

**NATIONAL INSTITUTE OF TECHNOLOGY GOA**

Farmagudi, Ponda, Goa- 403 401

# **Minutes**

of the 18<sup>th</sup> Meeting of the

# **Board of Governors**

Date: 25<sup>th</sup> April 2017 (Tuesday) at 10:00 A.M

Venue: Conference hall, JRD Hotel, Savdarjan Enclave,  
New Delhi

Proceedings of the 18<sup>th</sup> meeting of the Board of Governors (BoG) of NIT Goa held on 25th April 2017 (Tuesday) at 11:00 A.M, in Conference hall, JRD Hotel, Savdarjan Enclave, New Delhi

Board of Governor Members

Prof. Udaykumar Yaragatti : Chairman/Ex-Officio  
Member  
Director In-Add. Charge,  
National Institute of Technology Goa

Shri D.K Singh, : Member  
Under Secretary (IFD)  
Higher Education, MHRD  
New Delhi

Shri K. Rajan : Member  
Under Secretary (TS)  
Higher Education, MHRD  
New Delhi

Dr. V.M Gadre, : Member  
Professor, Department of Electrical Engineering,  
IIT Bombay

Dr. Venkatesh Ganesh Prabhu Desai, : Member  
Chairman, Chandranath Education Society,  
Assolda, Quepem , Goa

Dr. C. Vyjayanthi : Member  
Dean Academics & Assistant Professor,  
Department of Electrical & Electronics Engineering  
NIT Goa

Dr. P. Saidi Reddy : Member  
Assistant Professor of Physics  
Department of Science & Humanities  
NIT Goa

Shri Sundeep Vasant Bambolkar, M.D, Indoco private Ltd., who expressed his inability to attend the meeting, was granted leave of absence.

## Minutes of Board of Governors Meeting

The Chairperson and the Members had been greeted and then the following Agenda was taken up for consideration:

A Confirmation of Minutes of 17th Meeting of the Board of Governors held on 24.08.2016

**Resolution: Board confirmed the minutes of the of 17th Meeting of the Board of Governors held on 24.08.2016**

B. Action taken on the decisions of the last BoG meeting.

**Resolution: Board took note of the actions taken on decisions of the last meeting.**

### AGENDA NOTES

C.1 Ratification of FC Items

C.1.1 Finalization of C& AG Separate Audit report for the F.Y 2015-2016.

**Resolution: Board approved the same and noted the recommendation of FC that the norm pertain to percentage of depreciation may be perused from the peer Institutes like NIT Patana or NIT Agartala.**

C.1.2 Finalization of Annual Report for the F.Y 2015-2016.

**Resolution: Board approved the same and noted the recommendation of FC to include the reply given by the Institute against the observation raised by the C&AG in subsequent annual reports.**

C.1.3 Confirmation of the 3rd BWC meeting held on 10/09/2016.

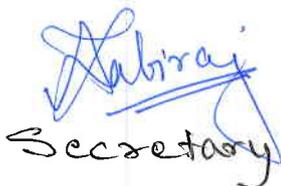
**Resolution: Board approved the same.**

C.2 To create and recruit one post of Security Officer-(I/C) on temporary basis (on contract):

The Institute is functioning in a temporary campus at present and there are good number of boys and girls from various parts of the country living on campus. Hence to meet the security requirements of the Institute in the present scenario, it is recommended to create one post of Security Officer (I/C) and engage on temporary basis (on contract) and recruitment may be made.

The item is placed for the consideration and approval of the Board.

**Resolution: Representative from MHRD suggested that Institute should request MHRD for sanction of such posts for regular appointment required in the Institute.**

  
Secretary

  
Chairman

C.3 To consider initiating the recruitment process for faculty and non-faculty staff positions:

The Institute has already adopted 4 tier flexible structures for faculty recruitment. In order to have energetic and proficient academicians as faculty, the recruitment processes on 4-tier flexible structure have to be conducted immediately for the sanctioned faculty positions and at suitable periodic intervals. On the same line, for efficient functioning of the Institute, non-faculty staff recruitment for both academic side as well as administrative sides needs to be taken up. The Recruitment Rules for such positions are already made available by the Ministry. The matter is placed before for initiation of recruitment process for faculty and non-faculty positions as approved by the Ministry.

The item is placed for the consideration and approval of the Board.

**Resolution: Board approved the same.**

C.4 To consider approving stationary and milk parlour centre at NIT GOA Premises:

There is no facility available for stationary items, Xerox and juice center near to the temporary campus premises. Students are facing difficulty in Photocopy and stationary items. Hence it is suggested to provide facility in terms building for the above service providers.

