

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

Minutes of the 28th Meeting of the Board of Governors

The 28th Meeting of the Board of Governors was held on 22nd December, 2013 at 12.15 P.M. in the Board Room of MNIT Jaipur. Following were present:

Prof. K.K. Agarwal	Chairman
Prof. I.K. Bhat	Member
Prof. Surendra Prasad	Member
Mr. Prem Surana	Member
Prof. Ashok Sharma	Member
Dr. Awdhesh Bhardwaj	Member
Mr. Manish Jindal	Secretary

Other members of the Board, Mr. R.L. Toshniwal, Prof. Shobhana Narasimhan, Joint Secretary (Technical Education) and Financial Advisor, MHRD could not attend the meeting due to their prior engagements and were granted leave of absence. Shri Navin Soi, Director (Finance, MHRD) telephonically conveyed his observations and due note of same was taken while discussing the agenda items.

At the onset, the Director welcomed the Chairman and other members present in the meeting. Subsequently the Secretary, BoG took up the agenda items for discussions and the following decisions were taken.

Item No. 28-1.0: *To confirm the minutes of the 27th meeting of the Board of Governors held on 7th October, 2013.*

The minutes of the 27th meeting of the Board were confirmed; the observation made by Prof. Shobhana Narasimhan was noted. In regard to setting up MNIT campus at Mauritius, it was discussed that since the Board has consciously taken a decision about seeking approval from MHA/MEA (as per in principle approval accorded by MHRD) and Govt. of Mauritius before going ahead hence no modification in the minutes is needed.

Walter

Item No. 28-2.0: To note the action taken on the decisions made in the 27th meeting of the Board of Governors.

The action taken on various items were noted:

- (a) Regarding item no. 27-4.2 Prof. Surendra Prasad suggested to involve IIT, Gandhinagar in creation of Center for Disaster Mitigation and Management.
- (b) Regarding item no. 27-4.3 the Board suggested that in APARs for faculty a note may also be taken from concerned faculty about his feeling related to prevailing academic environment, available facilities, suggestions for improving ambience of department, improving course curriculum, etc.
- (c) Regarding item no. 27-4.4 & 27-4.5, the Registrar apprised the Board Members about the letter no. F.No.33-9/2011-TS.III dated 12/12/2013 received from MHRD regarding implementation of 4 – tier flexible faculty structure in NITs vide which it was informed that the Institutes are advised to defer all selection process under four-tier flexible faculty structure till the Committee constituted for uniform implementation of four-tier across NITs submits its report. Therefore the fresh recruitment process is to be put on hold.
- (d) Regarding item no. 27-6.4, related to utilization of savings from CCMT Funds, the Board suggested that in addition to proposed activities few more activities such as establishment of incubation centre may be planned. A model may be developed to use any such fund if available in future. Director was authorized to decide upon the same.

Item No. 28-3.0: Items for consideration.

Item No.28-3.1: To consider medical scheme for post retirement for existing employees, pensioners and family pensioners of MNIT Jaipur.

The Board suggested that the Institute may refer to the medical scheme adopted by other institutes like IIT, Delhi, CGHS scheme, Insurance based schemes, etc and submit the amended proposal. The scheme must be easy to implement as far as possible and should be atleast part contributory and sustainable.

Noted

Item No.28-3.2: To consider Administrative Manual of Institute

The Board expressed that the initiative of developing Administrative Manual of the Institute is a good effort. The Board suggested to include compendium of the office orders and other similar documents issued by Ministry as part of the Manual. House was informed that some faculty members have sought more time to send their views on Administrative Manual. The Board desired that a copy of the Manual be made available on intranet. The Board authorized Director to approve the Manual as and when it gets ready.

Item No.28-3.3: To consider absorption of 39 Contractual employees of the Institute.

After detailed deliberations, the Board suggested that the Institute should take legal opinion and accordingly submit the proposal. It was also suggested to make a five year comprehensive plan related to requirement of manpower at all levels in the Institute.

Item No.28-3.4: To consider the guidelines for re-employment, hiring and reviewing adjunct, honorary faculty, professor emeritus, other staff etc.

The Board desired that a revised comprehensive proposal be put up for approval of the Board and subsequently it should become part of the Administrative Manual.

Item No.28-3.5: To consider the implementation of recommendations of Kakodkar Committee report on NITs

The Board directed that the action plan of all the departments and that of the Institute may be prepared as per the recommendations of Kakodkar Committee. Recommendations and action plan may be presented in the next meeting of BoG.

Item No.28-3.6: To consider empanelment of Jain Dental Hospital, Jaipur Ayurveda Hospital and Dr. Virendra Laser & Phaco Surgery Centre on CGHS.

The Board approved the empanelment of all the three hospitals and suggested that the exercise of reviewing empanelment may be carried out annually.

