MINUTES OF 17TH MEETING OF BOARDOF GOVERNORS

JNTUH INSTITUTE OF SCIENCE AND TECHNOLOGY (Autonomous)

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

**MINUTES
Of
17th MEETING of**

BOARD OF GOVERNORS

Venue:

Meeting Hall,

JNTUH Institute of Science and Technology New Building,

Jawaharlal Nehru Technological University Hyderabad

On

28th April, 2018 at 11:00 AM

JNTUH INSTITUTE OF SCIENCE AND TECHNOLOGY (Autonomous)
Jawaharlal Nehru Technological University Hyderabad
Kukatpally, Hyderabad, Telangana State – 500 085

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Jawaharlal Nehru Technological University Hyderabad
Kukatpally, Hyderabad, Telangana State – 500 085

17th Meeting of Board of Governors
Members Present

Venue: Meeting Hall of the Director, IST, JNTUH

Date: 28-04-2018　　　　　　　　　　　　　　　　　**Time: 11:00 AM**

S. No	Name of the Member of BoG	Qualification and position	Position in the BoG
1.	Prof. P. Jaya Prakash Rao	Former Chairman, State Council of Higher Education, Hyderabad	Chairperson
2.	Dr. RakeshwarBandichhor	Director , Dr. Reddy's Laboratories Ltd.	Member
3.	Sri. B. Gopala Krishna	Dy. Director, NRSC, Hyd.	Member
4.	Dr. K. Yella Reddy	Director (Agriculture) WALAMTARI, Hyderabad	Member
5.	Dr. M. Anji Reddy	Professor of Environment, IST, JNTUH.	Member
6.	Dr. K.Ramamohan Reddy	Professor of Water Resources, IST, JNTUH.	Member
7.	Dr. G. Krishna Mohan	Professor of Pharmacy, IST, JNTUH	Member
8.	Dr. B. N. Bhandari	Director, academic & Planning, JNTUH	Member
9.	Prof. B.Venkateswara Rao	Director, IST, JNTUH	Member Secretary
10.	Prof. C. Radha Krishna,	Rtd. Professor of Electrical Engg, and Mentor, JNTUH IST, Hyd.	Special Invitee
11.	State Project Coordinator	SPFU, Dept. of Tech Education, Hyderabad	Special Invitee
12.	Dr.M.V.S.S.Giridhar	Associate Professor and TEQIP-III Coordinator	Special invitee

JNTUH INSTITUTE OF SCIENCE AND TECHNOLOGY
(Autonomous)
Kukatpally, Hyderabad-500085

SEVENTEENTH MEETING OF BOARD OF GOVERNORS

**Venue: Meeting hall of the Director, Institute of Science and Technology, JNTUH
On 28th April, 2018 (Saturday) at 11:00 AM
AGENDA**

Item No.	Description of Item
Unit: I Action taken report	
01/17 BoG_ Apr-18	Presentation and action taken report by the Director, IST, JNTUH about the overall activities of the Institute.
Unit-II: Items for consideration and approval	
02/17 BoG_ Apr-18	Minutes of Meeting of 16thBoG meeting held on 10thFebruary, 2018 – for approval.
03/17 BoG_ Apr-18	Expenditure incurred since 16thBoG to till date in TEQIP-III – for consideration and approval.
04/17 BoG_ Apr-18	Approval for organizing National and International conferences / workshops / trainings proposed of TEQIP-III
05/17 BoG_ Apr-18	Consideration and approval for Improve student learning under academic processes of TEQIP-III
06/17 BoG_ Apr-18	Consideration and approval for Research assistantships under academic processes of TEQIP-III
07/17 BoG_ Apr-18	Consideration and approval of Graduate employability under academic processes of TEQIP-III
08/17 BoG_ Apr-18	Consideration and approval for Faculty staff development under academic processes of TEQIP-III
09/17 BoG_ Apr-18	Consideration and approval for Research and development under academic processes of TEQIP-III
10/17 BoG_ Apr-18	Consideration and approval for MOOCS and digital learning under academic processes of TEQIP-III
11/17 BoG_ Apr -18	Consideration and approval for Twinning under academic processes under TEQIP-III
12/17 BoG_ Apr-18	Consideration and approval for Management capacity development under academic processes of TEQIP-III
13/17 BoG_ Apr-18	Consideration and approval for Hiring consultancy services under academic processes of TEQIP-III
14/17 BoG_ Apr-18	Consideration and approval for Reforms and governance under academic processes of TEQIP-III

