

**Minutes of the 6th Meeting of the Executive Committee held on 14.12.2016**

The sixth meeting of the Executive Committee of the Indian Institute of Information Technology, Kota was held on 14.12.2016 at 10:00 am in the Board Room of MNIT, Jaipur. The Meeting was chaired by Prof. Uday Kumar RY, Director, MNIT, Jaipur, Mentor Director of the IIIT, Kota and attended by the following:

01	Shri Manoj Agrawal	Representative – M/s Cairn India Ltd.
02	Shri Shashwat Kulsherstra	Representative – M/s Cairn India Ltd.
03	Shri Narendra Sharma	Representative – M/s Vakrangee software's Pvt. Ltd.
04	Shri Mihir Chatterjee	Representative – M/s Genpact
05	Sh. Devendra Saxena	Representative – M/s National Engineering Industries
06	Prof. M.S. Gaur	Coordinator- IIIT, Kota
07	Dr. Ashok Kumar Solanki	Registrar, MNIT
08	Shri Mahesh Kumar Sharma	Consultant- IIIT Kota

At the outset Chairman Professor Uday Kumar RY welcomed the members and acknowledged their contribution towards the growth of the Institute.

After detailed deliberations, the following decision were taken-

S.No.	Agenda	Resolution
6.01	Confirmation of minutes of 5 th Meeting (June 27, 2016) of EC	The minutes of 5 th EC were Confirmed without any change.
6.02.01	Regarding grant of relaxation for travelling by the flights other than flights of Air India	Action taken was noted and approved.
6.02.02	Issue regarding enactment of IIIT Act.	It was resolved that the copy of the tentative draft bill may be made available to the members of the executive Committee personally with a request to kindly intimate there suggestions within a week so that these may be discussed in the proposed meeting to be convened by MHRD on 23th December 2016. The Industry partners may attend the proposed pre-

		legislative-consultation meeting with their valuable suggestions.
6.02.03	Issue regarding Conferment/Grant of Degrees to the 1 st batch passing out in year May 2017.	Action taken was confirmed with an advice to go ahead with vigorous pursuance with the MHRD and other departments concerned. EC also suggested to engage MNIT Jaipur for grant of the degree for the first batch if the IIIT (PPP) bill remains under process.
6.02.04	Approval of the Information to be uploaded on the Website of the Institute as required under RTI Act.	Action taken was noted and confirmed.
6.02.05	Proposal for isolating a separate procurement process for of IIIT, Kota by appointing an Assistant Registrar who will follow prescribed procurement process (of MNIT) for clarity of capitalization. A separate stock register for IIITK should be kept at IIIT office only. A qualified internal auditor service shall be procured for the process scrutiny wherever required. Coordinator shall issue purchase order as per rules and approvals for the procurement of material not only expendable or consumables articles but also articles of permanent stocks of the nature of Plant, Machinery, Instruments Furniture, Equipment and Fixtures etc. Coordinator shall identify any suitable superannuated person having requisite experience and shall get him/her associated after due approval. Stock register for IIITK shall be maintained at IIITK office now onwards which is currently kept at Central store of MNIT Jaipur through relocation. AR (S&P) of of MNIT Jaipur shall continue to be associated in the process.	Action taken was noted and confirmed. After confirmation necessary relocation shall be done at the earliest once necessary manpower gets identified.
6.02.06	Creation of Training and Placement Cell in the Institute along with creation of post of Training and Placement officer/faculty of management (through TRF).	Action taken was noted with an advice to expedite the Creation of training and placement cell.
6.02.07	To consider and approve Annual Accounts for the Years 2012-2013, 2013-2014 and 2014-2015.	Action taken was noted
6.02.08	The revisions of bands of Consolidated Pay for Contract Faculty. The respective consolidated salary shall be recommended by the truncated selection committee on the basis if the merit. Type I- Rs.70000 to Rs90000 Type II- Rs. 60000 to Rs 80000 Type III- Rs. 55000 to Rs70000	Action taken was noted and confirmed.

