

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KOTA

MENTORED BY

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR

Minutes of the 4th Meeting of the Executive Committee held on 15.02.2016

The fourth meeting of the Executive Committee of the Indian Institute of Information Technology, Kota was held on 15.02.2016 at 03:00 pm in the Board Room of MNIT, Jaipur. The Meeting was chaired by Prof. I. K. Bhat, Director, MNIT, Jaipur and Mentor Director of the IIIT, Kota and attended by the following:

1	ShriMihirChaterjee	Representative - Genpact
2	Shri D. K. Sharma	Representative – NEI Ltd.
3	Shri Manoj Agarwal	Representative – CAIRN India Ltd.
4	Prof. M. S. Gaur	Coordinator-IIIT, Kota
5	Shri Deepak Maheshwari	AR (Accounts) MNIT Jaipur
6	ShriJayant Sharma	AR (Recruitment) MNIT Jaipur

Representative from Vakrangee Software Ltd. could not attend the meeting.

At the outset Chairman Professor I. K. Bhat welcomed the members and thanked them for sparing time to attend the meeting.

After detailed deliberations following decision were taken-

Item No.	Agenda	Decision
4-1.0	To confirm minutes of third executive committee meeting held on 05/06/2015.	The minutes were confirmed and are attached as Annexure – I.
4-2.0	Reporting Items	
4-2.1	Appointment of 06 contractual faculty members at IIIT Kota for one year. Also, 05 guest faculty members, i.e. 03 for odd semester and 02 for even semester as detailed in Annexure A have been appointed. One consultant for office documentation, one accounts person, one IT staff, and one MTS (through manpower agency) has been hired for the purpose of IIIT Kota.	Noted.
4-2.2	Demobilization of one retired accounts personnel Shree R. P. Saxena, who was engaged in pursuance to approval of the EC accorded vide agenda item No. 2-1.5.	Noted.
4-2.3	As per decision taken in the 3 rd EC meeting, remuneration of teaching faculty of MNIT offering courses at IIIT Kota was adopted as per credit rather than per hour. The payment as Rs.25000/= per course credit for each course offered being released for the last semester.	Noted.
4-2.4	Attachment of non-teaching staff members of MNIT with IIIT Kota for various activities.	Noted.
	Fresh items under consideration	
4-3.0	To consider brief rules for procurement of goods	Proposal was approved

	and materials pending finalization of detailed rules/manual (Annexure B)	in principle. The rules shall be circulated to all stakeholders before adoption for any comments. An advice came forward that one time purchase of low value/small reparative items may be resorted to and record thereof may be maintained . The draft rules may be once again vetted by a Committee approved by the Director after obtaining the comments of the stakeholders. The committee will finalize these rules within a period of two weeks from the date of issue of the orders.
4-4.0	To consider draft recruitment rules for non-teaching staff of IIITK (Annexure C)	Representatives of industry partners may be included in the Selection Committee/Recruitment Board under the proposal to be constituted. The draft RRs may be once again vetted by a Committee approved by the Director after obtaining the comments of the stakeholders
4-5.0	To consider revision of remuneration being paid to non-teaching and technical staff of MNIT engaged for the works of IIIT Kota as detailed in Annexure D.	Approved as proposed.
4-6-0	<p>To consider approval of the posts of 13 faculty members at the entry level, each in CSE and ECE, and one each in English and Management on regular pay scales and NPS. Comprehensive draft recruitment rules for appointment of teaching staff have been framed through adoption from the recruitment rules of IIT Gandhinagar. The following committee is proposed for scrutinizing and finalizing the details of these rules:</p> <ol style="list-style-type: none"> 1. Coordinator, IIIT Kota 2. Dr. Lava Bhargava 3. Prof. DheerajSanghi, IIT Kanpur <p>It is proposed that the recommendation of the committee shall be approved by the Director for an early adoption and execution of the process flow so as to have around 8-10 regular faculty</p>	Approved as proposed except proposal for one faculty member each in the discipline of English and Management. Also it should be ensured that first round is over by June 2016

