

TABLE OF CONTENTS / MINUTES

Item No.	Content
Item No. 1	Confirmation of the Minutes of the Fourth Meeting of Governing Body of Indian Institute of Information Technology Society Manipur held on 7th September, 2017 at Conference Hall (Room No. 112) of Shastri Bhawan, MHRD New Delhi.
Item No. 2	Action taken report.
Item No. 3	Progress Report of IIIT Senapati, Manipur – Status of Academic and infrastructure.
Item No. 4	Fund position of the Institute.
Item No. 5	Adoption of the Annual Accounts of the Institute for the Financial Year 2016-17 and 2017-18.
Item No. 6	Approval of the Annual Reports of the Institute for the years 2016-17 and 2017-18.
Item No. 7	Approval of Minutes of the Senate meeting held on 10 th April, 2019.
Item No. 8	Award of B Tech degree to the students of 2015-2019 batch who has completed prescribed courses of study in CSE and ECE.
Item No. 9	Extension of period of appointment of contractual faculty members and staff and conduct of regular appointment for faculty members and staff.
Item No. 10	Opening of a savings bank account for Alumni Fund for amount collected from students for ease of accounting.
Item No. 11	Budget of the Institute for the Financial Year 2019-20
Item No. 12	Items approved by the Interim Director.
Item No. 13	Reporting items.
Item No. 14	Any other item(s) with the permission of the Chair.

Minute of the 5th meeting of the Governing Body (GB) of Indian Institute of Information Technology Senapati, Manipur held on 1st July 2019 in the Conference Hall (Room No. 112 'C' wing), MHRD, Shastri Bhawan, New Delhi

The followings were present:

1.	Shri. Sukhbir Singh Sandhu Additional Secretary (Technical Education), MHRD, New Delhi	Chairman
2.	Shri Anil Kumar Director (Finance), MHRD, New Delhi	Member
3.	Shri Prashant Agarwal Director (IITs' / IIIT's) MHRD, New Delhi	Member
4.	Shri Jarnail Singh Administrator, Vice Chancellor	Member
5.	Prof. Goutam Sutradhar Director, NIT Manipur	Member
6	Prof. Amarendra Kumar Das, Interim Director IIIT Senapati, Manipur	Member Secretary

The following persons were also present during the meeting:

- i. Shri Praveer Saxena, Under Secretary (IIIT's), MHRD
- ii. Shri Navin Kumar, S. O., MHRD
- iii. Shri Dibyajyoti Goswami, Interim Registrar, IIIT Senapati, Manipur.

Address by the Executive Chairman: The Chairman welcomed all the members present in the meeting.

After that the meeting started as per the agenda items. The items were presented by the Interim Director, IIIT Senapati, Manipur for deliberation.

Item No. 1:

Confirmation of the Minutes of the Fourth Meeting of Governing Body of Indian Institute of Information Technology Senapati, Manipur held on 7th September 2017 at Conference Hall (Room No. 112) of Shastri Bhawan, MHRD New Delhi.

The 4th Meeting of the Governing Body of Indian Institute of Information Technology Society Manipur was held on 7th September 2017 at the Conference Hall (Room No. 112) of the Shastri Bhawan, MHRD, MHRD, New Delhi. The Minutes of the meeting was circulated amongst the members of the GB for their comments / observations, if any. However no comment/ observation was received from any of the members.

Decision of the Governing Body:

The Governing Body confirmed the Minutes of the Fourth Meeting of Governing Body of Indian Institute of Information Technology Senapati, Manipur held on 7th September 2017 after deliberation as circulated.

Item No. 2:

Action taken report:

The details of the actions taken report on the decisions of the Fourth Meeting of Governing Body of Indian Institute of Information Technology Society Manipur held on 7th September, 2017 was placed before the GB.

Decision of the Governing Body:

The Governing Body noted the actions taken on the decisions of the Fourth Meeting of the Governing Body held on 07.09.2017 and approved the same.

Item No. 3:

Progress Report of IIIT Senapati, Manipur – Status of Academic and infrastructure.

The progress report of IIIT Senapati, Manipur was presented during the meeting by the Interim Director of the Institute.

The Governing Body noted the progress of the Institute as very good, except in case of the permanent Campus, which has not progressed at all.

