

HERITAGE INSTITUTE OF TECHNOLOGY, KOLKATA

40th Meeting of the Board of GovernorsDate : Saturday, 23rd May, 2015

Time : 11.00 a.m.

Venue: Conference Room (A Building) of the Heritage Campus

ATTENDANCE SHEET

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

Invitees:

13. Shri H. K. Chaudhary
14. Shri Sajjan Bhajanka
15. Shri Jaydeep Chitlangia
16. Prof. (Dr.) Sajal Dasgupta *[Signature]*
17. Shri Probir Roy *[Signature]*
18. Shri P. K. Agarwal *[Signature]*
19. Prof. B. B. Paira *B. B. Paira 23/5/15*
20. Prof. K. K. Chaudhuri *K. K. Chaudhuri 23/05/15*
21. Prof. (Dr.) D. C. Ray
22. Prof. (Dr.) S. Biswas *S. Biswas 23.5.2015*
23. Prof. (Dr.) Sobhen Ray *[Signature] 23/5/15*
24. Prof. J. L. Basu *J. L. Basu 23/5*
25. Shri Manoj Saraogi

CHAIRMAN'S
INITIALS

**MINUTES OF THE FORTIETH MEETING OF THE BOARD OF GOVERNORS
HELD ON SATURDAY, THE 23rd MAY, 2015 IN THE CONFERENCE ROOM
OF THE INSTITUTE**

Members Present:

Shri Prahlad Rai Agarwala *in the Chair*
 Shri Vikram Swarup
 Shri Siddharth Swarup
 Smt. Madhumita Ray
 Prof. (Dr.) Dilip Kumar Pal
 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

Special Invitees:

Prof. (Dr.) Sajal Dasgupta
 Shri Probir Roy
 Shri P. K. Agarwal
 Prof. B.B. Paira
 Prof. K.K. Chaudhuri
 Prof. (Dr.) Sambhunath Biswas
 Prof. (Dr.) Sobhen Ray
 Prof. J.L. Basu

After granting leave of absence as mentioned above, the Chairman welcomed all the members and invitees present in the meeting. He specially welcomed Ms. Madhumita Ray, IAS, Additional Secretary, Department of Higher Education and State Government Nominee, who was attending the meeting for the first time. 'OM' was then chanted for three times.

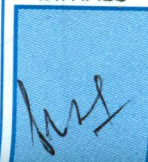
Agenda Item No. 1: Confirmation of the Minutes of the 39th Meeting of the BOG held on 21.02.2015

Minutes of the 39th Meeting of the BOG held on 21.02.2015 were duly circulated and since no comments were received, it was confirmed. In response to a query made by Prof. Sajal Dasgupta, it was clarified that the expenditure of Rs. 20.96 lacs disbursed for payment of Teaching Assistantship for M.Tech. students was meant for the entire period since inception. Furthermore, two suggestions were received : (i) apart from writing only 40th meeting, it should be mentioned as 4th meeting of the Academic Year 2014-2015 and (ii) instead of Agenda No. 1, it should be Agenda Item No. 1.

Agenda Item 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.

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The BOG further noted that the uniform policy for promotion of various categories of staff other than faculty was placed under Agenda Item No. 10 as a separate agenda.

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

The BOG approved utilization of funds as on 31.03.2015 as under:

Sl. No.	Head	Rs. (in Lakhs)
1.	Unspent Balance as 31.3.2015	86.902
2.	Cumulative Expenditure incurred in the project as on 31.3.2015	313.098
3a.	Committed expenditure for the month of April, 2015	20.995
3b.	Expenditure on pipeline from April to May, 2015	13.995

The BOG also ratified the revised Institutional Development Proposal (IDP) for the extended project period till October 2016, together with a summary of additional fund requirement of Rs. 123 lacs, duly submitted to NPIU.

The BOG further approved the following :

- 135 TNA applications received from members of faculty and staff, besides TNA for pedagogical, managerial skill and non-technical staff development, subject to availability of additional funds.
- An expenditure of Rs. 1,53,555/- incurred in connection with members of faculty and staff attending various conferences / workshops / seminars / training programs outside the campus
- An expenditure of Rs. 1,21,172/- incurred in connection with organizing 2 (two) workshops
- An expenditure of Rs. 1,500/- in connection with publication and qualification upgradation of a member of faculty attached to the IT Dept.
- An expenditure of Rs. 74,123/- incurred in connection with Industrial Visits of students for enhanced interaction with industry.
- An expenditure of Rs. 1,68,100/- incurred in connection with Hospitality for campus recruitment drive during September 2014.
- An expenditure of Rs. 18,995/- incurred in connection with organizing lectures by experts from Industry
- An expenditure of Rs. 76,000/- towards providing academic support for weak students under the aegis of Finishing School.