Rattor

Item No.28-3.7: *To consider the death certificate of Shri Badri Narayan Sharma, Helper, Estate Section and to release the DCRG, GPF, Family Pension, etc to his nominees.*

The Board considered the Death Certificate of Shri Badri Narayan Sharma and approved to release the DCRG, GPF, Family Pension, etc to his nominees. It was suggested that an employee contributory benevolent fund should be created in the Institute for supporting such cases.

Regarding Ex-Gratia employment, case may be put up as per the prevailing guidelines.

Item No.28-3.8: *To consider relaxation in Government instructions by Air travel on official account.*

The Board approved as proposed. This will not be applicable for LTC travel.

Item No.28-3.9: *To consider level third criteria as recommended by the review committee constituted on 11-08-2013 for CAS*

The Board considered the issue and decided that level III should be dispensed in light of the letter no. F.33-71/2011-TS.III dated 18-03-2013 which states:

"The Council of NITs had permitted CAS only as a one-time measure. No permission shall be granted for conducting selection under CAS in any Institute w.e.f. 30-04-2013 as the institutes have to adopt implementation of 4-tier faculty cadre structure by this date after having received one time exemption for CAS."

and

Letter no. F.No.33-9/2011-TS.III dated 23-08-2013 which states:
"The Ministry of HRD vide its letter no. F.33-7/2011-TS.III dated 14-03-2012 issued guidelines on promotion of faculty members in NITs under Career Advancement Scheme (CAS) wherein under para 4(s), it was specifically mentioned that all the NITs will be required to adopt 4-tier flexible faculty structure (presently operating in IITs, IIMs, IISERs and NITIE) and that vide this Ministry's letter No. F.33-7/2011-TS.III dated

Mallikar

18-03-2013, it was informed that the CAS policy has been dispensed with effect from 30th April, 2013.

Accordingly level II may be extended up to 30th April, 2013

Therefore the decision taken in the 23rd meeting of BoG is revised as under:

Levels	Brief of Decision taken in 23 rd meeting of BoG	Revised Decision
Level I	Upto 17-08-2009, the eligibility of the applicant shall be determined as per the guidelines of 5 th CPC provided by the AICTE for the financial upgradation under CAS for different faculty cadres.	Adopted
Level II	From 18-08-2009 uptill 22-03-2012 , the eligibility of an applicant shall be determined on the basis of the notification issued by the Ministry of Human Resources and Development (MHRD) for implementation of the recommendations of the Sixth Pay Commission in the CFTIs and the minimum qualification defined there in for different faculty cadres (Notification no. 23-1/2008-TS.II dated 18-08-2009).	Adopted with amendment in date i.e. the date of eligibility is from 18-08-2009 up-till 30-04-2013.
Level III	From 23-03-2012 to the last date of filling the CAS applications, the eligibility of an applicant shall be determined on the basis of the Recruitment Rules for faculty provided by the Ministry and adopted by the Board of Governors in its 23 rd meeting.	Not Applicable

Item No.28-3.10: Construction of pre-engineered building.

After detailed deliberation Ex-post facto approval was accorded. It was observed that due diligence must be exercised while finalizing the specifications, cost reasonability and transparency before execution of work in future. It was directed to ensure proper documentation for deviation if any.

Item No.28-3.11: To Consider the Proposal of Mounting Solar Photo Voltaic Plant on Roof Top of Various Departments.

Ex-post facto approval was accorded.

Walter

Item No.28-3.12: *To consider the proposal of supply, Installation, Testing & commissioning of lifts in Vivekanand Lecture theatre Complex.*

Approved as proposed.

Item No.28-3.13: *Provision of facilities/services in VLTC.*

In principle approval was accorded.

Item No.28-3.14: *To consider the proposal of carrying out repair, renovation, addition, alteration work in staff quarters.*

In principle approval accorded as proposed. It was observed that standard specifications of material proposed to be used for various works may be worked out.

Item No.28-3.15: *Staff Structure of Estate Section for General Maintenance*

Agreed as proposed, subject to condition that proposal is within sanctioned posts.

Item No.28-3.16: *To construct International Student's Hostel.*

Agreed as proposed. Institute should upgrade its facilities to International level in due course.

Item No.28-3.17: *Construction of 198 nos. of multistoried faculty houses*

Approved as proposed.

Item No.28-3.18: *Engineering Man Power required for Projects*

Proposed thumb-rule was agreed, however it was decided that expense on man power to be incurred on account salary etc. of the project team may be worked out and should be added to cost of project. The tenure of project team shall run concurrently with the project. The team may be drawn on contract/deputation as per requirement/availability.

Rector

Item No.28-3.19: *To consider the request of Dr. Geetanjali Sharma to include summer vacation period in her notice period and to recover one month salary instead of three months.*

The Board was of the opinion that no change is required in the decision in the 26th meeting of Board of Governors.