15/17 BoG_ Apr-18	Consideration and approval for Industry institute interaction under academic processes of TEQIP-III
16/17 BoG_ Apr-18	Consideration and approval for International travel proposal under TEQIP-III.
17/17 BoG_ Apr-18	Any other items with the permission of the Chair
Unit-III : Items for ratification	
18/17 BoG_ Apr-18	Ratification for organizing National and International conferences / workshops / trainings
19/17 BoG_ Apr-18	Ratification for the amounts deposited to four funds of IST
Unit-IV: Items for information	
20/17 BoG_ Apr-18	NPIU Guidelines for international travel (2017-18) under TEQIP-III – for information
21/17 BoG_ Apr-18	Constitution of Internal Scrutiny Committee (ISC) for international travel applications – for information

Unit: I Action taken report

01/17 BoG_Apr-18	**Presentation and action taken report by the Director,** IST, JNTUH about the overall activities of the Institute**.**

The Minutes of the 16ᵗʰ meeting of BoG held on 10-2-2018 have been circulated to all the members through email with a requestto send their suggestions/comments so as to incorporate the same in the draft and finalize the Minutes. After making due corrections as per the suggestions/comments received, the final version of the Minutes has been uploaded on to the Institute's website www.istjntuh.ac.in.

The Director, Institute of Science and Technology, made a presentation regarding the activities of the Institute in general, TEQIP-III in particular. He then discussed the action taken on the resolutions made in the 16ᵗʰ meeting of BoG held on 10-2-2018.The following is the action taken:

- As suggested by the Chairman, the items in the Agenda for the 17ᵗʰ meeting of BoG are arranged in four units, viz., 1. Action taken report, 2. Items for consideration and approval, 3. Items for ratification, 4. Items for information.
- The process for the procurement of equipment/furniture as approved by the BoG has already been initiated. The procedure followed is: 1. Web notification issued calling tenders, 2. Tenders opened in the presence of all the stakeholders, 3. All the tenders scrutinized by the departmental scrutiny committee (external subject expert included) and the L1 tender finalized. So far, purchase orders for equipment worth Rs 1,72,87,923 have been processed by the Institute's purchase committee.
- M/S Rammurthy (N) & Co has been appointed as Internal Auditors and M/S Sagar Associates as Statutory Auditors for TEQIP III project.
- Altogether five one-day workshops have been conducted and the guidelines approved were followed.
- The Director along with senior BoG member Dr. M. Anji Reddy and Special Invitee to BoG meetings Prof. C. Radha Krishna visited Dayalbagh Educational Institute during 15-17 Feb, 2018. Two workshops, viz., 1. Good Governance, 2. Geospatial Technologies have been conducted by them. They had an elaborate discussion with the Vice-Chancellor, Registrar, Dean, Finance officer, TEQIP Coordinator and senior faculty to arrive at an agreed task to be completed by them during the fourth quarter as a 1.1 institute of the project. The details are presented in Annexure-I.

Unit-II: Items for consideration and approval

Item No.	Description of Item
02/17 BoG_Apr-18	**Minutes of Meeting** of 16ᵗʰBoG meeting held on 10ᵗʰFebruary, 2018 –

	for approval.

The BoG approved the Minutes of the 16th Governing Body meeting held on 10thFebruary, 2018.