- An expenditure of Rs. 19,050/- incurred towards presentation of papers by students
- Ratification of an expenditure of Rs. 9,000/- incurred in connection with organizing a lecture program with experts from Industry with the approval of the Principal as Member Secretary, BOG.
- Ratification of an expenditure of Rs. 39,030/- incurred in connection with members of faculty and staff attending various programs with the approval of the Principal, Member Secretary, BOG.
- An expenditure of Rs. 9,48,500/- proposed to be incurred in connection with organizing
 - A 3-day International Conference on "Advances in Bioprocess Engineering and Technology (ICABET-2016)" to be organized by Depts. of ChE and BT from 20-22.01.2016 and
 - A 5-day FDP on "Embedded System and PCB Design" to be organized by the Dept. of AEIE from 06-10.07.2015

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

The BOG noted the following :

- Signing of MOU with University of Alabama at Birmingham, USA to promote Joint Research Activities in Biotechnology in the field of genome-wide and epigenome-wide association studies related to chronic diseases of metabolic origin.
- A summary report highlighting major research achievements and new initiatives in respect of NBA accredited departments.
- Special Lectures / Seminars / Workshops organized during the period under report.

Agenda Item No.5 : To consider the recommendations of the Academic Council (AC)

- 5th meeting of AC was held on 21.04.2015 in which the following salient recommendations were made:
 - It was proposed that the specific changes made in the new detailed syllabi as compared to the corresponding WBUT curricular structures should be highlighted by each concerned department, and be presented to the Council in its next meeting.

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-- It was also resolved that each department concerned should re-check their respective curricular structure / detailed syllabi thoroughly before uploading them to the Institute's website.

-- Conduct of supplementary examinations: It was agreed to continue, for the time being, to follow the same rule as followed by the parent University of holding separate supplementary examination for final year (7th & 8th semester) after publication of results of final semester. If infrastructural and logistic support improves in future, supplementary examinations could be arranged for all semesters with kind approval of Academic Council.

-- Lateral entry B Tech 2nd year students, admitted with B.Sc. degree, will have to qualify in the following two papers as audit course in their 2nd year:

1. Engineering Mechanics [MECH1101]
2. Engineering Drawing [MECH1012]

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

Agenda Item No.6 : To consider a report on training and placement activities

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

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

The BOG expressed satisfaction at the progress of construction activities.

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

The BOG considered and approved (i) the appointment of 10 persons on the basis of recommendations of the respective Selection Committee(s) constituted for the purpose (ii) cases of resignation/ retirement of 08 persons (along with reasons for their leaving) since the last meeting held on 21.02.2015.

Agenda Item No.9 : To consider and approve document on Good Governance

One of the requirements of TEQIP-II was that each institute under the program should have its own guideline for Good Governance, in tune with the suggestions of the World Bank, as communicated by NPIU.

Accordingly, a document on Good Governance was prepared which was approved by the BOG for implementation.

Agenda Item No.10 :To consider a uniform policy for promotion of various categories of staff other than faculty

A uniform policy for promotion of various categories of staff other than faculty was developed and placed for consideration of the BOG.

As per the Policy

- A self appraisal format developed by HR Department would be distributed to each employee in the month of January to be returned to the respective HOD within 7 days from the date of receipt of the format.
- The HOD would assess the employee as per procedure prescribed in the Policy and completed format would have to be submitted to the HIT Principal OR the Executive Director (for those on deputation to KBT).
- Final Annual Appraisal Meeting would be held in March between the duly constituted Departmental Promotion Committee (DPC) and the individual employee.

The BOG considered and approved the above Promotion Policy along with rationalization of various categories of post, which would be a pre-requisite, for implementation with effect from 2016.

Agenda item No. 11: Budget estimate for the financial year 2015 – 2016

BOG approved the Budget estimate for the financial year 2015 – 2016 recommended by the Finance Committee in its meeting held on 9th March, 2015 at 11.00 a.m.

Agenda Item No.12: Miscellaneous

- (i) The Executive Director pointed out that the Institute was unable to submit application to UGC for recognition under 12(B), which is a pre-requisite for NAAC, because of temporary affiliation by MAKAUT and requested the University Nominee to kindly take up the matter with the University.
- (ii) Prof. Sajal Dasgupta pointed out that actions taken for prevention of ragging should be included as an Agenda Item for the next meeting of the BOG
- (iii) The date of the next meeting of the BOG was tentatively fixed on 22.08.2015.

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

Confirmed
P. R. Agarwal
Prahlad Rai Agarwala
 Chairman
 Board of Governors

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

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