

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
Minutes of XVth Meeting of the Board of Governors held on 20.10.2016

The XVth meeting of the Board of Governors of NIT Meghalaya was held on 20th October, 2016 at 6.00 p.m. in the in the Conference Room IIT Guwahati Guest House in the presence of the following members:

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| 1. Professor D. K. Saikia,
Director, NIT Meghalaya | Chairman |
| 2. Professor P. K. Bora
Electronics and Electrical Engineering
IIT Guwahati | Member |
| 3. Shri W. Roy
Meghalaya Power Carriers (Pvt.) Ltd.
Shillong | Member |
| 4. Shri R. D. Shira
Retd. Director, BRPL | Member |
| 5. Professor P. S. Choudhury,
NIT Silchar | Member |
| 6. Shri Sanjeev Sharma, Director(NITs) | MHRD Nominee |

Shri Sharma attended the meeting through Skype. The IFD, MHRD however sent its observations on the agenda items of the meeting.

At the outset the Director, NIT Meghalaya, the Acting Chairman welcomed the members to the XVth meeting and the agenda of the day was then taken up. However, due to power failure at the ministry office Shri Sharma's Skype link got disconnected and the meeting had to be adjourned due to lack of quorum.

As there were some urgent items in the agenda to be discussed the adjourned meeting was resumed after a wait of half an hour.

Item No. 1: Confirmation of the Minutes of the XIVth Meeting of the Board of Governors of the Institute held on 28.07.2016.

The XIVth meeting of the Board of Governors of the NIT Meghalaya was held on 28.07.2016 in the Conference Room of the Institute. The minutes of the meeting were circulated amongst the members of the Committee for their comments/ observations. Observations were received from the ministry on the minutes and the remarks of the Institute against these observations were circulated along with the agenda items.

The Board noted the remarks and decided to confirm the minutes as circulated.

R1/BOG/XV/2016: *The Board **RESOLVED** to **CONFIRM** the Minutes of the XIVth Meeting of the Board of Governors of NIT Meghalaya held on 28th July, 2016 as circulated.*

Item No. 2: Follow up action on the decisions of the Board of Governors of NIT Meghalaya taken on its XIVth meeting.

The actions taken on the resolutions of the Board in its XIVth meeting were circulated as part of the agenda items. The Director elaborated these in the meeting.

R2/BOG/XIV/2016: *The Board **NOTED** the actions taken on the resolutions of the Board in its XIVth meeting.*

Item No. 3: Recommendations of the Xth Meeting of Finance Committee

The Xth meeting of the Finance Committee of the Institute was held 28th July just prior to the meeting of the Board in the same venue. The recommendations of the Committee were placed before the Board which were deliberated upon in detail and resolved as tabulated below:

Item	FC Resolution	BoG Resolution
Revised Budget Estimates for FY 2016-17	<u>R3/FC-X/2016:</u> <i>The Finance Committee RESOLVED to RECOMMEND the Revised Budget Estimates of the Institute for the financial year 2016-17 as proposed for approval by the Board of Governors.</i>	<u>R3.1/BOG/XV/2016:</u> <i>The Board RESOLVED to APPROVE the Revised Budget Estimates of the Institute for the financial year 2016-17 as recommended (Annexure-I) by the Finance Committee.</i>

Item No. 4: Annual Report and Audited Annual Accounts

The draft Annual Report for 2015-16 of the Institute was circulated along with the agenda items of the meeting for consideration and approval by the Board. The Board was intimated that the Annual Audit of the Accounts for FY 2015-16 was completed by the Office of the AG, Shillong and there were not major observations. The final report of the audit which was expected before the meeting was however not received.

The Board approved the draft Annual Report with minor corrections asked that approval for the Audit Report be taken through circulation before sending for printing.