Item No.28-3.20: *To consider amendment in the memorandum of association of MNIT Jaipur Alumni Association.*

The Board felt that the Institute should establish Alumni Affairs Office as per Statutes and any donations/contributions by Alumni should be deposited in a separate account. Regarding its Utilization rules be framed specifically.

Item No.28-3.21: *To consider commercial/DAVP rates for issuing advertisement by MNIT.*

The Board was of the opinion that since DAVP is not responding to the letters sent by the Institute and advertising agencies are not accepting the DAVP rates, there is no option but to continue as per present practice. The Board, suggested to negotiate best rates with the advertising firms.

Item No. 28-4.0: *Reporting items.*

Item No. 28-4.1 *To note the resignation of Dr. Brahma Raju Golla, Assistant Professor, Metallurgical & Materials Engineering Department*

Noted.

Item No. 28-4.2 *To brief about 24th meeting of Finance Committee being held on 22nd December, 2013*

Noted.

Item No. 28-4.3 *To take the note of the minutes of the 25th meeting of Buildings & Works Committee being held on 9th December, 2013.*

Noted.

R. K. Sharma

Item No. 28-4.4 *To take the note of the minutes of the 28th meeting of Senate being held on 9th December, 2013.*

Noted.

Item No. 28-4.5 *To note confirmation of 18 Assistant Professors in various departments of the Institute.*

Noted.

Item No. 28-4.6 *To note cancellation of appointments of eleven persons appointed on the post of Assistant/Associate Professors.*

It was suggested that such items are not required to be reported in the Board.

Item No. 28-4.7 *To note the application for membership of India Habitat Centre, Lodhi Road, New Delhi and India International Centre, 40, Max Mueller Marg, New Delhi.*

Noted.

Item No. 28-6.0: *Power Point Presentation by Heads of the Department of Metallurgical & Materials Engineering and Centre for Energy & Environment*

Heads of the Department of Metallurgical & Materials Engineering and Centre for Energy & Environment made a detailed presentation about the academic and research activities of department. The Board appreciated the work done by the departments and suggested that concern should be taken to make the global visibility of the department. Area of focus of research must be identified. Quality of research and publications must be monitored. More projects should be sought from DST/DRDO etc.

Item No. 28-7.1 *To consider filling up posts of Deputy Registrar (Accounts), Assistant Registrar (Audit), Senior Medical Officer and Medical Officer on Deputation.*

Approved as proposed.

Moltor

Item No. 28-7.2 *To consider the case of Dr. Kusum Dangi, Assistant Professor, Electrical Engineering Deptt.*

Benefit of extra ordinary leave for period from 07-04-2005 to 21-05-2007 towards counting to qualifying service was approved with following conditions. (i) There is no question of payment of salary during that period as she had not worked and no leave was due to her. No other monetary benefit arising out of this decision is admissible (ii) Applicant has to give undertaking that the issue shall not be opened up in future. In case of violation of undertakings authority shall be free to withdraw the accorded benefit without any notice.

Item No. 28-7.3 *To consider revising DA / Per Diem Rates for Foreign Travel.*

The Board suggested that MEA guidelines may be referred regarding hotels/accommodation and DA.

Item No. 28-7.4 *To note Integrated E-Governance Solution (IEGS) for Institute's Academic and Administrative Processes.*

The process of engaging any Integrated E-Governance Solution (IEGS) may be reviewed in light of earlier failures and the Board was of the opinion that before taking any decision in this regard the view of external experts from this domain may be taken. A detailed presentation may be made in the next BoG.

Item No. 28-7.5 *To report the case against the scrutiny committee as referred in the matter of RC Jai 2013 A 0010 dated 12-09-2013 u/s 120-B, 420 of IPC and section 13 (2) r/w 13(1) (d) of Prevention of Corruption Act and in the matter of Prof. R.P. Dahiya and others.*

1. The Board strongly endorsed the action taken by the Institute in this regard on receipt of request from faculty concerns vide their letter dated 20-11-2013 addressed to SP, CBI, Jaipur.
2. Board observed that Action of scrutiny committee was in line with MNIT Jaipur, Memorandum of Association (MOA) prevailing at that time and decision of Hon'ble High Court of Rajasthan in similar case.
3. The Board opined that if CBI could have consulted the Institute earlier it might have saved valuable time and effort related to this case.

SP Dahiya

4. In case need arises the Institute shall provide all possible support to defend the case on behalf of the concerned faculty members.

Item No. 28-7.6 *To nominate one Board Member for selection committee of Senior Administrative posts.*

The Board nominated Mr. Prem Surana as member of the selection committee of Senior Administrative posts.

Item No. 28-7.7 *To note the cancellation of three persons appointed on the post of Programmer/Technician on Contract Basis.*

Noted.