The item is placed for consideration and approval of the Board.

**Resolution: Representative from MHRD suggested to come up with a complete proposal including financial implication and put up in next FC meeting.**

C.5 To consider to approve amendments in GIAN budget allocation Outlay.

The collected Registration Fees amount is proposed to be distributed 20% to the Institute and 80% as mentioned below:

S.No.	Description	Distribution of 80% of registration fees.
1	Director	2%
2	Dean academics office	1%
3	Registrar office	2%
4	Account/Admin Staff	2%
5	HoD of the Concerned department	2%
6	Department office	4%
7	Local coordinator	1%
8	Course Coordinator and concerned faculty & staff	86%

The item is placed for consideration and approval of the Board.

**Resolution: The Board Authorised Director, NIT Goa to take decision on distribution of GIAN budget allocation Outlay**

  
Secretary

  
Chairman

C.6 To consider to approve sanction of SEED money grant of Rs.10 lac for the faculty members and clubbing of SEED money grant of two faculty members for the purchase of an equipment having cost more than the limit of individual faculty member's seed money grant.

As per the faculty advertisement, it proposed to give Rs.10 lac as SEED money grant to the faculty member for the development of research facility. This is proposed to be continued as such.

In the case of overlap of the research areas of two faculty members' and they are having necessity of equipment(s) costing more than the individual grant for research, also same equipment may be useful academic purpose then the clubbing of seed SEED grant money is proposed subjected to evaluation and approval of the same by the Competent Authority on case to case basis.

*The item is placed for consideration and approval of the Board.*

**Resolution: Board approved the same and recommended that two or more faculty members can club their seed money subjected to evaluation and approval of the same by the Competent Authority on case to case basis.**

C.7 To consider to approve the construction of additional infrastructure:

1. Academic laboratory cum research building
2. Girls hostel -200 capacity
3. Boys hostel-400 capacity

The above infrastructure are necessary to accommodate the laboratory for UG and PG programs, research students and successful implementation of sanctioned projects approximately amounting to Rs.800 lac till date .

The request has been communicated to MHRD. The initial plan for the individual building is under preparation based on the MHRD instructions to propose individual budget estimates for the infrastructure.

*The item is placed for consideration and approval of the Board.*

**Resolution: Representative from MHRD informed that as of now it may not be sanction as NIT Goa is functioning on a temporary premises.**

C.8 To consider to approve reformation of the Policy framed for distribution of Overhead Charges from Sponsored R&D and Consultancy Projects.

**Representative from MHRD informed that the issue was already discussed in standing committee and can be implemented after the final report of the sanding committee.**

C.9 To Consider to approve reimbursement of Telephone Charges to Regular Non-Teaching Staff of NIT Goa.

**Representative from MHRD informed that as per the guidelines of Govt. of India the proposal may not be sanctioned.**

  
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- C.10 To consider to approve the refund of stipend money by students of M.Tech & Ph. D. whose admissions are cancelled.

In absence of MHRD guidelines for refund of stipend on cancellation of admission, it may be considered by the Board that the students need to refund of stipend money by admission cancelled students of M.Tech & Ph.D to the extent received from Institute.

*The item is placed for consideration and approval of the Board.*

**Resolution: Board approved the same and suggested to take bond form the students at the time of admission itself.**

- C.11 To consider to approve forfeiture/refund of Tuition fees on cancellation of admission.

The tuition fees may be refunded if the cancellation is requested prior to the last date of admission process else the same is proposed not to be refunded after the completion of last date of admission.

*The item is placed for consideration and approval of the Board.*

**Resolution: Board Suggested that the norms for the above may followed as per the JOSSA norms.**

- C.12 To consider to approve the policy for grant of TA/DA to B.Tech/M.Tech/Ph.D students of NIT Goa while going for sports activities/ conferences/ seminars/ presenting papers/ or representing Institute in any event in India.

Students of NIT Goa are representing Institute by way of submission of papers in conference, seminar/sports/cultural events.

For supporting and encourage them a policy for TA/DA is proposed herewith;

S.No.	Particulars	Train/Bus	Local Per Day	Food Per Day	Accommodation Per Day
1	B.Tech	Sleeper Class	Rs. 100	Rs. 150	Rs. 500
2	M.Tech	3rd AC	Rs. 100	Rs. 150	Rs. 500
3	Ph.D	3rd AC	Rs. 100	Rs. 150	Rs. 700

*The item is placed for consideration and approval of the Board.*

**Resolution: Board approved the same and suggested to incur the expenditure from Student Activity Fund of the Institute.**

  
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- C.13 To consider to approve revision of the course allocation in the M.Tech Programs of CSE, EEE and ECE.

