

## **Department of Mechanical Engineering, IIT Guwahati**

Minutes of Departmental Faculty Meeting (No. 72/2021: September 29th, 2021)

### **Opening Remarks**

Department faculty meeting headed by the Head of the Department (Prof K.S.R Krishna Murthy) was held in online mode on September 29th, 2021 at 5:00 PM. A total of 38 faculty members (Prof. S. Bag, Prof. A. Banerjee, Prof. S. Basireddy, Prof. D. N. Basu, Prof. P. Biswas, Prof. D. Chakraborty, Prof. A. Dalal, Prof. M. Das, Prof. A. De, Prof. U. S. Dixit, Prof. S. K. Dwivedy, Prof. S. S. Gautum, Prof. S. M. Hazarika, Prof. S. N. Joshi, Prof. S. Kanagraj, Prof. S. Kapil, Prof. S. K. Kakoty (on DD duty), Prof. P. Khanikar, Prof. K.S.R. Krishna Murthy, Prof. V. Kulkarni (on JEE duty), Prof. B. Kumar, Prof. P. Kumari, Prof. G. Madhusudhan, Prof. S. Mandal, Prof. T. K. Mankodi, Prof. P. Mondal, Prof. N. Muthu, Prof. A. Nandy, Prof. G. R. Narayan, Prof. S. Pal, Prof. S. Panda, Prof. B. Panda, Prof. M. Pandey, Prof. P. S. Robi, Prof. U. K. Saha, Prof. N. Sahoo, Prof. S. Senthilvelan, Prof. D. Sharma, Prof. A. Soti, Prof. R. Tiwari) were in attendance.

### **Approval of Faculty Meeting (No. 71/2021: July 7th, 2021)**

Minutes of the previous faculty meeting dated July 7th, 2021 were approved by the members.

### **Agenda**

1. HOD proposed a new department equipment policy. As per the policy, the equipment fund will be divided in to three account heads: UG/PG labs, research related equipment and HOD budget buffer. Two separate MS Forms, each for UG/PG equipment and for research related equipment, will be floated and open year-round. UG/PG Lab equipment will be given first priority followed by research related equipment. Equipment that serves dual purpose will be indented under research-related equipment category. Purchase of research related equipment can only be proposed by a faculty or group of faculties depending upon the total cost with the following budget slabs.

- $> 0.75$  and  $\leq 5$  Lakh Rs: At least one faculty
- $> 5$  and  $\leq 12$  Lakh Rs: At least two faculty
- $> 12$  and  $< 20$  Lakh Rs: At least three faculty
- $\geq 20$  and  $\leq 30$  Lakh Rs: At least four faculty

The equipment committee will check if the group of faculties proposing the equipment is relevant or not. The priority of the proposals will be assigned randomly. The proposals with top-most priority from each slab will be approved for the first year. In case of shortfall in allocated budget, the funds may be utilized from the HoD budget buffer. HOD discussed the new policy with an illustration and informed that a detailed report will be sent to the faculty members. Further, the equipment committee along with HoD will be available for any clarification or suggestions on the modalities of the policy once the detailed report is sent. It is mentioned that by default it is acceptable to all faculty members. Faculty members accepted the proposal in principle. However,

if anyone has any objection/query on the procedure, they can write to the committee and meet the committee for clarifications.

2. HOD suggested to have an option to convert three one-hour theory lectures per week to one 2 hrs. lecture + one 1 hr. lecture. The final decision to opt for this model will be up to the faculty members. This arrangement will not be applicable for the first-year courses, open electives and minor courses. Prof. Khanikar expressed that scheduling elective groups will be difficult and it would be better if electives whose instructor choose the alternative 2 + 1 system be placed in one group. Prof. P Kumari, Prof. M. Pandey and Prof. A. Nandy suggested that having two 1.5 hr. lecture would be a better system. Faculty members accepted the proposal in principle. HOD informed that he will inquire with the Academic section if the 1.5 + 1.5 model is feasible, if not 2 + 1 system will be implemented as an alternative.

3. HOD reported that a committee will be formed for studying the fund allocation matters related to honorary faculty members. A total of nine faculties have accepted their position in the department. Honorary faculty members can join and work in the department at any time and for any duration. The expenses of the joining members will include travelling cost within India (subject to the availability of department fund), lodging and boarding in the institute. The committee will also decide the honorarium (subject to the availability of department fund) paid by the department.

4. HOD reported that the course feedback for the previous semester was excellent and congratulated the department.

5. HOD proposed to discard the policy of providing Rs 10 Lakh funding to the joining faculty members. Prof. P.S. Robi supported the proposal reasoning that the department fund is not meant for individual faculties but for the department. Prof. D. Sharma also supported the proposal adding that the new equipment policy includes one faculty applications which can be explored by the joining faculties. Faculty members agreed with the proposal in principle.

6. HOD suggested faculty members to incorporate self-study mode for a portion of the syllabus by the students. The decision to opt for this mode will be up to the faculty members. The faculty members agreed to the suggestion.

7. HOD informed the members that an MS Forms will be floated inviting agendas for department faculty meetings. Those agendas which can be sorted out by the HoD will be addressed promptly by the HOD. The faculties who feel the need to further discuss their agenda in the larger forum can do so in the next department meeting. The objective of the proposed step is to have shorter and succinct department meetings with discussion on selected agendas that need attention of the entire department.

### **Adjournment**

The meeting adjourned at 6:30 pm with vote of thanks.