GB advised that as per its Government of Manipur's call for EOI (Expression of Interest) Dated 12th September, 2014, it was proposed that IIIT Senapati, Manipur will have two campuses, one at Mayangkhang Nynthoupham Village in erstwhile

Senapati district and a city campus at IT SEZ area. Annexure A. Institute should actively pursue this aspect and can start building up its city campus immediately with its project amount until state government make the campus at Mayangkhang Nynthoupham Village ready with approach road, boundary fencing and other basic amenities like water supply, a hospital, police out post etc. ready.

Decision of the Governing Body:

The Governing Body noted the progress of the IIIT Manipur as very good and advised to immediately initiate the city campus at IT SEZ.

Item No. 4:

Fund position of the Institute:

The Interim Director placed before the Governing Body the status of the Fund of the Institute:

Financial year 2017-18:

A. IIIT Manipur received the following amounts from MHRD for the Financial year 2017-18:

<u>Date</u>	<u>File No.</u>	<u>Amount</u>	
14-08-2017	F No.67-1/2017 TS – I, dt 10 08-2017	Rs. 40,00,000.00	PLAN(SC-31)
14-08-2017	F No.67-1/2017 TS – I, dt 10 08-2017	Rs. 20,00,000.00	PLAN(ST-31)
14-08-2017	F No.67-1/2017 TS – I, dt 10 08-2017	<u>Rs. 1,40,00,000.00</u>	PLAN(Gen-31)
Total		Rs. 2,00,00,000.00	

B. IIIT Manipur also received the following amounts from Government of Manipur for the Financial year 2017-18:

<u>Date</u>	<u>File No.</u>	<u>Amount</u>
29-3-2018	30/09/2014 - DIT (Pt-10) dt 27-3-2018	Rs. 6,43,27,000.00
Total Receipt of Fund (A+B)		Rs. 8,43,27,000.00

C. Tuition Fees received from students in the Financial Year 2017-18:

Rs. 1,11,87,000.00

Financial year 2018-19

A. IIIT Senapati, Manipur did not receive any amounts from MHRD for the Financial Year 2018-19

- B. IIIT Senapati, Manipur also did not receive any amounts from State Government of Manipur for the Financial year 2018-19.
- C. Tuition Fees received from students in the Financial Year 2018-19.

Rs. 1,90,53,000.00

The Governing Body is requested to note the fund position of the Institute and advise.

Decision of the Governing Body:

GB noted that no fund was released to IIIT Senapati, Manipur in the last financial year and fund will be released to the institute in the second quarter of this current financial year.

GB advised that for the next admission, efforts are to be made to enroll more new students and that there will be no concession in fees to be paid by students enrolled through EWS reserved quota. Presently the prescribed Tuition fee per semester for students in an IIIT Senapati, Manipur is Rs. 90,000.00

GB also noted that the Private Partner of the institute is yet to fully pay their share of the contribution and advised that this should be pursued on priority basis.

Item No. 5:

Adoption of the Annual Accounts of the Institute for Financial Year 2016-17 and 2017-18.

The consolidated Annual Accounts of the Institute for the Financial Year 2016-17 and 2017-18 comprising the Receipts and Payments Account, Income and Expenditure Account and Balance Sheet were prepared. It was mentioned that in terms of the decision of the 3rd meeting of GB held on 23.05.2016, both the Accounts were audited by a Chartered Accountant and the report of the CA along with the Accounts were separately placed before the GB.

The Annual Accounts for the financial Year 2016-17 and 2017-18 are required to be sent to the Government for audit. But before doing so, the GB should adopt the same.

The GB is requested to consider and adopt the Audited Annual Accounts for the Financial Years 2016-17 and 2017-18

Decision of the Governing Body:

The Governing Body adopted the Audited Annual Accounts for the Financial Years 2016-17 and 2017-18 for Government audit as at Annexure-1 (FY:2016-17) and Annexure-2 (FY:2017-18).

It was observed that late e-filing of TDS is not desirable and may be avoided for future deductions.

Item No. 6:

Approval of the Annual Reports of the Institute for the years 2016-17 and 2017-18.

The GB was informed that the Annual Report of the Institute is prepared each year and is required to be sent to Ministry of HRD, Govt. of India for tabling before the Parliament.

