CSE), Ms. Shaoni Pal Choudhury (ECE), Ms. Raka Maity (ECE-VLSI) and Shri Snehashis Koley (BT), Shri Apurba Ghosal (ECE), on merit-cum-means basis.
- Proposal for conducting 4 (four) remedial classes involving an estimated expenditure of Rs. 22,200/-

→ Proposal for attending International Conferences by students, to be held in India, involving an estimated expenditure of Rs. 14,990/-

→ Proposal for procurement of the following E-journals :

Sl. No.	E-Journal's Name	Dept.	Estimated Amount (Rs.)
1	ASTM Digital Library for the AY 2014-15	Institutional	76,000/-
2	RMIT for the AY 2014-15		45,000/-
3	J-GATE Social Management for the AY 2014-15		70,000/-
4	J-GATE Engineering for the AY 2014-15		70,000/-
5	IEEE ASPP for the AY 2014-15		3,90,000/-
	TOTAL		6.51,000/-

The Principal informed the house that he had attended a meeting conducted by NPIU in New Delhi on 16-17-10.2014, in which different institutes were requested to review their Vision and Mission.

Agenda No. 5 :

**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 the Institute for acquiring autonomous status. In this context, Shri Sajjan Bhajanka suggested that the Institute might consider succession planning at each level in every 5 years, if possible. The BOG also noted the following :

→ Result of WBUT Even Semester exam held in May-June 2014

→ R&D grant of Rs. 14,64,000/- awarded by SERB, DST to Dr. Abhijit Samanta, Dept. of Physics for the project entitled "Search for New Physics beyond Standard Model: Insights from LHC and neutrino experiments"

→ Patent entitled "Improved Merge Sort Algorithmn by Creating Better Partitions" filed by Dr. Subhashis Majumder, Professor & HOD, Dept. of CSE on 31.07.2014 (Patent Docket No. : 9133)

→ Signing of MOU with Baid Power Services Pvt. Ltd for bridging the industry and the academic as an I-I-I activity and conduct collaborative R&D programs on topics relevant to both the organizations

→ Signing of MOU with Sankalp Semiconductor Pvt. Ltd., Kolkata (in progress).

→ Biggest achievement of Rotaract Club of HIT to become the "3<sup>rd</sup> Best Club in the Rotary International District 3291".

→ Special Program – following 3 (three) Invited Lecture sessions on "Biotechnology and Membrane Science" organized by the Dept. of ChE for members of faculty of the Departments of BT & ChE (under the aegis of TEQIP-II) :

-- Session 1 : Modeling of Biotechnology and Food Industry Processes chaired by Prof. Stefano Curcio, Univ. of Calabria, Italy

-- Session 2 : Biofuels from residual Biomass chaired by Prof. Vincenzo Calabro, University of Calabria, Italy

-- Session 3 : Membrane Bioreactors in integrated processes for waste treatment and minimization chaired by Dr. Sudip Chakraborty, Univ. of Calabria, Italy

**Agenda No.6 : To consider the recommendations of the Finance Committee**

The BOG considered and approved the minutes of the 1<sup>st</sup> Finance Committee Meeting held on 28.07.2014.

**Agenda No.7 : To consider the recommendations of the Academic Council**

Academic Council Meetings were held on 10.07.2014, 25.07.2014 and 19.09.2014. Salient recommendations of the Council were as follows :

- (i) Nomination of 2 (two) experts in each BOS
- (ii) Approval of Curricular Structure for 1<sup>st</sup> year B.Tech. and 1<sup>st</sup> year M.Tech. under autonomy
- (iii) To submit an appeal to UGC for including MCA under the purview of autonomy
- (iv) Approval of Curricular Structure for 2<sup>nd</sup> year to 4<sup>th</sup> year B.Tech. and 2<sup>nd</sup> year M.Tech.
- (v) Approval of names of Examiners for 1<sup>st</sup> Semester Examinations, B.Tech. & M.Tech. to be held in Dec<sup>r</sup> 2014

The BOG considered and approved the above recommendations of the Academic Council.



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

The BOG considered and approved the report of the Training & Placement Cell. The Training & Placement Officer explained the future planning and said that 108 out of 745 students would be difficult to be employable since they were having backlogs. In this context, Shri Sajjan Bhajanka suggested that an all-out effort should be made to find companies with limited budget so that such students could be placed, might be at the lower level, to the extent possible.

**Agenda No.9 : To consider a report on the progress of construction activities**

The BOG expressed satisfaction at the progress of construction activities.

**Agenda No.10 : To report on HR related matters since the last meeting**

The BOG considered and approved (i) the appointment of 29 persons on the basis of recommendations of the respective Selection Committee(s) constituted for the purpose (ii) cases of resignation/retirement of 03 persons (along with reasons for their leaving) and (iii) Career Progression in respect of 04 persons since the last meeting held on 05.07.2014.

**Agenda No.11 : To consider a report on various Anti Ragging measures**

The BOG appreciated and expressed satisfaction over the report on various Anti Ragging measures

**Agenda No.12 : Miscellaneous**

(i) The Policy for promotion of Non-Teaching staff that was placed on the table could not be discussed as some members suggested that it should be placed in the next BOG meeting so that all members will have sufficient time to study the Policy.


(ii) The proposal for introduction of pre-employment medical check up for all employees : both teaching and non-teaching, on payment of appropriate fees by the candidates themselves, before they are given a regular appointment, was approved by the BOG. The BOG also approved that the final appointment letter would be issued only on receipt of a satisfactory medical report from Suraksha on Rajdanga Main Road with which there is already such an arrangement for the Heritage School.

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

  
**Prahlad Rai Agarwala**  
Chairman  
Board of Governors

21.2.15.  
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**Prof. (Dr.) P. Chaudhuri**  
Member Secretary  
Board of Governors