03/17 BoG_Apr-18	**Expenditure** incurred since 16thBoG to till date in TEQIP-III – for consideration and approval.

The BoG approved and ratified the expenditure incurred till 23rd April, 2018 under TEQIP-III as per the details presented in the Agenda.

Item No.	Description of Item
04/17 BoG_Apr-18	**Approval** for organizing National and International conferences / workshops / trainings

The BoG considered the proposals submitted by the faculty for organizing various conferences / workshops / training programmes and approved the proposals. The BoG made the following comments.

a) The faculty should strive to procure some support funding for such activities from external agencies.
b) The financial support from TEQIP III funds is to be provided as per guidelines approved in the 16thBoG meeting.

05/17 BoG_Apr-18	Consideration and approval for **Improve student learning** under academic processes of TEQIP-III

The BoG considered and approved the activities proposed for **Improve student learning** under Academic Processes of TEQIP-III. The activities are:

a) GATE/NET coaching to PG students of various centres of IST.
b) Psychometric diagnosis test for the students.
c) Sending the students for training tosome renowned institutes like IITs, NITs, R&D National Institutes
d) Institutional memberships for professional societies and student chapters. Preference tobe given to the professional societies who are running journals and which are available with the institutional memberships only.
e) Remedial classes for weaker students.
f) Any other suitable programme which would result in improved student learning.

The maximum allocated amount for this activity is Rs.6, 00,000 (Rupees Six lakh only).

06/17 BoG_Apr-18	Consideration and approval for**Research assistantships** under academic processes of TEQIP-III

The BoG considered and approved providing of **Research Assistantships**tofifteen students as proposedunder Academic Processes of TEQIP-III. However, the BoG advised the Director and the faculty to take care of the following:

- The selection of candidates for the award of research assistantship is to be made by a duly constituted Selection Committee
- The selection of candidates has to be transparent taking due care of merit and inclusiveness; factors such as gender and social background, etc. need to be given due weightage.
- The candidates must be informed clearly that the award of assistantship is only for two years or till the termination of TEQIP III project whichever is earlier. A proper 'Undertaking' may be obtained from the selected candidates.
- The value of assistantship is Rs 18,000 per month for each candidate.

The maximum allocation of funds for this activity is Rs 64, 80,000 (Rupees Sixty four lakh eighty thousand only), (15 Nos. x Rs 18000 x 24 = Rs 64, 80,000).

07/17 BoG_Apr-18	Consideration and approval for**Graduate employability** under academic processes of TEQIP-III

The BoG considered and approved the activities proposed for **Graduate employability**activityunder Academic Processes of TEQIP-III. The activities under this Head are

- a) Improving communication skills of students.
- b) Department-wise tailor made training programmes for students either on software or on instrumental techniques
- c) Any start-up activity undertaken
- d) Any other appropriate activity which can improve graduate employability

The maximum allocation of funds for this activity is Rs.6, 00,000 (Rupees Six lakhs only).

08/17 BoG_Apr-18	Consideration and approval for**Faculty staff development** under academic processes of TEQIP-III

The BoG considered this item and resolved as follows:

- The guidelines already approved by the BoG are to be followed for meeting expenditure for conducting seminars, workshops, etc. and for attending such events within India.
- For attending and meeting expenditure in respect of seminars, workshops, etc.outside India, the NPIU norms are to be followed.
- All the proposals submitted by the faculty underthis activityare to be placed before the BoG for final approval.
- The proposal of providing PDF to facultyfrom these funds to work outside India cannot be agreed to.

The maximum amount allocated for **Faculty staff development** is Rs.60, 00,000 (Rupees Sixty lakh only).

09/17 BoG_Apr-18	Consideration and approval for**Research and development** under academic processes of TEQIP-III

The BoG considered and approved the activities proposed for **Research and development**under Academic Processes of TEQIP-III.