nfa

6.02.09	Approval for introduction of curriculum as proposed by the workshop held on 22 nd May 2016 for B-Tech, ECE and CSE from ensuing session after approval of the Senate.	Action taken was noted and confirmed.
6.02.10	Starting Scholarship for deserving students (Merit cum need) from corpus created	Action taken was noted with an advice to expedite the finalization of the scholarship scheme at the earliest so that they become available from January 2017 semester. The necessary fund flow should be ensured as per availability.
6.02.11	Intel lab of IoT at IITK through MoU route	Action taken was noted with an advice to expedite the execution of intel lab of IoT at IIT Kota.
6.02.12	M. Tech (Research) with five seats to support TAs	Action taken was noted with an advice to expedite to ensure implementation of EC decision as early as possible.
6.02.13	Creation of one dedicated VCR for IITK with estimated expenses of Rs.50 lacs. Partial support for GIAN courses from IITK. Very useful for students and faculty of IITK. This expense shall be from corpus created from interest accrued from contributions of the industrial partners.	Action taken was noted with an advice to expedite the creation of dedicated VCR at the earliest at an estimated cost of Rs. 50 Lakh.
6.02.14	Industry organized courses at IITK Very well taken. Plan to run one pilot per semester for next few semesters to create a functional model. This expense shall be from corpus created from interest accrued from contributions of the industrial partners.	Action taken was noted and the Director and Coordinator were authorized to approve suitable expenditure which is likely to be incurred from the corpus money available.
6.02.15	Summer internships to the students worked during summer 2016. It is proposed that support for subsistence (stay and food) may be provided to the students on confirmation of their internships by the faculty handling them. This expense shall be from corpus created from interest accrued from contributions of the industrial partners.	Action taken was noted and confirmed.
6.02.16	Outsourcing few services like education hosting and test services like OpenEdx (IITKx) till technical support staff is appointed and infrastructure is created.	Action taken was noted and confirmed.
6.02.17	MNIT Jaipur Registrar as a special invitee to IITK EC. He will continue to support Director and Coordinator IITK till full time Registrar of IITK gets recruited on Administration and Accounts alongwith policy matters of IITK.	Action taken was noted and confirmed.

6.02.18	Proposal for replacement of Shri R. K. Dubey , by Dr. Suman Rathore from MNIT as AR Academics for IIIT Kota , as an Independent entity with effect from 1 st July 2016. The proposal was considered and approved.	The Director and the Coordinator were authorized to take suitable action.
6.03	Fresh Items	Resolution
6.03.01	To discuss salient features of tentative draft of Indian Institute of technology bill 2016 likely to be promulgated in the parliament. The meeting for final discussion is scheduled on December 23, 2016 at New Delhi.	It was resolved that the copy of the tentative draft bill may be made available to the members of the executive Committee personally with a request to kindly intimate there suggestions within a week so that these may be discussed in the proposed meeting to be convened by MHRD on 23th December 2016. The Industry partners may attend the proposed pre-legislative-consultation meeting with their valuable suggestions.
6.03.02	To consider proposal for grant of AGP and GP to teaching and non- teaching staff. Currently only consolidated salaries are offered but other IIITs (PPP) are offering contract position with AGP and benefits. This will ensure attrition containment of the meritorious candidates. In addition, IIITK need to look at offering NPS benefits and medical insurance for the faculty members on contract basis. There is an existing model of faculty recruitment at NITs and IITs for the contract appointments, which can be considered and adopted to ensure reduced attrition of faculty members. The current proposal shall be limited to the entry level of Assistant Professor having completed PhD. Those who have submitted PHD shall continue to provided with consolidated salary and available benefits.	It was resolved to authorize the Director and Coordinator to take suitable action in this regard for adoption. Existing contracts may be revised through an empowered committee.
6.03.03	To consider proposal for initiating recruitment process for regular/contract faculty for IIIT Kota. this proposal in line with item no. 6.03.2	It was resolved to expedite the regular recruitment process at the entry level at the earliest. In the absence of Act of Parliament (under process) best practices of IITs and other similar IIITs shall be adopted. It was resolved to authorize the Director and Coordinator to take suitable action in this

