

Sixth Meeting
Board of Governor
National Institute of Technology, Uttarakhand

Date : 18th July, 2014
Time : 10:30 am
Venue : Shanti Palace
Mahipalpur,
New Delhi

Agenda

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Director

**Sixth Meeting
Board of Governors of NIT, Uttarakhand
Agenda Items**

BoG 06.01: Confirmation of the Minutes of the Fifth meeting of Board of Governors.

The minutes of the fifth meeting of the Board were circulated to all the members vide letter no. NITUK/Mtngs/2014/4896 dt: 04.03.2014, inviting suggestions/ comments in any respect (enclosed as **Annexure- BoG 06.01**). No suggestions / comments have been received.

The Board is requested to confirm the minutes.

BoG 06.02: Action Taken Report

The Action Taken Report is as below. The Board is requested note the same.

Agenda Item No.	Agenda Item	Action Taken
05.03	Status Report of National Institute of Technology, Uttarakhand	Noted for necessary action.
05.04	To note the minutes of the Fourth Meeting of Finance Committee	Noted for necessary action.
05.05	To note the minutes of the Second Meeting of Senate	Noted. Suggestions made by the Board are discussed in Senate and are implemented.
05.06	To note the minutes of the Third meeting of Building and Works Committee	Noted for necessary action, MoU has been signed with NBCC @8.5% agency charges.
05.07	Administrative approval regarding construction of buildings, in first phase	Proposal for phase wise construction shall be placed in next BoG meeting.
05.08	Approval for advertisement of posts for the year 2014-15	Advertised, interviews conducted and appointment orders issued.
05.09	Approval for full time Ph. D.	Noted for necessary action.
05.10	Deputation of M. Tech. Faculty for Ph. D. work	Legal opinion on agreement (executed between the Institute and the Scholars) is sought.

BoG 06.03 To approve the draft Annual Report for the year 2013-14

A draft Annual Report for the year 2013-14 prepared as per Ministry of HRD guidelines. A copy of draft Annual Report is enclosed as **Annexure- BoG 06.02** with the Agenda for consideration and approval of the Board.

BoG 06.04 Ratification of notes approved by the Chairman

The Annual Reports for the year 2009-2010, 2010-2011, 2011-12 and 2012-13 were submitted to Ministry of HRD with approval of the Chairman, Board of Governors. Copy of the approval is enclosed as **Annexure- BoG 06.03**. Annual Reports will be tabled.

The Board is requested to ratify.

BoG 06.05: To approve the Record Retention Schedule (RRS).

For effective and efficient functioning of administration, paper record is required to be judiciously maintained and stored. Even, ever increasing computer data is not exempted from this. Realizing its importance, it is felt necessary to ascertain the periodicity for retention of various types of records. Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pension, Government of India has prepared Record Retention Schedule (RRS) which is followed by Central Government Offices. Based on norms and guidelines of the Central Government, the Institute has prepared RRS for NIT, Uttarakhand. The same is placed at **Annexure- BoG 06.04**.

The Board is requested to approve the Record Retention Schedule (RRS).

BoG 06.06: To approve the constitution of Special Cell.

The Institute is observing Reservation policy of Government of India. As per the provision, a Special Cell is required to be constituted to ensure that the reservation is observed as per the Government of India's policy and in true spirit.

The following constitution is proposed:

- | | |
|--|---------------|
| 1. A senior Faculty* | : Chairperson |
| 2. Liaison Officer SC / ST* | : Member |
| 3. Liaison Officer OBC* | : Member |
| 4. Representative of Director IIT Roorkee | : Member |
| 5. One member from outside the NIT Uttarakhand, preferably from reserved category* | : Member |
| 6. Registrar | : Member |
| 7. Assistant Registrar (Establishment) | : Secretary |

The term of member at Sl. no. (1), (4) and (5) shall be of two years.

*To be nominated by the Director.

The Board is requested to approve the proposed constitution of Special Cell.

BoG 06.07: Approval regarding nomination of Heads of the Department, Deans and Associate Deans on the Senate

The Institute does not have senior faculty in the position of Professor and hence, members in the Senate are restricted to external members and Dean (Academics). To increase the participation of the Institute faculty in Senate, it is proposed to induct Heads of the Department as members of Senate in the capacity of Chairpersons, Board of Studies. Similarly, all Deans and Associate Deans may also be inducted as members. This will provide the Senate a structure having sizeable membership from within the Institute.

The proposal regarding nomination of HoDs, Deans and Associate Deans on the Senate may be approved.