	members in place by June, 2016 before the start of the next semester. The complete process shall be online. The portal shall developed by a suitable service provider through outsourcing mechanism as per custom requirements of IIITK.	
4-7.0	Fee components of students: Creative Arts and Sports facilities of MNIT Jaipur extended to IIIT Kota students and in turn fee component of IIITK students shall be transferred to MNIT Jaipur. This mechanism shall continue till IIITK continues to function from MNITJ premises.	Approved as proposed.
4-8.0	Proposal to appoint consultant and Office Manager for IIIT Kota (Admin/Accounts/Estate): To create functional and efficient office Structure. Till IIITK creates its own posts, existing identified ARs of MNIT Jaipur shall work as ARs at IIITK for which they will be compensated suitably as proposed. Additionally, IA, Office manager IIITK, and qualified Library assistant shall be appointed through manpower agency of MNIT Jaipur. The proposal for the same shall be implemented after due approval of the Director.	Approved as proposed.
4-9.0	To consider exploring the possibilities of introduction of new pension scheme (NPS) for employees who are on the roll call of the IIITK.	In view of item number 4-6.0 this item is withdrawn.
4.10.0	To consider procurement of classroom, labs and office furniture at an estimated cost of around Rs. 30 Lakhs.	The approved with an advice that Assistant Registrar (Store & Purchase) who shall be working at AR (Procurement) for IIITK may procure the furniture as early as possible.
4-11.0	To extend financial assistance to the faculty members of IIITK for participating in conferences, workshops, seminars and short term courses under faculty development program.	Approved as proposed.
4-12.0	To approve payment of Rs. 48.82 Lakh to the CPWD for cycle track, periphery plantation and security guard at IIIT Kota site.	Approved. It was further resolved that a Chartered engineer may be engaged and a team may be sent to obtain report on the progress of the work and its valuation. In the meantime part payment of up to 50% of Rs 62.67 Lakhs amount may be released to the agency.
4-13.0	MoU between MNIT and IIIT Kota for PhD program on the lines of MNIT scholar program which will include bright M.Tech students as well.	Approved. Details may be worked out by the coordinator with Dean (AA) of MNIT Jaipur so that the program may

		be initiated from the next semester (July, 2016).
4-14.0	Request to Industry and other partners to release the rest of committed contributions to the Institute.	Approved. Request may be sent to Industrial and other partners.
4-15.0	MoU with CCOE with IIIT Kota for interactions between students and industry expertise sharing.	Approved.
4-16.0	Adjunct Faculty for IIIT Kota through a Standing Committee on the basis of received CVs. The recommendations of the committee already approved by the Director shall come into effect as soon as the recommendations are approved by the Director.	Approved.

(Tabled Items)	Agenda	Decision
4-18.1	<p>In continuation with item 4-8.0, regarding creation of minimal and lean office setup of IIIT Kota while it is at MNIT, Jaipur. Besides the MNIT staff already engaged following staff may also engage for the work of IIITK:</p> <ol style="list-style-type: none"> 1. Engagement of Shri R. K. dubey, Assistant Registrar for the Academic work of IIIT as AR (AA), Kota w.f.f. 1/3/2016. 2. Engagement of Shri V. K. Jain, Retired from IAAD for the Hostel work of IIIT Kota w.e.f. 1/3/2016. 3. Engagement of Shri R. P. Saxena, Retired from IAAD as an Internal Auditor of IIIT, Kota on a fixed remuneration of Rs. 6000/- per month. 4. Engagement of an expert person for the work of Library Assistant at IIIT, Kota on a monthly consolidated remuneration of Rs. 20,000/- per month. 5. Engagement of a suitable for the work of Office Manager at IIIT, Kota on a monthly consolidated remuneration of Rs. 20,000/- per month. 6. Engagement of two Technicians (one each in ECE& CSE Discipline) at IIIT, Kota on a monthly consolidated remuneration of Rs. 20,000/- per month per technician. 7. Each Assistant Registrar (Establishment, Stores, Academics and Hostel) may be allowed engaging one Assistant amongst the MNIT Jaipur staff on a consolidated remuneration of Rs. 2000/- per 	Approved as proposed.

	month.	
4-18.2	Meeting with the Chief Secretary, Govt. of Rajasthan, Jaipur and invite to the Chairman of Cairn India Ltd. Sh. Anil Agarwal.	It was resolved that a meeting with the Chief Secretary, Govt. of Rajasthan may be arranged as early as possible and Shri Anil Agarwal, Chairman, CAIRN India Ltd. may also be invited in the institute for students and faculty interaction.

The meeting ended with vote of thanks to the Chair.

The Draft Minutes bear the approval of the Director as communicated vide Email on 14/03/2016