R4/BOG/XV/2016: *The Board **Resolved** to **Approve** the Draft Annual Report of the Institute for the year 2015-16 and asked that the approval for the Audit Report be taken through circulation among the members.*

Item No. 5: Appointment of a Registrar In-charge

The Institute currently does not have a Registrar as Mr. D. J. Goswami reverted to his parent organization. The Director himself was acting as the DDO. The position of Registrar was advertised and the screening of the applications has also been completed. However, as the term of the Director was coming to an end as per standing instruction of the Ministry the selection of the Registrar could not be carried out. To enable routine transactions it is necessary to appoint a Registrar In-charge. The Committee of Deans has made a recommendation to appoint Dr. Deba Kumar Sarma, Associate Dean (Planning and Development) as the Registrar In-charge.

The Board discussed the matter and decided to approve appoint Dr. Deba Kumar Sarma as the Registrar In-charge until further order or till a regular Registrar joins, whichever is earlier. Dr. Sarma will be receiving a charge allowance of Rs. 3,500/- pm.

R5/BOG/XV/2016: *The Board **Resolved** to **Approve** appointment of Dr. Deba Kumar Sarma as the Registrar In-charge with a charge allowance of Rs. 3,500/- pm.*

Item No. 6: Expiry of Term of the Director

The Board was aware that the term of the Director Prof. D. K. Saikia is expiring on 31st October, 2016. As his leave from parent organization, Tezpur University, will also expire on 31st, he will have to relinquish his charge as Director, NIT Meghalaya and join back the parent university on 1st November.

The process of selection of the next regular Director for the institute has been taken-up by the Ministry. However, a gap between the expiry of term of the current Director and the taking over of charge by the next regular Director is very likely. As there is no senior faculty member, at the level of professor, in the institute, the Director of one of the NITs/IITs is likely to be given the charge. The Ministry is required to notify who should be officiating as the Director.

R6/BOG/XV/2016: *The Board **Noted** the situation and asked that the Ministry be requested to notify at the earliest to avoid a difficult situation.*

Items for Ratification:

Item No. 7:

I) Appointments on contractual basis:

a) Non-faculty

As the sanctioned strength for non-faculty is not adequate to cater to the needs of the Institute following appointments were made on purely contractual basis for a period as shown against their names:

Name	Designation	Consolidated salary (Rs.)	Period of contract		Remarks
			From	To	
Mr. Khraw Kupar Hadia	Technician (CC)	15,000/-	22.06.2016	21.05.2017	-
Mr. John Miller Sawkmie	Lab Assistant (Maths)	15,000/-	27.06.2016	26.05.2017	-
Mr. Pyniohbor Kurbah	Lab Assistant (Chemistry)	15,000/-	27.06.2016	26.05.2017	-
Mr. Albanstar Nongsiej	Technician (CE)	12,000/-	11.07.2016	31.12.2016	-
Mr. Wandajied Nonglait	Gym Trainer	25,000/-	01.08.2016	31.05.2017	1 st block: 01.8.16-15.12.16 2 nd block: 16.1.17-31.5.17

The Board was requested to ratify the above appointments.

R7.1/BOG/XV/2016: *The Board Resolved to Ratify the purely temporary appointments of the four laboratory staff and a gym trainer.*

ii. Confirmation of Employees:

Non-Faculty

On receipt of the employees' police verification report and on completion of probationary period of 2(two) years for non-faculty, the following employee is confirmed against her post.

Sl. No.	Name of the Employee	Designation	Department
1.	Ms. Rebecca Shadap	Technician	ECE

The Board was requested to ratify the above confirmations.

R7.2/BOG/XV/2016: *The Board Resolved to Ratify the confirmation of Ms. Rebecca Shadap in the post of Technician.*

II) Extension of contract

a) Faculty

- i. The following faculty members were initially appointed on contract for a maximum period of 5(five) years (under 3-tier faculty structure) and which are to be reviewed annually. Based on satisfactory performance their appointments have been further extended for a period of 1(one) year as follows:

Sl. No.	Name of the Employee	Desig-nation	Department	Period	
				From	To
Under 3-tier					
1.	Mr. Biswajit Halder	Asst. Prof.	EE	23.07.2016	22.07.2017
2.	Mr. Mridupawan Sonowal	Asst. Prof.	ECE	07.08.2016	06.08.2017
3.	Mr. Manjish Pal	Asst. Prof.	CSE	08.08.2016	07.08.2017
4.	Mr. Abhishek Sarkhel	Asst. Prof.	ECE	23.08.2016	22.08.2017
5.	Mr. Mousam Ghosh	Asst. Prof.	EE	23.08.2016	22.08.2017

The Board was requested to ratify the above extensions.