The Annual Report for the years 2016-17 and 2017-18 are ready and that of 2018-19 is getting ready. The Annual Report for the years 2016-17 and 2017-18 are separately placed before the GB.

The GB was requested to consider and approve the Annual Reports for the years 2016-17 and 2017-18. The GB was further requested to authorise the Interim Director, IIIT Senapati, Manipur to approve the Hindi translation of the Annual Reports when it is ready so that both the English and Hindi versions of the Annual Report for the 2016-17 and 2017-18 can be forwarded to the Ministry of HRD.

The GB considered and approved both the Annual Reports of the year 2016-17 and 2017-18 and advised to send them to the Ministry for placing before the Parliament.

Decision of the Governing Body:

The Governing Body considered and approved both the Annual Reports of the year 2016-17 and 2017-18 as Annexure-3 (2016-17) and Annexure-4 (2017-18) placed separately and advised to forward them to the Ministry of HRD for placing before the Parliament. It also mentioned that Entire Annual Audit Report is not required to be part of the Annual Report and Basic abstract of items like Balance Sheet, Income and Expenditure statements and Receipt and Payments will suffice.

The Governing Body also authorized the Interim Director, IIIT Manipur to approve the Hindi translation of both the Annual Reports so that both the English and Hindi versions of the Annual Report for the 2016-17 and 2017-18 can be forwarded to the Ministry of HRD

Item No. 7:

Approval of the Minutes of the Senate meeting held on 10th April, 2019.

Senate meeting of the IIIT Senapati, Manipur was held on 10th April 2019. Senate has approved the various items placed for its consideration including course structure and Syllabi of BTech courses and award of BTech degree to the students of 2015-2019 batch who has completed prescribed courses of study in ECE, CSE. Minutes of the meeting is placed separately as **Annexure 5**

The GB is requested to consider and approve the Minutes of the Senate meeting held on 10th April, 2019

Decision of the Governing Body:

The Governing Body approved the Minutes of the Senate meeting held on 10th April, 2019 with following observation:

Courses on Cyber security, Big Data, Artificial Intelligence, IOT etc. to be included in the course curriculum to meet current demand and future direction of the emerging technology.

The appointment of regular faculty may be done. Also the system of degrees in various foreign and premier Indian institutes be studied and a better grading system be developed for the Institute. Further; in order to attract and retain good faculty, Institute should come up with proposal for faculty housing.

Item No. 8:

Award of BTech degree to the students of 2015-2019 batch who has completed prescribed courses of study in CSE and ECE.

Students of 1st Batch of CSE and ECE (2015-2019) has completed prescribed courses of study in their respective disciplines and list of students eligible to receive their degrees are given below:

Graduating Students 2019**Branch: Computer Science and Engineering**

Sl. No.	Roll No.	Name of Student	CPI
1	15010111	ASHWINI BRAL	8.36
2	15010104	SMRITI KUMARI	8.36
3	15010103	SHWETA KUMARI	8.01
4	15010102	KARI SATWIK SINGH	6.39

5	15010105	RAJESH KUMAR	6.33
6	15010101	GADDAM MAHESH	6.24
7	15010107	ADITYA RAJ	6.21
8	15010109	SANJAY BABU JAISWAL	6.20

Branch: Electronics and Communication Engineering

Sl. No.	Roll No.	Name of Student	CPI
1	15010212	AMAN RANJAN VERMA	9.13
2	15010210	SAURABH KUMAR	8.43
3	15010213	ABHISHEK THAKUR	8.15
4	15010209	SUMIT KUMAR	7.73
5	15010207	ANIKET ANAND	7.61
6	15010206	RAMESH	7.52
7	15010205	MUDDA SAI ADITYA	7.49
8	15010208	UTKARSH ANAND	7.37
9	15010202	SANASAM PREMANANDA SINGH	6.92
10	15010204	NAMMI RAJESH	6.80
11	15010203	DAVIDA K. ROCHANSANG	6.17

The GB is requested to consider and approve the award of degree to the eligible students.

Decision of the Governing Body:

GB approved award of B Tech degree to the eligible students who has completed prescribed courses of study in their respective disciplines and advised that the Degree certificates be issued under the signature of Interim Director and Interim Registrar. GB also advised that Emphasis is to be paid to improve the CPI of students graduating out of the institute.

