

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR
(Deemed University)**

MINUTES OF THE SECOND MEETING OF THE BOARD OF GOVERNORS

The second meeting of the Board of Governors was held on Saturday the 21st June, 2003 at 12.30 noon in the Conference Hall of the MNIT, Jaipur. The following members were present:

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| 1. | Prof. H.C. Pande | Chairman |
| 2. | Shri V.S.Pandey
Joint Secretary (Technical)
Government of India
Ministry of Human Resource Development
New Delhi | Member.
(Nominee of MHRD) |
| 3. | Shri Shyam S. Agarwal
Secretary
Technical Education Department
Government of Rajasthan
Jaipur. | Member
(Nominee of the State Govt.) |
| 4. | Dr.C.P.Srivastava
Educational Advisor
BIT, Noida | Member
(Nominee of the UGC) |
| 5. | Dr.P.K.Saxena
Professor of Mechanical Engineering Dept.
MNIT, Jaipur | Member |
| 6. | Dr.S.K.Jain
Reader in Metallurgical Engineering Dept.
MNIT, Jaipur | Member |
| 7. | Prof.Ashok K. Jain
Director
MNIT, Jaipur | Member Secretary |

The following members expressed their inability to attend the meeting:-

1. Dr.R.S.Sirohi, Director, IIT, New Delhi.
2. Shri A.K.Chhatwani, Executive Vice President, M/s.Larson & Toubro Ltd., Mumbai

The Chairman welcomed all the members to the 2nd meeting of the Board of Governors. In view of certain important issues to be taken up in the Agenda including the recommendations of the 1st meeting of the Finance Committee containing its recommendations for the budget of 2003-04, the Chairman noted the presence of the Joint Secretary (MHRD) and expressed the hope that the several pending important matters could be discussed and decisions taken.

1.0 To confirm the minutes of the first meeting of the Board of Governors held on 21.11.2002.

The minutes were confirmed.

2.0 To note the action taken on the decision of the Board of Governors at their meeting held on 21.11.2002

The action taken report was perused and it was noted that action on CAS has been held up in view of the policy decision being taken by the MHRD. The Board was apprised of the urgency of the matter and anxiety of the Faculty in view of the scheme having been already implemented in several of the NITs. The Joint Secretary, MHRD assured that there would be uniformity in this matter and the guidelines would be issued very shortly. He further pleaded for little more patience on this issue.

3.1 To consider the minutes of the 1st meeting of the Senate held on 17.6.2003.

The minutes of the first meeting of the Senate were placed on the table. The members desired that they be given more time to peruse the minutes carefully. The item was deferred.

3.2 To consider the minutes of the 1st meeting of the Finance Committee held on 20.6.2003.

While confirming the minutes of the first meeting of the Finance Committee, the following modifications were made:

- (a) Item 1.3(d)(C3) – The construction of new staff quarters was not approved.
- (b) Item 1.3(d)(c13) – The Committee reviewed the existing hostel facilities for boys and girls and was of the view that students coming from Jaipur and its vicinity may not be given priority in providing hostel facilities. After analysis of the data, the proposal was approved.
- (c) Item 1.3 (c) The Committee reviewed the strength of the total existing staff at the Institute and noted large non-teaching staff strength as also clear shortage of technical staff i.e. those with ITI Certificates or Engineering Diplomas. The Director was advised to select suitable persons from class IV category who

could be posted in appropriate departments and given on the job training in the Institute so that the shortage of technical staff could be countered in some measure.

- (d) The Committee also noted that a very large number of persons were out-sourced for various jobs. It desired that this staff should be reduced as per the minutes of the Finance Committee meeting. In future, the out-sourcing should be done as per job requirements rather than post-wise to ensure better efficiency and economy.
- (e) The board considered the Inspection report of the A.G. Rajasthan, Jaipur and expressed serious concern on the Audit Report. It noted that the physical stock verification, which should have been carried out each year, was not done for several years. It was desired that the physical verification of the stock should be done at the earliest by a team of competent persons.
- (f) The board resolved that the physical stock verification be assigned to a reputed firm of Chartered Accountants who should complete it within about 2 months..