Handwritten signature

		regard.																																
6.03.04	To ratify engagement of Sh. K. C. Jain (Retired professor of MNIT) as visiting professor in IIIT Kota with effect from August1,2016.	It was resolved to ratify of the said engagement in accordance with the rules and regulations. Also the Director and coordinator may take suitable decision in similar cases on case to case basis as and when required in future.																																
6.03.05	<p>To consider engagement of following Non- teaching staff for IIIT Kota on contractual basis for a period not more than one year. Completely online process shall be followed for the appointment and contractual positions shall be offered as available act of IIIT/NIT (Mentor Institute)</p> <table><tr><th>S.No</th><th>Name of The Post</th><th>Nature of Work</th><th>No. of Posts</th></tr><tr><td>01</td><td>Registrar</td><td>Overall in charge of administration and custody of Record.</td><td>00</td></tr><tr><td>02</td><td>Finance officer</td><td>Supervision of Accounts & Finance along with budgetary control and accounting.</td><td>00</td></tr><tr><td>01</td><td>Office Manager (Establishment and Administration)</td><td>General Administration & Miscellaneous</td><td>01</td></tr><tr><td>02</td><td>Office Manager (Accounts and Finance)</td><td>Accounts & finance</td><td>01</td></tr><tr><td>03</td><td>Multi Task Office Assistants (Establishment and Administration)</td><td>General Administration & Miscellaneous</td><td>01</td></tr><tr><td>04</td><td>Multi Task Office Assistants (Accounts and Finance)</td><td>Accounts& Finance</td><td>01</td></tr><tr><td>05</td><td>Library Information officer</td><td>Overall in charge of library</td><td>01</td></tr></table>	S.No	Name of The Post	Nature of Work	No. of Posts	01	Registrar	Overall in charge of administration and custody of Record.	00	02	Finance officer	Supervision of Accounts & Finance along with budgetary control and accounting.	00	01	Office Manager (Establishment and Administration)	General Administration & Miscellaneous	01	02	Office Manager (Accounts and Finance)	Accounts & finance	01	03	Multi Task Office Assistants (Establishment and Administration)	General Administration & Miscellaneous	01	04	Multi Task Office Assistants (Accounts and Finance)	Accounts& Finance	01	05	Library Information officer	Overall in charge of library	01	It was resolved to authorize the Director and Coordinator to take suitable action with an advice that a provision may be made for extension of contractual appointment for a further period of one year on the basis of evaluation of performance of the personnel concerned on case to case basis through a suitable review process.
S.No	Name of The Post	Nature of Work	No. of Posts																															
01	Registrar	Overall in charge of administration and custody of Record.	00																															
02	Finance officer	Supervision of Accounts & Finance along with budgetary control and accounting.	00																															
01	Office Manager (Establishment and Administration)	General Administration & Miscellaneous	01																															
02	Office Manager (Accounts and Finance)	Accounts & finance	01																															
03	Multi Task Office Assistants (Establishment and Administration)	General Administration & Miscellaneous	01																															
04	Multi Task Office Assistants (Accounts and Finance)	Accounts& Finance	01																															
05	Library Information officer	Overall in charge of library	01																															