At present M.Tech programme, in each of the 3 departments namely CSE, EEE and ECE, has 2 subjects as course work with each having 3 credit points in the 3rd semester along with major project-1 of 8 credit points. Due to this course work, M.Tech students are not able to go for industry project and this in turn is affecting the placements of PG students, in fact only few students could get placed in all these departments.

Hence it is purposed that these 2 courses may be shifted to 1st and 2nd semester with each including one such course. This may be considered as in these semesters only 4 subjects are to be taken as courses work along with attached laboratory.

*The item is placed for consideration and approval of the Board.*

**Resolution: Board informed to put the item in senate and get the minutes ratified in the next Board**

- C.14 To consider to approve substitution of the present Dean and Head of Department positions held by Assistant Professors (on contract/temporary) by the Regular Associate/Assistant Professors.

As per NIT STATUTES (Under the National Institutes of Technology Act 2007) Points No. 19(4) "Only Professors or Associate Professors shall be eligible for becoming Deans". Whereas at present, Assistant Professors (on contract/temporary) have been assigned the responsibilities as Deans, hence it is proposed to annul the existing Dean positions held by Assistant Professors (on contract/temporary). Similar is the ruling for the Head of the Departments.

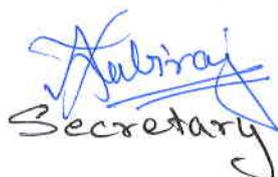
Therefore, towards setting up the culture of participatory decision making process and nurturing potential for faculty senior level administrators like Dy. Director and Director, it is proposed to assign the administrative/ advisory positions like Deans and HoDs to the permanent staff of the Institute. For smooth and efficient functioning at the Institute, the Director may appoint Regular Assistant Professor as Associate Dean or Head of Departments till sufficient number of Professor and Associate Professors are in place at Institute.

*The item is placed for consideration and approval of the Board.*

**Resolution: Board approved the same.**

- C.15 To consider to approve assigning additional responsibility of Registrar, ARs to employees at the Institute

It is proposed that one of the regular eligible Assistant Professor may be appointed as In-charge Registrar, Further there are three non-teaching staff members, First one presently holding the position of Accountant possessing qualification B. Com, CA, CS (Inter Group I), may be given the responsibility of in-charge AR (Accounts), Second one presently holding the position of Junior

  
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Assistant (post applied for AR and interviewed for AR) possessing qualification BCA, MCA, MBA, PGDBM, may be given the responsibility of in-charge AR (Procurements), and third one presently holding the position of Junior Assistant (post applied for Superintendent/Accountant and interviewed for Superintendent/Accountant) possessing qualification B.Com, M.Com, ICWAI may be given the responsibility of in-charge Superintendent ,

No additional remuneration shall be admissible for discharging these additional responsibilities. This temporary arrangement is proposed for the smooth conduction of administration work.

*The item is placed for consideration and approval of the Board.*

**Resolution: Board approved the same.**

C.16 Reporting Item

C.16.1 Enhancement of pay for Security-In-charge on contract

Based on the requirement of the Institute and the performance of the person, a Committee may be constituted to give specific recommendation for the pay enhancement.

Board may ratify the same.

**Resolution: Representative from MHRD suggested to enhance the pay once in a year as the other regular employee gets the annual increment.**

#### SUPPLYMENTRAY AGENDA

D.1 Contingency grant for Ph.D. scholar under MHRD fellowship scheme.

A contingency grant of Rs. 15000/- per year may be made be available to all Institute Ph.D students who are receiving scholarship under MHRD.

The students can use their contingency grant towards their academic development. Purchase of books, stationary, consumables, for research, travel support for academic visits, conferences and workshops related to research activity.

The bills for the expenditure should be submitted to the administration office through proper channel once in a financial year by each student by March 15th of each year.

**Resolution: Board approved the same.**

  
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D.2 "REPEAT ORDERS" for procuring equipment of similar type/make already procured within 6 months.

The provision of "REPEAT ORDERS" may be accorded from the competent Authority on the following condition:

1. Within six months from the date of original order. This may be extended to one year on discretion of competent authority.
2. The items to be ordered again should be of identical specifications.
3. The Purchase Officer should be satisfied that there is no downward trend in the market price.
4. The quantity to be ordered shall not normally exceed the quantity in the original order. Repeat order for larger quantities can be considered by the competent authority in case of extreme urgency.
5. The original order should have been placed for proprietary item or on the basis of lowest technically acceptable quotation.
6. The original order should not be an 'emergency' order or an order placed on 'Preferred Delivery' basis.
7. Efforts should be made to obtain quantity discount from the supplier.
8. Repeat Order may also be placed on the basis of the Purchases finalized by a sister organization.
9. Several repeat orders may be placed during one year after placing first order, depending on time to time requirement, if such possibility is indicated in the enquiry and the contractors/suppliers have been asked to quote their rates accordingly.