These activities are:

a) A seed grant of Rs 2.0 lakh to be provided to each faulty member for carrying out a mini research project; this grant is to meet expenditure for consumables, travel and contingencies only.

   The maximum amount allocated for this purpose is Rs.32, 00,000/- (Rupees Thirty two lakh only), (Rs two 2.0 lakh each to 16 regular faculty members).

b) (i) An amount to the tune of Rs 10,000 for each M.Tech student to be provided as support grant to meet project expenditure.
   (ii) A matching grant may be provided to students in support of their R&D activity, in case they get sanction of research grant from state/central government.

   The maximum amount allocated for items under b(i&ii) is Rs.25, 00,000 (Rupees Twenty five lakh only).

c) If any regular faculty member is pursuing Ph.D., he/she may be provided with a support grant to the tune of Rs.50, 000.

The maximum amount allocated for this purpose is Rs.50,000 (Rupees Fifty thousand only).

d) Some support grant may be provided for filing Patents and towards IPR activities.

10/17 BoG_Apr-18	Consideration and approval for**MOOCS and digital learning** under academic processes of TEQIP-III

The BoG considered and approved the activities proposed for **MOOCS and digital learning**under Academic Processes of TEQIP-III.However, the expenditure related to equipment/furniture under this activity has to be booked under the Procurement Head of Account.

The activities under this item are:

- Procurement of TV (2 nos)
- Procurement of Furniture (2 rooms)
- DTH connection and rental charges to each centre
- Certification fee for online courses (MOOCS)
- Development of material for MOOCS/online courses

The maximum amount allocated for **MOOCS and digital learning** is Rs.5, 00,000 (Rupees Five lakh only).

11/17 BoG_Apr-18	Consideration and approval for**Twinning** under academic processes of TEQIP-III

The BoG considered and approved the amount allocated for **Twinning** under Academic Processes of TEQIP-III.

The maximum amount allocated for **Twinning** activities is Rs.35, 00,000 (Rupees Thirty five lakh only).

12/17 BoG_Apr-18	Consideration and approval for**Management capacity development** under academic processes of TEQIP-III

The BoG considered and approved the amount allocated for **Management capacity development** under Academic Processes of TEQIP-III. The proposals may be placed before the BoG as and when required.

The maximum amount allocated for **Management capacity development** activities is Rs.5, 00,000 (Rupees Five lakh only).

13/17 BoG_Apr-18	Consideration and approval for**Hiring consultancy services** under academic processes of TEQIP-III

The BoG considered and approved the amount allocated for **Hiring consultancy services** under Academic Processes of TEQIP-III. The BoG noted that:
- The statutory and management auditors fee is Rs.2,00,000 per year
- The amount allocated for this item is not limited to payment of auditors' fee alone, but can be utilized for other consultancy activities.

The maximum amount allocated for **Hiring consultancy services** is Rs. 6, 00,000 (Rupees Six lakh only).

14/17 BoG_Apr-18	Consideration and approval for**Reforms and governance** under academic processes of TEQIP-III

The BoG considered and approved the activities proposed for **Reforms and governance**under Academic Processes of TEQIP-III. The following are the activities to be undertaken under this item:

a) NBA application fee for two courses	:	Rs.7,00,000/-
b) UGC autonomous status expenditure	:	Rs. 3,00,000/-
c) BoS meetings for six courses	:	Rs.4,00,000/-
d) Office automation software	:	Rs. 5,00,000/-
e) Good governance	:	Rs. 1,00,000/-

The maximum amount allocated for **Reforms and governance** is Rs.20, 00,000 (Rupees Twenty lakh only).

15/17 BoG_Apr-18	Consideration and approval for**Industry Institute Interaction** under academic processes of TEQIP-III

The BoG considered and approved the activities proposed for **Industry Institute Interaction**under Academic Processes of TEQIP-III.