	06	Junior Technical Managers	Technical work	05 (2: ECE, 02: CSE; 01: Networks)																	
6.03.06	One personal assistant for IIITK office preferably a qualified Secretary can be appointed on be contract basis at suitable professional grade for overall office coordination and management.				Proposal was considered and approved after detailed discussions. This may be implemented through manpower agency initially.																
6.03.07	Ratification of the payments made for the services to MNIT personnel till date as detailed in annexure A				It was resolved to ratify the said payments from IIITK. The EC suggested that a mechanism may be evolved for paying per service section be created in future. It was resolved to authorize the Director and Coordinator to take suitable action in this regard for adoption.																
6.03.08	<div>To consider delegation of revised financial powers to various officer as detailed below</div> <table><tr><th>S. No.</th><th>Name of officer</th><th>Existing power</th><th>Proposed power</th></tr><tr><td>01</td><td>Assistant Registrar(A/cs)</td><td>15,000.00</td><td>25,000.00</td></tr><tr><td>02</td><td>Coordinator, IIIT Kota*</td><td>50,000.00</td><td>2,50,000.00</td></tr><tr><td>03</td><td>Registrar, MNIT*</td><td>1,00,000.00</td><td>2,50,000.00</td></tr></table> <div>* Full powers for payments of salary/ remuneration and all statutory dues subject to budget provision in case Mentor Director/Director is not present in the office on salary days.</div>				S. No.	Name of officer	Existing power	Proposed power	01	Assistant Registrar(A/cs)	15,000.00	25,000.00	02	Coordinator, IIIT Kota*	50,000.00	2,50,000.00	03	Registrar, MNIT*	1,00,000.00	2,50,000.00	The proposed delegation of financial power was discussed at length and was approved as proposed. These powers will be exercised jointly by the Coordinator and Registrar. This delegation shall cover services, equipment and travel within the proposed delegated powers.
S. No.	Name of officer	Existing power	Proposed power																		
01	Assistant Registrar(A/cs)	15,000.00	25,000.00																		
02	Coordinator, IIIT Kota*	50,000.00	2,50,000.00																		
03	Registrar, MNIT*	1,00,000.00	2,50,000.00																		
6.03.09	To consider proposal for taking up the matter regarding non refund of Bank Guarantee to the Industrial partners by the department of Technical education, Government of Rajasthan with the Chief Secretary.				The proposal was discussed and approved. A reminder shall again be sent to Government of Rajasthan regarding this matter.																
6.03.10	To Consider grant eight casual leaves in a calendar year and grant of Rupees 1000.00 per day to the teaching staff being called on holidays to perform official duties towards conveyance charges and working lunch. This shall be applicable to pending cases in the current financial year (Post April1, 2016). Within contract period any compensatory leave shall be adjusted to against availed leave period.				The proposal was discussed and approved.																



6.03.11	To consider the proposal for availing sports facilities of MNIT by to IIIT Students	The proposal was discussed and approved with and advice to pay suitable remuneration to SAS officer of MNIT to be decided by the Director and Coordinator on the lines of remuneration being paid to MNIT Staff.
6.03.12	To consider proposal for issuing a D.O. reminder to the chief secretary, Government of Rajasthan for release of stipulated State Share.	The proposal was discussed and approved. A communication shall be initiated by the Director in this regard.
6.03.13	To consider proposal for preparing a panel of eminent technologists/ Industrialist/ Educationalists for appointment of Chairperson of the Board of Governors for consideration by the MHRD/ the visitor.	After thorough discussion it was resolved to identify eminent technologists/ Industrialist/ Educationalists belonging to Rajasthan and request them to give their consent. Names of Shri Anil Agarwal and Shri Dinesh Nandwana Chairpersons of Vedanta group and Vakrangee Software's Ltd. respectively were suggested by Shri Manoj Aggarwal and Shri Narandra Sharma. This panel once prepared shall be forwarded by the Director to MHRD for their consideration.
6.03.14	To consider proposal for hiring 10 - 12 quarters from MNIT (Acharya Bhawan) for hostel and approve the Draft MoU.	The proposal was discussed and approved. The Director and Coordinator were authorized to take suitable decision.
6.03.15	To ratify the expenses made on resource persons and support facilities along with refreshment etc. under GIAN course sponsored by MHRD.	The Expenses made on resource persons and support facilities along with refreshment etc. under GIAN course sponsored by MHRD were considered and approved. The EC noted that this is a useful initiative for brand building of IIITK. In the current round (2017), this support may be continued and faculty members of IIITK may be involved in the courses directly as well.
6.03.16	To approve guidelines for payment for CPDA out of Corpus Fund.	It was resolved to go ahead with the decision taken by the EC in its 5 EC(Item No. 5.08.0)