R7.3/BOG/XV/2016: The Board **Resolved to Ratify** the extension of contract of the 5(five) faculty members in the 3-tier structure for a period of one year.

- ii. The following faculty members were given appointment under Consolidated pay (Contract). Due to the need in the department and their satisfactory performance the contracts have been extended for another year as follows:

Sl. No.	Name of the Employee	Designation	Department	Period	
				From	To
1.	Mr. Ansuman Bhattacharya	Asst. Prof.	CSE	04.08.2016	03.08.2017
2.	Mr. Alope Datta	Asst. Prof.	CSE	25.08.2016	24.08.2017
3.	Dr. Sanjay Pratihar	Asst. Prof.	CSE	29.08.2016	28.08.2017

The Board was requested to ratify the above extensions.

R7.4/BOG/XV/2016: The Board **Resolved to Ratify** the extension of contract of the 3(three) faculty members with consolidated pay for a period of one year.

b) Non-Faculty

The contract of Mr. Joshua B. Phanwar who is appointed as Assistant Registrar on contractual basis for a period of three years was extended for the remaining 9(nine) months of the period.

Sl. No.	Name of the Employee	Designation	Section	Period	
				From	To
1.	Mr. Joshua B. Phanwar	Assistant Registrar	Finance & Accounts	16.09.2016	15.06.2017

The Board was requested to ratify the above extension.

R7.5/BOG/XV/2016: *The Board Resolved to Ratify the extension of contract of Mr. Joshua B. Phanwar as Assistant Registrar for a period of 9(nine) months.*

The probation period of Mr. Bakerlang Hynniewta, Technician (Electrical) was extended for the second year.

Sl. No.	Name of the Employee	Designation	Section	Period	
				From	To
1.	Mr. Bakerlang Hynniewta	Technician	Electrical	15.09.2016	14.09.2017

The Board was requested to ratify the extension of the probation period.

R7.6/BOG/XV/2016: *The Board Resolved to Ratify the extension of probation period of Mr. Bakerlang Hynniewta, Technician (Electrical) for the second year.*

Reporting Items:

Item No. 8:

I) Appointment/ Renewal of Deans and Heads

On completion of terms of some of the Heads of Department the following have been appointed as tabulated below. In some cases the terms of the incumbents have been extended within the allowed maximum of three years.

Sl. No.	Office	Faculty Member	New/ Extension	Period
1.	Associate Dean (Planning & Development)	Dr. Deba Kumar Sarma Asst. Professor, ME	New	1(one) year w.e.f. 16.08.2016

2.	Head of Dept. Mathematics	Dr. Tikaram Subedi Asst. Professor	Extension for the second year	1(one) year w.e.f. 17.08.2016
3.	Head of Dept. Mechanical Engineering	Dr. Subhendu Maity Asst. Professor	New	1(one) year w.e.f. 06.09.2016
4.	Head of Dept. Physics	Dr. K. Senthilkumar Asst. Professor	New	1(one) year w.e.f. 06.09.2016
5.	Head of Dept. Chemistry	Dr. Gitish Kishor Dutta Asst. Professor	Extension for the second year	1(one) year w.e.f. 07.09.2016
6.	Associate Dean (Students Welfare)	Dr. Saikat Mukherjee Asst. Professor, Maths	Extension for the second year	1(one) year w.e.f. 23.10.2016

The Board may note the above appointments of Associate Dean (P&D) & Heads.