3.3. To consider the Rules for Industrial Consultancy & Utilization of Professional Development fund

The Chairman made some observations in the concept and utilization of professional development fund and deferred the item. The Committee then perused the existing rules for consultancy and testing and noted that there was no logic for making any payment to HOD and the Principal (now Director) if they are not actually doing the work in question. The Director appraised the Committee that he also did not agree with the above distribution and had already surrendered his share vide office order dated May 3, 2003 immediately after taking over as the Director on May 1, 2003. It was resolved that

- (a) the existing consultancy and testing rules should be followed till rules are revised,
- (b) for all testing work taken between May 1st - June 20, 2003, Director's share (5% as per existing rules) be additionally distributed to the testing team.
- (c) from June 21, 2003 onwards Director & HOD share (15% as per existing rules) be additionally distributed to the testing team.

The Joint Secretary, MHRD requested the Chairman to propose model consultancy rules that could be adopted by all IITs/NITs.

3.4 To consider the Rules for purchase in the Institute

While perusing the proposed rules, the Chairman felt that there are too many forms that appear to be complicated. Therefore, this item was deferred.

The Committee then perused the existing purchase rules and felt that they are generally satisfactory. However, in view of serious audit objections of A.G. Rajasthan, Jaipur, for the year 2000-2001, the Chairman was authorized to make necessary modifications in the existing purchase rules.

The Chairman expressed the view that all payment must be made through cheques only and cash payments must be stopped henceforth. The Committee was informed that at present, cheques upto Rs.10,000/- are signed by Dy.Registrar, cheques upto Rs. 25,000/- are signed by Registrar alone and beyond Rs. 25001/- jointly by Registrar and Director. The Director expressed his desire that he should not be asked to sign every cheque and this authority should be assigned to others as well. The Chairman agreed with the views expressed by the Director and pointed out that Director should get more time for policy decisions and implementation. The Board decided that:

- (a) Henceforth all payments must be made through cheques only except for amounts below Rs.500/-.
- (b) Cheque upto Rs.5,000/- be signed by Registrar.
- (c) Cheques for Rs. 5,001/- upto Rs. 50,000/- be signed by Registrar and Dean of Faculty Affairs.
- (d) Cheques above Rs. 50,001/- be signed jointly by Registrar and Director.
- (e) In view of the delay in the implementation of MIS in the Accounts, it was decided to purchase a ready made software such as Tally or EX by TCS Limited and installed at top priority.

3.5 To consider new guidelines for appointment of Head of various Departments of this Institute.

The item was approved with the provision that the recommendation be placed before the BOG for its approval.

3.6 To make Rules & Regulations for re-employment of faculty members after the age of superannuation till the end of semester/academic year on the pattern of IITs.

~~The item was approved for re-employment upto the end of the semester,~~
that is, December 31 for autumn semester and June 30, for spring semester.

- 3.7 **To make Rules & Regulations for re-employment of faculty members on attaining the age of superannuation for re-employment under the age of 65 years.**

The Joint Secretary, MHRD informed that rules are being framed to maintain uniformity in all NITs. The item was deferred.

- 3.8 **To consider the request of Dr.P.R. Soni, Reader in Metallurgical Engineering for counting the services rendered by him as Teaching Assistant as well as counting of period of study leave sanctioned to him for the purpose of Career Advancement Scheme.**

This request was not approved.

- 3.9 **To count the period spent on extra ordinary leave (leave without pay) by Prof. M.Raisinghani who was permitted to retain lien in the College to serve as Principal, Engineering College, Ajmer towards length of service for pension and fixing pay in the Institute on re-joining by computing pay on notional basis giving Annual Grade Increments.**

The Board decided that :

- (i) The period of extra-ordinary leave be counted for the purpose of pension.
- (ii) Fixation of pay on rejoining by computing pay on notional basis giving Annual Grade Increment is not approved.

