

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
Minutes of VIIIth Meeting of the Board of Governors held on 09.01.2015

The VIIIth meeting of the Board of Governors of NIT Meghalaya was held on 9th January 2015 at 12.00 p.m. in the Conference Room of IIT Guwahati, Guest House in the presence of the following members:

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| 1. Professor D. K. Basu
Chairman, BOG NIT Meghalaya | Chairman |
| 2. Professor D. K. Saikia,
Director, NIT Meghalaya | Member |
| 3. Professor G. Biswas
Director, IIT Guwahati | Member |
| 4. Professor Samarjit Sengupta
Electrical Engineering,
Dept. of Appl. Physics, Calcutta University | Member |
| 5. Professor P. K. Bora
Electronics and Electrical Engineering
IIT Guwahati | Member |
| 6. Sri W. Roy
Meghalaya Power Carriers (P) Ltd.
Shillong | Member |
| 7. Sri R. D. Shira
Retd. Director, BRPL | Member |
| 8. Sri A. Datta
Asst. Professor, NIT Meghalaya | Member |
| 9. Sri Satpal Sharma
IFD, MHRD | MHRD Representative |
| 10. Sri D. J. Goswami
Registrar i/c, NIT Meghalaya | Secretary |

Professor U. Bhattacharya, IEST, Kolkata could not attend the meeting due to delay in the AI flight.

At the outset the Chairman welcomed the members to the VIIIth meeting of the Board and the agenda of the day was taken up.

Item No. 1: Confirmation of the Minutes of the VIIth Meeting of the Board of Governors of the Institute held on 31.10.2014

The VIIth meeting of the Board of Governors of the Institute was held on 31.10.2014 (Friday) in the conference room of NIT MEGHALAYA in Shillong. The minutes of the meeting were circulated amongst the members of the Committee for their comments/ observations. No comments from any of the members were received. However, the members were urged to place their comments/ observations, if any, during discussions.

After discussions the members agreed that the circulated minutes be confirmed.

R1/BOG/VIII/2015: The Board **RESOLVED** that the circulated Minutes of the Seventh Meeting of the Board of Governors of NIT Meghalaya held on 31st October, 2014 be **CONFIRMED**.

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

The Registrar elaborated the action taken on the resolutions of the Board in its VIIth meeting as tabulated below:

Sl. No.	BoG Resolution No.	Resolution	Action Taken/Status
1.	<u>R4/BOG/VII/14</u>	The Board NOTED that the State Authorities are considering allocation of additional plot of land to the Institute and RESOLVED to APPROVE bearing the cost of construction of the concrete structure for the Veterinary Department at the new plot allocated to the department.	Survey of the land area to be allocated to NIT Meghalaya has been completed by the State Administration.

2.	<u>R6/BOG/VII/2014</u>	The Board RESOLVED to AUTHORIZE the Chairman to approve the Audit Report along with the Annual Accounts when these are ready to be sent to the Ministry.	Both annual report and Audit report along with the accounts for the year 2013-14 are under printing. Approvals by circulation for sending the same to the Ministry are being obtained.
3.	<u>R7/BOG-VII/2014</u>	The Board RESOLVED to APPROVE the reimbursement of relocation expenses of Dr. Rama Rao as per the Institute rules	Under process
4	<u>R8/BOG-VII/2014</u>	The Board RESOLVED to have a discussion on the matter in its next meeting and DEFER decision on the same. (matter related to upgradation to PB-4 of Dr. Deba Kr. Sarma)	To be taken up in a later meeting.
5	<u>R9/BOG-VII/2014</u>	The Board RESOLVED to APPROVE payment of Dearness Allowance @ 107% to the employees of the Institute who are drawing their salaries in a scale of pay w.e.f. 01.07.2014.	Implemented
6	<u>R10/BOG-VII/2014</u>	The Board RESOLVED to AUTHORIZE the Director to decide on the three variable holidays and the list of restricted holidays of the Institute for the year 2015 after considering the holiday list of the State of Meghalaya along with those notified by the Central Govt.	Notice regarding holidays for the year 2015 issued. Copy is at Annex.II(p-)
7	<u>R11/BOG-VII/2014:</u>	The Board ADVISED to put up the matter(related to Proposal for Setting-up of a Facility at the Rural Technology Park of Meghalaya) as per the request of IFD, MHRD again for a detailed discussion in its next meeting.	The matter will be placed before the Board once the matters pointed out by IFD, MHRD and the Board members are clarified with the State Government.
The Rest of the items were either reporting items or items for noting/ratification by the Board.			