R8.1/BOG/XV/2016: *The Board Noted the appointment/extension of terms of Deans and Heads of Departments.*

II) Appointment to non-faculty positions:

The following were appointed against the newly sanctioned positions listed below from existing valid panels from earlier selections:

Position	Department	Name of the person(s) selected	Status
Technical Assistant	Mechanical Engineering	Mr. Pratit Sundar Dev Roy	Joined on 08.08.2016
Technical Assistant	Computer Centre	Mr. Cheman D. Shira	Joined on 19.08.2016
Technician	Civil Engineering	Mr. Samuel Bennett	Joined on 01.09.2016

The Board is requested to note the above appointments.

R8.2/BOG/XV/2016: *The Board Noted the appointments of the technical staff.*

Item No. 9: ADDITIONAL ITEMS

Item No. 9.1: Further Delegation of Powers

The Board discussed the matter of delegation of powers for the smooth running of the Institute as the In-charge Director will not be able to devote full-time for the Institute. It was decided that the Registrar in-charge shall exercise the powers as delegated to the Registrar vide BoG resolution no. R8/BOG-III/2013 including that of DDO, except that, the Cheque Signing shall be done jointly by the Registrar in-charge and the Assistant Registrar (Establishment).

For the interim period till the regular Director joins the Institute, the Associate Deans shall have power of sanctioning of urgent expenditures up to Rs. 25,000/- in their respective domains of activities and the Registrar in-charge shall have power of sanctioning up to Rs. 25,000/- for administrative activities. The Registrar in-charge shall have power of releasing payments as follows:

1. Release of payments of monthly salary, scholarships, transport bills, rents, electricity, telephone and postal bills.
2. Release of bills of approved works/ purchases up to Rs. 10,00,000/-, duly certified.

For any requirement beyond the above limits shall require the approval of the Director in-charge. Any sanctions made by the Assoc. Deans and the Registrar in-charge shall be reported to the Director in-charge during his next visit.

R9.1/BOG/XV/2016: The Board *Resolved to Approve* the following:

- a. *The Registrar in-charge shall exercise the powers as delegated to the Registrar vide BoG resolution no. R8/BOG-III/2013 including that of DDO, except that, the Cheque Signing shall be done jointly by the Registrar in-charge and the Assistant Registrar (Establishment).*
- b. *For the interim period till the regular Director joins the Institute, the Associates Deans shall have power of sanctioning of urgent expenditures up to Rs. 25,000/- in their respective domains of activities and the Registrar in-charge shall have power of sanctioning up to Rs. 25,000/- for administrative activities.*
- c. *The Registrar in-charge shall have power of releasing payments as follows:*
 - i. *Release of payments of monthly salary, scholarships, transport bills, rents, electricity, telephone and postal bills.*
 - ii. *Release of bills of approved works/ purchases up to Rs. 10,00,000/-, duly certified.*
- d. *For any requirement beyond the above limits shall require the approval of the Director in-charge. The expenditures sanctioned and payments released by the Assoc. Deans and the Registrar in-charge shall be reported to the Director in-charge in his next visit.*

Item No. 9.2: Extension of Contracts of Faculty Members

The faculty members and staff, with details given below, joined the Institute in the month of November:

Name	Designation	Dept.	Date of Joining	Remarks	Student Feedback Score (4)
Dr. Kamalika Datta	Asst. Prof.	CSE	28.11.2014	4-Tier contract, AGP Rs. 7000/-	3.34, 3.79, 3.74
Dr. Wandahun Longtrai Reenbohn	Asst. Prof.	Phy	02.11.2015	4-Tier contract, AGP Rs. 6000/-	2.85, 3.76, 3.75
Dr. Kishore Debnath	Asst. Prof.	ME	02.11.2015	4-Tier contract, AGP Rs. 6000/-	2.76, 2.64, 2.86,
Dr. Rajat Subhra Das	Asst. Prof.	ME	02.11.2015	4-Tier contract, AGP Rs. 6000/-	3.36, 3.06, 3.1
Dr. Bidyasagar Kumbhakar	Asst. Prof.	Math	02.11.2015	4-Tier contract, AGP Rs. 6000/-	3.41, 3.43
Dr. Atanu Singha Roy	Asst. Prof.	Chem	02.11.2015	4-Tier contract, AGP Rs. 6000/-	3.46, 3.86, 3.85, 3.8
Mrs. Smrutirekha Sahoo	Asst. Prof.	CE	02.11.2015	Consolidated	2.27, 3.1
Dr. Ratan Sarmah	Asst. Prof.	CE	02.11.2015	4-Tier contract, AGP Rs. 6000/-	3.74, 2.9, 3.35