*The item is placed for consideration and approval of the Board.*

**Resolution: Representative from MHRD suggested to take note from other peer Institute and implement accordingly.**

D.3 To consider and approve of the proposal of addition of a new M. Tech program in 'Communication Engineering' by the Department of Electronics and Communication Engineering.

The proposed M. Tech. Program is designed to develop knowledge and skills in the area of wireless communications, microwave engineering, and signal processing to enhance student's career prospects in mobile industries and R&D organizations. At the end of the program, students will be aware of the current developments and research at the forefront of a range of selected areas in communications engineering. Expert inputs are taken from Prof. S.C. Dutta Roy, Professor, Electrical Engineering department, IIT Delhi and same has incorporated in the proposed syllabus.

The class rooms' issues are sorted for the proposed M. Tech. program. There are total 13 faculty members in dept. of ECE, out of which 9 faculty members are having specialization in the area of Communication and signal processing and remaining in broad area of VLSI. The PG level courses proposed is useful to

  
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carry out the course for the research level students which are limited at present. This justifies the proposed M. Tech program.

*The item is placed for consideration and approval of the Board.*

**Resolution: Board informed to put the item in senate and get the minutes ratified in the next Board**

D.4 Honorarium and travel allowance to external Doctoral Research Committee (DRC) members from other Institutions and Remuneration for external examiners evaluating Ph.D. thesis of NIT Goa

1. The external Doctoral Research Committee (DRC) members from other Institutions, who come to evaluate the Ph.D. students of NIT Goa may be paid honorarium and travel allowance.
2. The proposed remuneration for examiners evaluating Ph.D. thesis is as below.
  - a) Indian Examiner – Rs. 5000/-
  - b) Foreign Examiner - US \$250

*The item is placed for consideration and approval of the Board.*

**Resolution: Board approved same and suggested that the honorarium for external DRC members may be given as per the hourly rate for a visiting faculty.**

D.5 Providing G.I profile sheet roofing for Hostels of NIT Goa.

CPWD has submitted a preliminary estimate of Rs. 22,09,300 for providing G.I profile sheet roofing for 4 nos hostel buildings at NIT Goa.

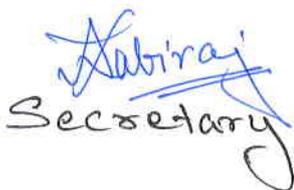
*The item is placed for consideration and approval of the Board.*

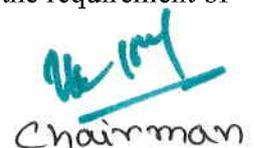
**Resolution: Looking into the urgent requirement Board suggested going for an open tender as per the specification submitted by the CPWD.**

C.17 **Additional items, if any, with the permission of the Chairperson, BoG**

C.17.1 **To consider to approve creation two Assistant Registrar position for Accounts and Store & Purchase on purely adhoc and temporary basis.**

The Institute is functioning at a temporary location in project mode and within a short span of time has made significant progress as evident from the number of research project awarded to the faculty members of the Institute. In any nascent Institution to grow speedily, the need of best and faster official processes complying with the law are essential. Further, in such a phase of an Institute growth as well as in research progression of ongoing projects, the requirement of

  
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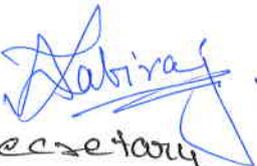
  
Chairman

adequate professionals at Finance & Accounts as well as at Store & Purchase are foremost. With this in mind and to install best procurement and finance practises in place from the very beginning, the Institute proposes to create two positions (purely temporary and adhoc) at the level of Assistant Registrar (AR). These two positions shall be one each in Finance & Accounts and Store & Purchase. If approved, the Institute may initiate the recruitment process as per NIT Act and Statutes following the Recruitment Rules for non-teaching positions adopted by the Institute.

*Proposal is submitted for kind consideration and approval of the Board.*

**Resolution: Representative from MHRD suggested that Institute should request MHRD for sanction of such posts for regular appointment required in the Institute.**

Meeting concluded at 02:30 P.M with vote of thanks to the Chairman.

  
Secretary

Approved for issue

  
Chairman