R2/BOG/VIII/2015: The Board **NOTED** the actions taken on the decisions of the VIIth meeting of the Board of Governors held on 31-10-2014 as reported.

Item No. 3 Selection of Registrar and Faculty Members

a) Appointment to the post of Registrar

Applications for the position of Registrar were invited vide advertisement no. NITMGH/REC/REG/2014/1350 dated: 03.09.2014. The last date of submission of the applications was 17.10.2014. The Institute received 56 applications against this advertisement. A Screening Committee consisting of the following members was constituted.

1.	Mr. L. Roy, IAS (Retd.) and Chairman, Meghalaya Private Universities Regulatory Board
2.	Professor A.K.Misra, Dept. of Botany, North East Hill University, Shillong

The Screening Committee shortlisted 14 candidates who were called for interviews held on 05.01.2015 in the Institute Conference Room.

The Selection Committee, which was constituted with the approval of the Chairman, BoG and as per provisions of the Statutes, consisted of the following members:

Prof. D. K. Saikia, Director, NIT Meghalaya	Chairman
Mr. L. Roy, Chairman, Meghalaya Private Universities Regulatory Board	Expert Member
Prof. I. K. Bhat, Director, MNIT, Jaipur	BoG Nominee
Prof. G. Mugeraya, Director, NIT Agartala	BoG Nominee
Mr. S. K. Upadhyay, Registrar, NIT Rourkela	MHRD Nominee

Prof. Bhat could not attend the meeting due to inordinate delay of flight.

Eight of the candidates called appeared before the Selection Committee. Recommendations of the Selection Committee were placed on the table during the meeting for approval by the Board. The Selection Committee recommendations were as follows:

Sl. No.	Name	Pay Scale
Main List		
1.	Mr. Dibya Jyoti Goswami	PB4, GP- Rs. 10,000/-
Waiting List		
1.	Dr. Shailendra Choudhury	PB4, GP- Rs. 10,000/-
2.	Lt. Col Sher Sing Dagar	PB4, GP- Rs. 10,000/-

The Board considered the recommendations and decided to accept the recommendations of the Selection Committee. During the discussion of the item the Registrar i/c excused himself with the permission of the Chair as he himself was also a candidate to the post.

R3a/BOG/VIII/2015: The Board **RESOLVED** to **ACCEPT** the recommendations of the Selection Committee for appointment to the post of Registrar.

b) Appointment to the posts of Assistant Professor in the Department of Mathematics

Applications for Faculty Positions of Assistant Professor (as per four tier flexible faculty structure) in Dept. of Mathematics (for appointment on permanent/ contract) were invited vide advertisement no. NITMGH/REC/F-Math/2014-15/1190 dated: 20-08-2014. The last date for submission of the application was 17.10.2014. The Institute received 40 applications against this advertisement and 23 shortlisted candidates were called for interviews held on 08.01.2015. The Selection Committee constituted as per provision of the Statutes comprised the following members:

Prof. D. K. Saikia, Director NIT Meghalaya	Chairman
Prof. R. R. Bhargava, Dept. of Mathematics, IIT Roorkee	Visitor's Nominee
Prof. B. K. Sarma, Dept. of Mathematics, IIT Guwahati	BoG Nominee
Prof. P. K. Kundu, Dept. of Mathematics, Jadavpur University	BoG Nominee
Prof. R. K. Deka, Dept. of Mathematics, Gauhati University	Senate Nominee

Seventeen of the candidates called appeared before the Selection Committee. Recommendations of the Selection Committee were placed on the table during the meeting for approval by the Board. The Selection Committee recommendations were as follows:

Sl. No.	Name of Candidate Selected	Category	Qualification & Experience	Pay Scale
1.	Dr. Saikat Mukherjee	General	Ph.D. (Wyoming); Exp: 3+ Yrs. Project: 1	PB3, Basic:Rs.30,000/- AGP: Rs. 8,000/-
2.	Dr. Tikaram Subedi	General	Ph.D. (NEHU) Exp: 8+ Yrs.	PB3, AGP: 7,000/-
3.	Dr. Manideepa Saha	General	Ph.D. (IITG) Exp: 1+ Yrs.	PB3, AGP: 6,000/-
4.	Dr. Bapan Ghosh	OBC	Ph.D. (IEST)	PB3,AGP: 6,000/-

The Board considered the recommendations and decided to approve appointment of the four selected candidate as recommended.