The appointments of these faculty members were under the 4-tier system as Assistant Professors on contract which has to be reviewed annually and extended accordingly up to 5 years or regularized at AGP of Rs. 8000/- on recommendation of a selection committee on completion of 3 years of post PhD experience and satisfaction of other requirements. Dr. Kamalika Datta will be completing two years of service in November 2016 and all the others will be completing one year of service. The performance details of these faculty members were circulated among the members.

The Board found the performance of the listed faculty members to be satisfactory and decided that their “on contract” appointments be extended for a year.

The faculty members, with details given below, joined the Institute in the month of December:

Name	Designation	Dept.	Date of Joining	Remarks	Student Feedback Score (4)
Mr. Vinay Kumar	Asst. Prof.	ECE	10.12.2012	3-Tier contract, AGP Rs. 6000/-	3.6, 3.59, 3.2
Mr. Nabajyoti Medhi	Asst. Prof.	CSE	19.12.2012	3-Tier contract, AGP Rs. 6000/-	3.98, 3.2

Mr. Deepak Kumar	Asst. Prof.	CSE	20.12.2012	3-Tier contract, AGP Rs. 6000/-	3.52, 3.46, 3.4, 3.55
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These appointments were under the 3-Tier faculty recruitment system as Assistant Professors on contract for a period of five years which has to be reviewed annually. Their contracts were subsequently extended up to fourth year after review by authority and will be expiring in December 2016. As per 3-tier recruitment rules their contract may be extended up to 5 years or confirmed in the 3-tier scheme if they complete their PhD within the period. The performance details of these faculty members were circulated among the members.

The Board found the performance of the listed faculty members to be satisfactory and decided to extend their contract for the fifth and final year.

R9.2/BOG/XV/2016: *The Board Resolved to Approve the extension of appointments of the faculty members as follows:*

- a. Appointments of Dr. Kamalika Datta, Dr. Wandahun Longtraai Reenbohn, Dr. Kishore Debnath, Dr. Rajat Subhra Das, Dr. Bidyasagar Kumbhakar, Dr. Atanu Singha Roy, and Dr. Ratan Sarmah "On Contract" in the 4-tier structure for one year,
- b. Appointment of Mrs. Smrutirekha Sahoo on Consolidated Pay for one year,
- c. Appointments of Mr. Vinay Kumar, Mr. Nabajyoti Medhi, Mr. Deepak Kumar on contract in the 3-tier structure for the fifth and final year.

Item No. 9.3: Appointment of Junior Engineer

Due to the resignation of the Junior Engineer (Civil) in the Engineering Section the position was vacant and the Executive Engineer was very much handicapped. The position was advertised in August, 2016 against which 270 applications were received. After due screening 239 candidates were called for written test. Based on the written test performance 8(eight) candidates were called for personal interview held on 17th October, 2016. The duly constituted selection committee recommended appointment of Mr. Myselmon Pyngrope to the position as per rule.

The Board noted the selection process and decided to approve appointment of Mr. Myselmon Pyngrope to the post of Junior Engineer (Civil).

R9.3/BOG/XV/2016: *The Board Resolved to Approve the appointment of to the post of Junior Engineer (Civil) with pay as per rule.*

Item No. 9.4: Confirmation of Dr. C. Marthong, Assistant Professor, Civil Engineering

Dr. C. Marthong who was in the service of Govt. of Meghalaya joined NIT Meghalaya on lien as an Assistant Professor in Civil Engineering on 10th January, 2013 after due process of selection. He has also been placed in the grade of AGP Rs. 8000/- of the 4-tier flexible faculty

structure on the recommendation of selection committee in July, 2015 and he has been on probation since 3rd July, 2015. As such he is eligible for confirmation if he is released by the Govt. of Meghalaya from its service. However, Dr. Marthong has informed that due a bond signed by him for leave for his PhD studies the process of his release by the Govt. of Meghalaya is getting delayed.