- 4.1 (a) **Grant of T.A. as per Central Government Rules.**

The item was noted

- (b) **Grant of D.A. as per Central Government Rules.**

The item was noted

- (c) **Transfer of Rs.30,00,000/- from Non Plan to the Pension Fund Contribution.**

The item was noted.

- 4.2 **The placement chart of 2002-2003 in respect of the students of this Institute who have been selected and offered jobs by the various companies.**

The placement chart of U.G. and M.M.S. students were noted. It was observed that more efforts should be made so that our students may get still better placements.

- 4.3 **Re-naming of CMSIC as Department of Management Studies and change of the nomenclature of Director (Professor) as Head of the Department.**

The item was noted. The members deliberated on the need of this course especially in view of acute shortage of faculty in the institute and reduction in demand of management graduates. After analyzing the various options the Board decided that no admission should be made for the session 2004-2005 and this course could be discontinued and department could be closed.

- 4.4 **To note the resignation of faculty members accepted by the Institute after the last meeting held on 21.11.2002.**

The item was noted.

- 4.5 (a) **To note the appointments of the existing staff on higher posts on adhoc basis as approved by the Chairman, MNIT.**

The item was noted.

- (b) **To fix up the cost of shoes to be provided to the Class IV Staff.**

The item was noted.

- (c) **To note the appointment of Medical Officer on part-time basis @ Rs.8000/- per month.**

The item was noted.

- (d) **To note the increase in the rate of part-time allowance in the case of Homeopathy Doctor on part-time basis and Lady Doctor on part-time basis.**

The item was noted.

- 5.0 **Any other item with the permission of the Chair.**

The following agenda items were placed on the Table for the consideration of the Board:

- 5.1 **To consider appointment of a campus administrator to supervise security and general maintenance of buildings and campus.**

The Board approved the appointment of a retired army personnel on contract at a fixed emolument.

- 5.2 **To consider sanction of Rs.30.00 lakhs for project on 30 acres of land near Rajasthan Canal Project.**

The members appreciated the Project on reclamation of land as one of urgent importance for Rajasthan. The Joint Secretary felt that other IITs and NITs should also take up similar national and regional problems. A seed money of Rs. 5.00 lakhs was sanctioned. It was resolved that the Rajasthan Government should be requested to allot land for this applied research project near the affected area to establish Experimental Research Station of the MNIT.

5.3 To consider empanelment of Architects for Institute work.

The item was approved.

5.4 To consider enlistment of Private Contractors to take up construction work at the MNIT campus.

The item was approved and it was further decided that bids from Contractors registered with CPWD, State PWD should also be considered whenever tenders are invited for the works.

5.5 To consider the request of Shri O.P. Yadav, Dy. Director (Reader) in Management Studies (Earlier CMSIC) for grant of extension in leave.


The item was not approved. The Board further decided that in case he does not report for duty by June 30th 2003 his services should be terminated.

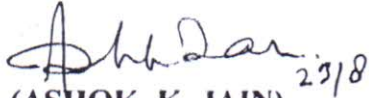
5.6 The Joint Secretary, MHRD, raised the issue whether there is any provision of annual appraisal of the work carried out by the faculty members and taking feedback from the students. The Director informed that annual self-appraisal form exists in the Institute but it was not being implemented regularly. However, all faculty members have been asked to submit duly filled up forms in May, 2003 for the session 2002-2003.

The Director further informed that there was no practice to get feedback from the students. Immediately after taking over as the Director, online feedback form was designed after getting the views of all the Departments. Some of the final year students were able to give their feed back while some had already left the campus after their examinations. The students of I, II and III Year will be asked to give their feedback after they return to the campus in July, 2003.

The Board desired that it be apprised of self-appraisals and feed back received from time to time.

The meeting ended with a vote of thanks to the Chair.


(H.C.PANDE) 23.08.03
Chairman


(ASHOK K. JAIN) 23/8
Director & Member Secretary