Regarding holding of Convocation for the graduating students, it was the opinion that since numbers of students graduating is small and many of the students have already joined their jobs and may not turn up for convocation, it will not be held this year.

Item No. 9:

Extension of period of appointment of contractual faculty members and staff and conduct of regular appointment for faculty members and staff.

Till now, IIIT Manipur has appointed 12 faculty members, 4 technical officer/staff, 5 administrative staff and 2 supporting staff; all on contractual basis. In case of faculty members, the period of contractual appointment is one year and the 4th extension period expired for a few faculty members on 30th June 2019 and their contracts were renewed for another year and in case of others it will expire on 1st August 2019 onwards.

Four technical staffs, five administrative staffs and two supporting staffs are also appointed and they are also on contractual basis but for 11 months. They are re-appointed by giving a break of 3 days after completion of continuous service of 11 months. However, in the interest of smooth functioning of the Institute, these staffs are being reappointed after expiry of their contractual terms after every 11 month. While doing so, the benefit of the existing DA rates of Central Government employees were provided to these staff by increasing their consolidated pay.

It is now proposed to conduct open interview for faculty positions. The structure of the Selection Committee for the purpose shall be the same, as that applicable to the IIIT Guwahati, which was earlier approved by GB in its 4th meeting.

It is also proposed to renew/extend the contractual appointment of faculty members for another period of one year and of other staff (both technical and administrative) for another period of eleven months in the similar manner as in force now.

The GB was requested to consider and approve renewal/extension of the contractual appointment of faculty members for another period of one year and of other staff (both technical and administrative) for another period of eleven months in the similar manner as in force now as proposed above.

The GB was also requested to consider and approve repetition of the above process of renewal/extension of the contractual appointment of faculty members for one year and of other staff (both technical and administrative) for eleven months in the similar manner till regular appointments are made based on performance of the faculty/staff.

GB was also requested that in 2nd GB meeting, 16 Numbers of Permanent posts of Faculty were sanctioned but not filled up with regular recruitment. And hence in its 4th GB meeting proposal for sanction for additional faculty members were deferred until

these sanctioned posts were filled up. This is at the initial stage of the institute and there was only 1 posts for Mathematics in the sanctioned posts and now 4 batches of students starting from 1 to 4 years are running and at least 2 faculty members are required to run the Mathematics courses. Based on this, GB is requested to approve 1 additional faculty posts in the Mathematics area in addition to the numbers of faculty sanctioned by the 2nd GB meeting so that this can be considered while initiating regular recruitment of the faculty members.

Decision of the Governing Body:

The Governing Body approved the renewal/extension of period of appointment of contractual faculty members and other supporting staff under the same terms and conditions as in force and conduct regular appointment for all such positions. However further renewal/extension of the faculty members and other supporting staff may be made under the same terms and conditions till regular appointment is made based on requirement of the Institute and performance of the staff. GB advised that break of 3 days prior to renewal of contractual appointments is essential to avoid any litigation in future.

The Governing Body approved regular appointment of faculty members including one additional posts for Mathematics as per norms.

Regular appointments of faculty members should precede regular recruitment of staff members to ensure that there is sufficient regular employees to facilitate regular appointments process of staff members, which is expected to have large numbers of applicants.

Item No. 10:

Opening of a savings bank account for Alumni Fund for amount collected from students for ease of accounting.

IIIT Senapati, Manipur collects amounts from students for Alumni fund after students graduate. At present this amount is kept in the main account of the Institute. Practice of Alumni Fund is that it is managed by an Alumni body formed out of Alumni who manages this fund under guidance from institute authority. This body is allowed to use only the interest part of the alumni fund. At present this amount is kept in the main account of the Institute. This will have difficulty in actually accounting for interest

accrued on the alumni contribution as membership fee. View of the Mentor Institute's Finance and Account section was sought and the section head confirmed that IIT Guwahati maintains the fund separately from its institutional account. In view of this, and to streamline this in the long run, it is proposed that a new Savings Bank account be opened for this purpose and maintained with joint signatory system as at present that is Interim Director and Interim Registrar. It is also proposed to transfer the earlier amount kept in Institute's main account to this new account. Once the alumni body is formed, institute authority will transfer the operation to that body under a faculty in-charge of Alumni Affairs.