Item No. 28-7.8 *To note the appointment of 23 Data Entry Operators on Contract Basis.*

Noted. Under any circumstances, the persons appointed should not be given further extension beyond their contractual period.

Item No. 28-5.0: *Any other item(s) with the permission of the Chair.*

Item No.28-5.1 *To consider number of vacant positions of Technical higher (GP-4800&GP-4600) and Technical lower(GP-4200,GP-2800&GP-2400) be filled at entry level of Technical higher (GP-4200) and Technical lower(GP-2000)*

Approved as suggested with due safeguard of promotional avenues of present employees in line of feeder cadre are to be made. These posts are to be filled under the category "temporary but likely to continue".

Surana

Item No.28-5.2

To consider addition of essential/desirable qualifications and relaxations in respective non teaching posts advertised.

Approved as proposed with following minor modifications.

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	Deputy Librarian	Desirable : Experience of establishing digital library of National Level Institution and/or working in Digital Library.
2.	Assistant Librarian:	Desirable : And/or Experience of establishing digital library of National Level Institution and/or working in Digital Library.
3.	Technical Higher: Technical Assistant /JEN	Essential:
	TA Computer Centre	MCA with two years relevant experience or BCA/PGDCA with five years relevant experience may also be considered in addition to above.
	JEN (Horticultural)	Candidates with qualification of Degree/PG Degree in Agriculture must have studied Horticulture as a subject at UG/PG Level.
	TA Library	Masters degree in Library Science/Information Science/Documentation Science or an equivalent professional Degree or Bachelor's degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with five years relevant experience
4.	Technical Lower: Technician , Work Assistant	Essential :
	Technician Computer	MCA or BCA/PGDCA with three years relevant experience may also be considered in addition to above.
	Work Assistant Library	Bachelor degree in library science or First class diploma course in library science with three years relevant experience. Or First class certificate course in library science with five years relevant experience.
5.	Ministerial Higher: Accountant	Desirable: Knowledge of Works on Tally or similar software.

Q. 28-5.2

Following relaxations are given to the employees of MNIT Jaipur and others:

1. For the regular employees working in **Government/Autonomous Bodies** there shall be no age bar and passing of essential qualifying examination is sufficient.
2. Age relaxation will also be given to persons who have worked/working in MNIT, Jaipur on contract/Adhoc basis. The relaxation shall be limited to maximum period of services rendered in the Institute.
3. In case of exceptionally qualified and/or experienced candidates age relaxation upto 5 years may be given by Director **with recorded reasons**.

Other observations:

1. The Board was apprised of the representation received from Mess Workers Union. The Board directed to put status note in next meeting.
2. The Board noted the brief report presented by Prof. Rohit Goyal, Dean R&C, of his visit as a member of FICCI delegation to Universities of USA. The Board appreciated the outcomes of the visit and suggested that Institute should take action for improving R&D and collaborative activities with these Universities.
3. In connection with construction of Net Zero Energy building of the Centre for Energy and Environment, the Director shared with the Board, a list of renowned architects who have designed Net Zero/Energy efficient buildings. It was informed that since it is a specialized work, architect may be appointed on nomination basis. The Board agreed with the same and authorized the Director to take appropriate decision in this regard.
4. The matter of operation of recently renovated Institute Canteen was discussed. It was suggested to operate the same through some reputed NGO.
5. Delegation of faculty members submitted a memorandum to Chairman BoG. Brief of memorandum was that due to non conduct of CAS in time their AGP up-gradation has been delayed. In CAS proposed to be organized in near future they are to be considered for double up-gradation of AGP in case they are found suitable. In support of their claim they relied upon the letter issued by MHRD vide no. F.33-7/2011-TS.III dated 14-03-2012

"All Institutes shall strive to conduct annual selection processes regularly. In case of Institute that have not conducted CAS interview for 3 years or more, Selection Committee

R. D. Sharma

may, as a onetime measure examine scholastic contribution of internal candidates made after the last interview and recommend a salary and AGP they would have earned now, had the Selection Committee met at the appropriate time."

After discussions BoG agreed that request may be considered. Regarding procedure guidelines it was decided that applicant faculty members are required to submit two applications each specifying the work undertaken by them during the period of consideration for demanded AGP. As per outcome of scrutiny committee cases may put up before selection committee. Selection Committee in its recommendations need to record-

(A) Not recommended for AGP Rs.7000/- to 8000/-. Not recommended for AGP - II Rs.8000/- to 9000/-

(B) Recommended for AGP Rs.7000/- to 8000/- . Not recommended for AGP II Rs.8000/- to 9000/-

(C) Recommended for AGP Rs.7000/- to 8000/- . Recommended for AGP II Rs.8000/- to 9000/- .

The meeting ended with vote of thanks to the chair.


Registrar/Secretary