6.03.17	To consider proposal for giving membership to faculties in academic bodies.	The proposal was considered and approved.
6.03.18	To consider proposal to explore possibilities of development of ERP system on the lines MNIT or any other functional IITs. A survey has been done in IIT Hyderabad and IIT Gandhinagar to evaluation from any existing solution provider and accordingly adopted such that at the existing records get automated with due diligence.	The proposal was considered and approved. The evaluation and procurement may be expedited before the first batch passes out. It was resolved to authorize the Director and Coordinator to take suitable action in this regard.
6.03.19	To consider proposal for deployment of a full time personnel in the office of the Mentor Director's office for looking after matters relating to IIIT Kota.	The matter was deferred for the next meeting of the EC.
6.03.20	To consider an engagement one full time personnel having adequate knowledge of formulation, adoption, adaptation and regulation of statutes including all rules and regulations of Higher and technical educational Institution to formulate the statutes and other rules and regulation of the institute on a suitable remuneration to be decided by the Director and Coordinator. The case of Mr. Mahesh Kumar Sharma who is currently working as consultant was considered. Till recently (November 7, 2016), he was working part time consultant for IIITK. His association with IIITK shall be useful in all domains including formulation of the regulations for this new Institute. He may be considered on full time basis from November 7, 2016. The proposed remuneration shall be Rs.45000/= per month to match his background till June 30, 2017with effect from November 8, 2016.	The proposal was considered and approved.
6.03.21	To consider a roadmap for IIITK sub section to make it cashless in all processes.	After thorough discussion it was resolved to approve the proposal and to make all the transactions through cashless process as early as possible. Suitable POS machine shall be procured and other payment gateways shall be integrated in the workflows.
6.03.22	To consider engagement of a suitable official/personnel from MNIT for Internal Audit on a suitable remuneration decided by the Director and Coordinator.	It was resolved to authorize the Director and Coordinator to take suitable action on appropriate remuneration to be decided by them on the lines of remuneration being paid to other MNIT Staff.
Tabled Items	Agenda	Resolution
6.04.01	To consider status of construction in permanent campus at Kota. The MHRD has sought progress of construction at permanent campus at Kota for onwards transmission to the standing committee of the Parliament for MHRD in the given proforma. The	Latest status of constructions carried out at permanent campus in Kota was noted and approved for onward transmission to MHRD.

	status of Constructions carried out in permanent campus Kota given in the proforma given by MHRD along with latest inspection conducted on 25.11.2016 is placed before the EC for consideration and approval for onwards transmission to MHRD.	
6.04.02	<p>With regard to the desire of the Executive Council on the table agenda point which was put by the industrial partners of IIITK about remuneration to mentor Director IIIT Kota. The matter was discussed internally at the Institute and Institute is of the opinion that there should be remuneration extended to the Mentor Director for effective execution of the road map and academic & research vision of the IIIT Kota. The proposed monthly honorarium may be considered as follows:</p> <p>Director as mentor to IIIT Kota - Rs. 20000/- per month</p> <p>The proposed honorarium may be paid from accrued interest earned for the corpus amount of the IIIT Kota. The matter is submitted for consideration via circulation among EC members.</p>	The items was discussed and approved by the EC. These charges shall be payable from the date of joining of the current Director.
6.04.03	Coordinator submitted an item regarding payment of sitting fee to MNIT faculty members who are part of truncated selection committee/regular selection committee with the same amount as that of other external members. Since MNIT faculty participate as an expert in external capacity only.	The items was discussed and approved by the EC.

The meeting ended with vote of thanks to the Chair.


 Coordinator
 (Prof. Manoj Singh Gaur)


 Director
 (Prof. Uday Kumar RY)