R3b/BOG/VIII/2015: The Board **RESOLVED** to **APPROVE** appointment of the four selected candidates to the posts of Assistant Professor in the Department of Mathematics as recommended by the Selection Committee.

Item No. 4: Recommendations of the Finance Committee meeting held on 09.01.2015

The VIIIth meeting of the Board was preceded by a meeting of the Finance Committee of the Institute and the recommendations of the Finance Committee was placed before the Board for its consideration and approval.

a. Revised estimate for the financial year 2014-15

The Board of Governors of the Institute had approved a budget estimate of `17620.00 lakhs for the financial year 2014-15 on recommendation of the Finance Committee. However as the progress in the construction works in the permanent campus has not been as was expected during the preparation of the budget estimates and in certain heads Institute might require more allocation due to the change in the requirements, a draft revised estimate for the financial year 2014-15 was put up before Finance Committee.

The Committee discussed the revised budget estimates in detail and vide its resolution **R2/FC/VI/2015** **RECOMMENDED** the Revised Budget Estimates for FY 2014-15 as follows to Board for its approval

Sl. No. & Code	HEAD OF ACCOUNT	Budget estimate 2014-2015 (` in Lakh)	Expendi -ture till 7.1.2015 (` in Lakh)	Revised Estimate 2014-15 (` in Lakh)	Remarks for variations
1-EQP	Equipment, Teaching Aids & Software	600.00	453.11	800.00	For setting-up of the laboratories equipments have to purchased.
2-FRN	Furniture	200.00	100.84	200.00	
3-CON	Construction- Boundary Wall, Buildings etc.	15000.00	2976.59	7500.0	As main constructions delayed requirement under this head is less.
4-ACS	Architectural Consultant, Soil Testing etc.	200.00	60.56	200.00	

5-PAY	Pay & Allowances	500.00	429.06	600.00	With the appointment of regular faculty during Aug.2014, requirements have increased.
6-SOS	Security, Catering & Other Outsourced Services.	150.00	67.36	150.00	
7-RMT	Repairs & Maintenance	25.00	68.96	90.00	Repair of the buildings taken on rent from NEHU.
8-RNT	House Rents (Building Hiring Charges)	300.00	164.61	300.00	
9-CAD	Consumables – Academic Departments	25.00	2.86	15.00	
10-ROC	Recurring Office Contingency	25.00	9.63	15.00	
11-RAD	Recurring Contingency-Academic departments	10.00	1.81	10.00	
12-RJN	Research Journals	75.00	2.86	75.00	
13-LBK	Library Books	50.00	.05	30.00	
14-SSC	Student Scholarships	80.00	26.53	80.00	
15-SAC	Students Activity	25.00	1.43	20.00	
16-PDA	Other Acad. Exp., Exams. etc.	40.00	25.54	40.00	
17-TEX	Travel Expenses	25.00	8.39	25.00	
18-CTR	Communication & Transportation	100.00	94.52	100.00	
19-PFR	PF and Retirement Benefits	50.00	30.90	50.00	
20-LAD	Loans & Advance	30.00		10.00	
21-REX	Recruitment Expenses	50.00	15.83	40.00	
22-MIC	Miscellaneous Expenses	40.00	28.15	40.00	
23-MED	Medical Expenses	20.00	2.53	10.00	
24-VEH	Vehicle Expenses	0.00	0.00	0.00	
	TOTAL-	17620.00	4572.12	10400.00	

R4a/BOG/VIII/2015: The Board **RESOLVED** to **APPROVE** the Revised Budget Estimates of the Institute for the FY 2014-15 for an amount of ` 10400.00 Lakh as recommended by the Finance Committee.

b. Budget estimate for the year 2015-16:

Considering that during the next financial year, works contract under phase-I of construction work at the permanent campus with an approximate value of `48125.00 lakhs will be on full swing and with the proposal of starting M. Tech in Mechanical and Civil Engineering and MSc in basic sciences budget estimate for the year 2015-16 was put up before the Finance Committee for consideration.