The activities identified under this program are:
- a) Industry visits by students and faculty
- b) Expert lectures
- c) Placement activities

The maximum amount allocated for **Industry Institute Interaction** is Rs.6, 00,000 (Rupees Six lakh only).

The following is the summary of budgetary allocations made under various Heads (Items 05/17 to 15/17) in respect of Academic Processes of TEQIP-III project

Sl. No	Academic Process	Amount in rupees
1	Improve student learning	6,00,000
2	Research assistantships	64,80,000
3	Graduate employability	6,00,000
4	Faculty staff development	60,00,000
5	Research and development	57,50,000
6	MOOCS and digital learning	5,00,000
7	Twinning programs	35,00,000
8	Management capacity development	5,00,000
9	Hiring consultancy services	6,00,000
10	Reforms and governance	20,00,000
11	Industry institute interaction	6,00,000
	Total	**2,71,30,000**

16/17 BoG_Apr-18	**Consideration and approval** forInternational travel proposal under TEQIP-III.

The BoG considered the proposal submitted by Dr. V. Himbindu, a faculty member of the Institute, to deliver an invited talk in an International Conference to be held in Sweden during 20-23 Aug, 2018. Dr. V. Himbindu made a presentation before the BoG and based on its interaction with her, the BoG resolved to recommend her proposal for international travel; however, NPIU norms need to be followed. The summary of the proposal is:

Name of Faculty	Purpose of Visit and place	Duration From-To	Budget proposed (Rupees)
Dr. V. HimaBindu	Invited talk in the international conference on "Translational Research and Innovations Blending academic and Business Perspective: Advancing the material for new age technology", Swedan	20-23 August	3,17,000
Break up for the proposed expenditure (Air fare Rs.1,00,000+visa fees Rs.10,000/-+ Registration			

Rs.77,500/- + Accommodation and DA Rs.1,30,000/- = Total Rs.3, 17,500/-)

17/17 BoG_Apr-18	Any other items with the **permission of the Chair**

The Chairman and the members stressed the need to strive for continuous academic improvement in the Institute. It is extremely important to focus on transparency, accountability and outcome analysis during all activities/processes that take place in the Institute. It is necessary to see that the faculty is always motivated to take these factors quite seriously.

The Chairman suggested that:

1. Each centre in the Institute prepares a calendar indicating 'plan of action' in their respective centres for the coming three months and the same may be submitted to the BoG for its perusal. After the three-month period, the centres may prepare achievement/outcome information as per their 'plan of action' and the same be submitted to the BoG. This may be a continuous process during the academic year.

2. The Director may devise a mechanism to know the outcomes of various programmes being implemented under TEQIP-III. In this connection, a proforma may be prepared and circulated to all the faculty, research scholars and students from time to time advising them to indicate the tangible and intangible benefits accrued under TEQIP-III program.

Unit-III: Items for ratification

18/17 BoG_Apr-18	Ratification for organizing National and International conferences / workshops / trainings

The programme along with the expenditure incurred has been ratified by the BoG.

19/17 BoG_Apr-18	Ratification for the amounts deposited to four funds of IST.

The action taken by the Director in respect of depositing four funds as mentioned in the Agenda has been ratified by the BoG.

Unit-IV: Items for information

20/17 BoG_Apr-18	NPIU Guidelines for international travel (2017-18) under TEQIP-III – for information

The NPIU has circulated revised guidelines for international travel (2017-18) under TEQIP-III on 16th March, 2018. The step by step procedure to be followed for international travel by the faculty has been informed to the BoG.

21/17 BoG_Apr-18	Constitution of Internal Scrutiny Committee (ISC) for international travel applications – for information

The constitution of Internal Scrutiny Committee (ISC) as presented in the agenda to scrutinize proposals for international travelhas been reported to the BoG.

The meeting ended with Dr. M.V.S.S. Giridhar, Coordinator, TEQIP III proposing vote of thanks.