BoG 06.08: Approval regarding change in nomenclature

The Institute has received sanction for teaching and non-teaching posts. Non-teaching posts in Ministerial (Higher) cadre has a post of Superintendent / Accountant in PB2 GP 4200/-. Both the designations carry same pay and job responsibilities. Further, such employees are transferable from one section to another as per the requirement of the Institute administration. The scope of Accountant is limited to Account Section and hence it is requested to change the nomenclature of accountant to Superintendent. There is no financial implication on this account.

The Board is requested to consider the above proposal.

BoG 06.09: To note and approve the minutes of the Senate meeting.

Meeting of the Senate was held on 10th May 2014, copy of the minutes are placed at **Annexure- BoG 06.05.**

BoG 06.10: To approve the formats of Annual Performance Assessment Report (APAR).

Annual Confidential Report (ACR) has significant role in every employee's service career. Recently, the Government of India changed its nomenclature to Annual Performance Assessment Report (APAR) with certain modifications. The Institute adopted Civil Services Rules as applicable to Central Government employees. The formats of APAR have been designed for NIT, Uttarakhand on the lines of Central Government guidelines. The same are placed at **Annexure- BoG 06.06.**

The Board is requested to approve.

BoG 06.11: Permission to recruit Deputy Registrar and Assistant Registrar

The Institute receives sanction from the Ministry of HRD to recruit teaching and non-teaching staff on prescribed ratio of Students:Teachers:Non-teaching staff. The present sanctioned strength of non-teaching staff is based on student actually admitted upto 2013-14. Sanction for some more posts on subsequently increased students strength is under process. At present the sanction received from the Ministry of HRD for non-teaching posts is Officers- 07 and others- 37. Out of these 05 Officers and 15 others are in position. Five Officers include Assistant Registrar- 02, Assistant Librarian- 01, Medical Officer- 01 and Students Activity and Sports Officer- 01.

For effective supervision and control, the Institute should have one administrative Officer at senior level. The post of Registrar was advertised twice since 2013 but could not get a suitable candidate so far. Perhaps, may be because the post is contractual. The Institute is seeking ad-hoc services from retired officers but need of regular officer who shall be entrusted responsibility and accountability cannot be ruled out. It is, therefore, proposed to recruit one Deputy Registrar, against the vacancy of Registrar, keeping the post of Registrar in abeyance till the Institute receives sanction for Deputy Registrar's post.

Similarly, the post of Executive Engineer was advertised twice but no candidate reported for interview. Posts of Junior Engineer are approved and Institute shall make recruitment against these posts in near future. Faculty in Civil Engineering can be entrusted the responsibilities of Executive Engineer. Institute administration is suffering for want of Assistant Registrars. It is proposed to recruit one Assistant Registrar against the vacancy of Executive Engineer, keeping the post of Executive Engineer in abeyance till the Institute receives sanction for Assistant Registrar post.

This arrangement will not have additional financial implications.

The Board is requested to approve the above proposal.

BoG 06.12: Items for information.

a) Faculty and Officers recruitment.

The Institute processed the recruitment of faculty and Officers recruitment in May-June 2014 and appointment orders are issued to the selected candidates. The statistics is as under:

i. Trainee Teacher	-	10
ii. Assistant Professors (on contract)	-	22
iii. Medical Officer	-	01

List of the candidates to whom appointment letters offered is enclosed herewith as **Annexure- BoG 06.07.**

b) Temporary campus development

Institute has occupied the buildings constructed at ITI campus. Administration and all Engineering Departments are functioning from ITI campus. The Polytechnic campus houses hostels, classrooms, library, Computer centre, dispensary, sports section and auditorium.

c) Permanent campus development

Construction of compound wall has started.
Building plans are being finalized.

BoG 06.13: To consider the Institute Memento.

Distinguished visitors carry the memories of the places they visit. Memento helps them to recollect their visit. This NIT being located in Uttarakhand, it is desirable to have a memento with a special feature of State of Uttarakhand. State of Uttarakhand has many unique features, State Flower '*Brahma-kamal*' which is one of them.

Brahma-kamal grows at altitudes higher than 4000 m and is found only in Himalayas. The plant belongs to cactus category and is a protected species. Brahma-kamal is a part of culture of people of Uttarakhand. Brahma-kamal shall be good memento for NITUK as it represents the State of Uttarakhand and our Institute's commitment to protect environment.

Some photographs of '*Brahma-kamal*' are placed at **Annexure- BoG 06.08**. A model prepared accordingly is being placed on table for consideration of the Board. If approved, the memento will be casted in three different sizes viz for eminent personalities, distinguished guests and students.

Submitted for approval.

BoG 06.14: Any other item(s) with the permission of the Chair

DIRECTOR