Considering the above the Board was requested to consider his case of confirmation.

The Board discussed the matter and decided to confirm the service of Dr. C. Marthong in his position as Assistant Professor subject to receipt of his release documents from the Govt. of Meghalaya.

R9.4/BOG/XV/2016: *The Board Resolved to Approve the Confirmation of Dr. C. Marthong subject to receipt of release documents from the Govt. of Meghalaya.*

As there was no other item the meeting concluded with thanks to and from the Chair. The members acknowledged the contribution of Prof. D.K.Saikia, Director of the Institute, in the critical period of last 5 years.

Professor D. K. Saikia
Director, NIT Meghalaya

ANNEXURE-I
REVISED BUDGET ESTIMATES
FY 2016-17

Sl. No. & Code	HEAD OF ACCOUNT	Budget Estimates 2015-16	Actual Expenditure 2015-16	Budget Estimates 2016-17	Actual 2016-17 up to 30 Sep'16	Revised Estimates 2016-17	Reason for Change
1-EQP	Equipment, Teaching Aids & Software	800.00	857.22	1000.00	171.78	800.00	Reduced due to lower fund receipt
2-FRN	Furniture	150.00	89.09	150.00	59.05	150.00	
3-CON	Construction- Boundary Wall, Buildings etc.	9000.00	2069.93	22000.00	3007.00	15000.00	Reduced due to lower fund receipt
4-ACS	Architectural Consultant, Soil Testing etc.	150.00	63.91	150.00	61.49	150.00	Merged with 3-CON
5-PAY	Pay & Allowances	750.00	789.40	1500.00	412.61	1200.00	Delay in implementation of 7-CPC
6-SOS	Security, Catering & Other Outsourced Services	200.00	122.73	200.00	73.39	300.00	
7-RMT	Repairs & Maintenance	80.00	117.28	100.00	12.02	100.00	
8-RNT	House Rents (Building Hiring Charges)	350.00	348.39	400.00	103.10	450.00	Pending dues of 2015-16
9-CAD	Consumables – Academic Departments	35.00	7.98	25.00	10.27	25.00	
10-ROC	Recurring Office Contingency	35.00	9.87	20.00	6.06	25.00	
11-RAD	Recurring Contingency-Academic departments	10.00	27.35	10.00	10.65	20.00	
12-RJN	Research Journals	75.00	49.91	75.00	0	100.00	
13-LBK	Library Books	60.00	63.07	75.00	0.38	60.00	
14-SSC	Student Scholarships	150.00	193.48	300.00	108.85	400.00	
15-SAC	Students Activity	35.00	24.33	40.00	6.84	50.00	
16-OAC	Other Acad. Exp., Exams. etc.	50.00	46.89	30.00	4.52	50.00	
17-TEX	Travel Expenses	30.00	11.52	40.00	5.23	40.00	
18-CTR	Communication & Transportation	120.00	119.76	200.00	43.43	200.00	
19-PFR	PF and Retirement Benefits	60.00	46.64	75.00	21.25	75.00	
20-LAD	Loans & Advance	10.00	0.00	50.00	0	50.00	
21-REX	Recruitment Expenses	50.00	21.00	30.00	11.10	50.00	
22-MIC	Miscellaneous Expenses	50.00	76.68	50.00	30.17	50.00	
23-MED	Medical Expenses	10.00	15.98	25.00	4.17	25.00	
24-VEH	Vehicle Expenses	0.00	0	30.00	16.92	20.00	
25-CNV	Convocation Expenses etc.	25.00	16.03	30.00	17.94	30.00	
26-SRG	Start-up Research Grant	0.00	0.00	50.00	0	50.00	
	TOTAL-	12285.00	5188.44	26465.00	4198.22	19500.00	