The Finance Committee discussed the draft budget estimates in threadbare and vide its resolution **R3/FC/VI/2015** **RECOMMENDED** the Budget Estimates for FY 2015-16 as follows to Board for its approval:

Sl. No. & Code	HEAD OF ACCOUNT	Expenditure during 2013-14 (` in Lakh)	Budget estimate 2014-15 (` in Lakh)	Revised Estimate 2014-15 (` in Lakh)	Budget estimate 2015-16 (` in Lakh)
1-EQP	Equipment, Teaching Aids & Software	410.29	600.00	800.00	800.00
2-FRN	Furniture	113.97	200.00	200.00	150.00
3-CON	Construction- Boundary Wall, Buildings etc.	487.00	15000.00	7500.0	20000.00
4-ACS	Architectural Consultant, Soil Testing etc.	186.25	200.00	200.00	150.00
5-PAY	Pay & Allowances	322.39	500.00	600.00	750.00
6-SOS	Security, Catering & Other Outsourced Services.	59.02	150.00	150.00	200.00
7-RMT	Repairs & Maintenance	15.97	25.00	90.00	50.00
8-RNT	House Rents (Building Hiring Charges)	220.03	300.00	300.00	350.00
9-CAD	Consumables – Academic Departments	19.31	25.00	15.00	35.00
10-ROC	Recurring Office Contingency	10.11	25.00	15.00	35.00
11-RAD	Recurring Contingency-Academic departments	0.06	10.00	10.00	10.00
12-RJN	Research Journals	66.31	75.00	75.00	75.00
13-LBK	Library Books	19.55	50.00	30.00	25.00
14-SSC	Student Scholarships	1.88	80.00	80.00	80.00

15-SAC	Students Activity	13.17	25.00	20.00	35.00
16-OAE	Other Acad. Exp., Exams etc.	6.75	40.00	40.00	50.00
17-TEX	Travel Expenses	9.76	25.00	25.00	30.00
18-CTR	Communication & Transportation	42.45	100.00	100.00	120.00
19-PFR	PF and Retirement Benefits	19.46	50.00	50.00	60.00
20-LAD	Loans & Advance	-	30.00	10.00	10.00
21-REX	Recruitment Expenses	22.99	50.00	40.00	50.00
22-MIC	Miscellaneous Expenses	32.44	40.00	40.00	50.00
23-MED	Medical Expenses	2.12	20.00	10.00	30.00
24-VEH	Vehicle Expenses	15.43	0.00	0.00	0.00
25-CNV	Convocation Expenses	-	-	-	25.00
	TOTAL-	2096.71	17620.00	10400.00	23180.00

R4b/BOG/VIII/2015: The Board **RESOLVED** to **APPROVE** the Budget Estimates of the Institute for the FY 2015-16 for an amount of ` 23155.00 Lakh as recommended by the Finance Committee.

c. Audit report for the year 2013-14 and preparation of Accounts and Internal Audit for the year 2014-15.

The Audit Report for the year 2013-14 received from the Office of the Accountant General (Audit), Meghalaya was placed before the Finance Committee. The report along with the consolidated Accounts for the year 2013-14 in printed form is to be sent to the MHRD for placement in the Parliament. It was informed that the report was under the process of printing. Approval for sending the same from the Board was being taken by circulation.

It was informed that the Accounts had been prepared by a Guwahati based Chartered Accountant firm M/s M. Saquei & Co. The firm completed the work to the satisfaction of the Institute. It was therefore proposed that the responsibility for preparing the accounts for the year 2014-15 may be entrusted to the same firm.

Further, as the Institute does not have adequate sanctioned staff, the internal audit of the Institute is carried out by outsourcing the work to a chartered accountant firm. For the years 2014-15 and 2015-16 it was proposed to engage a chartered accountant firm other than the one that prepares the accounts.

Vide resolution no. R3/FC-VI/2015, The Finance Committee **APPROVED** the engagement of M/s M.Saquei & Co. for preparation of accounts for the year 2014-15 under the same terms and conditions as that of previous year and to select a separate firm for internal audit purpose based

on EoI received from multiple firms operating in the region and **RECOMMEND** to the Board of Governors for its approval.

R4c/BOG/VIII/2015: The Board **RESOLVED** to **APPROVE** the recommendation of the Finance Committee regarding appointment of M/s M.Saquei & Co. for preparation of the Accounts for the year 2015-16 under the same terms and conditions for the year 2014-15 and to engage another firm for internal audit purpose based on expression of interest received from firms operating in the region.

d. Seed Money/ Sponsorship for conference, symposium, workshop etc. organized by the departments of the Institute

Organising of conferences (national or international), workshops and other such activities constitute important part of the Academic activities of an Institute. Generally the expenses of such activities are covered from registration fees of the participants, sponsorship from outside agencies, and the organizing Institute provide the logistical support only. But for a new Institute, it is difficult to garner the sponsorship, and particularly so for a region with limited economic activities and industries. As the Institute is operating from a temporary setup, it does not have its own conference hall, guest house facility etc. whereby costs involved increases. Thus it is imperative on the part of the Institute to provide seed money/sponsorship to the organizers which may be returned to the Institute in case of surplus budget. A committee to look into this matter was constituted and its report was circulated among the members.

The finance Committee discussed the report and considered its recommendations on the quantum of funding the conferences, workshops etc. organized by the departments. The members concurred that the partial sponsoring of these events be done by the Institute to encourage such academic activities and decided to recommend approval of the report by the Board vide its resolution no. R5/FC/VI/2015 taken during the meeting.

The Board considered the recommendations and decided to accept.

R4d/BOG/VIII/2015: The Board **RESOLVED** to **ACCEPT** the report and to **APPROVE** the recommendations of the Committee on the quantum of funding of the conferences, workshops etc. organized by the departments.

Item no 5. Items approved by the Director

The following items approved by the Director were reported to the Board.

I. Appointments on contractual basis:

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 of 11 months.

Name	Designation	Consolidated salary	Period of contract	
			From	To
Ms. Ibadapbiang Marbaniang	Office Supervisor	Rs. 25,000/- pm	17.11.14	16.11.15
Mr. Khrawkumar Maring	Technician, CSE	Rs. 15,000/- pm	25.11.14	24.11.15
Mr. Raj Mizar	Part-time plumber	Rs. 1,500/- pm	4.12.14	3.11.15

R5-I/BOG/VIII/2015: The Board **RESOLVED** to **ACCEPT** the appointments made on contractual basis as reported.

II. Confirmation of Employees:

(a) Faculty

On receipt of the employees' police verification report and on completion of probationary period of 1(one) year for faculty, the following employees are confirmed against their posts.

Sl. No.	Name of the Employee	Designation	Department
1.	Dr. Anup Dandapat	Associate Professor	ECE
2.	Dr. Paresh Nath Chatterjee	Assistant Professor	Chemistry

(b) Non-Faculty

On completion of probationary period of 2(two) years for non-faculty, the following employee is regularized against his post. However, confirmation will be done only on receipt of police verification report.

Sl. No.	Name of the Employee	Designation	Department
1.	Mr. Sushanta Nath	Technical Assistant	EEE

R5-II/BOG/VIII/2015: The Board **RESOLVED** to **ACCEPT** the confirmation of the above mentioned employee against their post.

III. Extension of contract

a) Faculty

The following faculty members were initially appointed on contract for a maximum period of 5(five) years and which are to be reviewed annually. Their appointments have been further extended for a period of 1(one) year.

Sl. No.	Name of the Employee	Designation	Department	Period	
				From	To
1)	Mr. Vinay Kumar	Assistant Professor	Dept. of ECE	10.12.2014	09.12.2015
2)	Mr. Nabajyoti Medhi	Assistant Professor	Dept. of CSE	19.12.2014	18.12.2015
3)	Mr. Deepak Kumar	Assistant Professor	Dept. of CSE	20.12.2014	19.12.2015

b) Non-faculty

The following staff was given appointment against a permanent post which is to be reviewed annually. His appointment has been further extended for a period of 1(one) year.

Sl no.	Name of the employee	Designation	Department	Period	
				From	To
1)	Mr. Mebanshan Kupar Raplang	Superintendent	Administration	09.12.2014	08.12.2015

R5-III/BOG/VIII/2015: The Board **RESOLVED** to **ACCEPT** the extension of contracts of the above mentioned employees.

Any other item: Item 6: Trainee Teacher Positions for the year 2015-16:

The Institute recruited 7(seven) Trainee Teachers during 2014-15. These Trainee Teachers are currently undergoing their M. Tech. course works at IIT Guwahati. As per the scheme the Institute is allowed to recruit 10(ten) Trainee Teachers every year based on projected requirement of teachers. As the Institute is going to continue to expand in the coming years and there is need for teaching assistance it is proposed to recruit 10(ten) Trainee Teachers this year with 2(two) in each of the engineering departments. The Board was requested to consider approving the proposal. After due deliberations the Board was unanimous in deciding to approve the proposal.

R6/BOG/VIII/2015: The Board **RESOLVED** to **APPROVE** the proposal for recruiting 10(ten) **Trainee Teachers** during 2015-16 as per the MHRD scheme.

As there was no other item to discuss the meeting concluded with thanks to and from the Chair.

D. J. Goswami
Registrar & Secy. BOG, NIT Meghalaya