The GB is requested to consider and approve opening of a Savings Bank Account for Alumni Fund amounts collected from the students.

Decision of the Governing Body:

The GB considered the request and approved opening of a Savings Bank Account for Alumni Fund amounts collected from the students to be currently operated jointly by Interim Director and Interim Registrar.

Item No. 11:

Budget for the Financial Year 2019-20

The Institute is required to have an Annual Budget which should reflect the activities of the Institute and plans for the future development. This is also a statutory requirement of such national level institutions.

In fact, the proposal of the budget is supposed to be processed through the Finance Committee of the Institute before placing in the Governing Body. The plan was to call for meeting of the Finance committee same day as of GB meeting, but due to ongoing Assembly session in Manipur, it was not possible for the functionaries of the State Government to be present for the meeting. However it is planned in two months' time. However the Annual Budget for the Institute for the Financial Year 2017-18 is prepared details of which is placed at **Annexure-6.**

GB was requested to consider and approve submission of the Annual Budget of the Institute for the Financial Year 2019-20 for an amount of Rs. 4026 lakhs as proposed.

Decision of the Governing Body:

The GB considered and in principle approved submission of the Annual Budget of the Institute for the Financial Year 2019-20 for an amount of Rs. 2026 lakhs against proposed budget amount of Rs. 4026 lakhs. This is because as on date, there is still no approved plan for construction and hence out of proposed Rs. 3000 lakhs under this head, only Rs. 1000 lakhs has been considered for the ongoing financial year.

Item No. 12:

Items approved by the Interim Director.

Following items approved by the Director are being reported to the GB:

- a) Extension of service of Faculty members after expiry of 1 year of contract has been given on same terms and conditions.
- b) Appointed one more Faculty member on contract basis following the same norms as earlier after another faculty member tendered resignation.

Decision of the Governing Body:

The Governing Body noted the matters.

Item No. 13:

Reporting items:

1. Construction of the additional Boys Hostel, and renovation of old building as Classroom in the temporary campus of IIIT Senapati, Manipur at Mantripukhuri, Imphal. The fifth batch of students of the Institute are being admitted. With this not only the number of students will increase but also there is requirement for additional accommodation for boys and additional space for classroom and labs. The matter was discussed in a meeting chaired by Chief Secretary of Government of Manipur, on 12th March 2019 at his office in the Secretariat, Imphal. Based on the decision of this meeting, the Govt. of Manipur, is converting an existing shed available with Department of Information Technology, Government of Manipur through Public Works Department at the temporary campus of IIIT Senapati, Manipur at Mantripukhuri,

Imphal at their cost along with all amenities. Institute is renovating an old unused building with its own resources and fund available under TEQIP III for another 5 classrooms of various sizes with bare minimum expenditure required for Electrical wiring, replacement of dilapidated wooden doors and windows with aluminium ones and providing new false ceiling by replacing bamboo ceiling work and painting.

2. IIT Manipur has been successfully executing TEQIP phase III for up-gradation and establishing its various facilities and accordingly will receive an amount of Rs. 15 crores. Procurement plans are approved by NPIU TEQIP and various academic activities are also being carried out as per laid out procedure. As per TEQIP III guidelines, procurement plan of the institute after acceptance by NPIU are approved by the GB.

This is for information and necessary approval by the GB and was requested to approve the same.

Decision of the Governing Body:

The Governing Body noted the matters and approved various procurement plans and other activities including academic ones under TEQIP III as per laid down procedures.

Item No. 14:

Any other item(s) with the permission of the Chair.

Decision of the Governing Body:

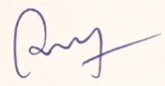

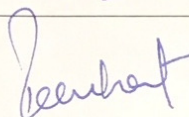
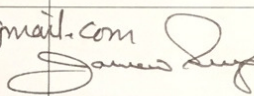
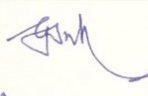

Since there was no significant matter was proposed for discussion, there is no decision from the Governing Body. The GB noted that Government of Manipur as well as private partners of IIIT Senapati were represented in the meeting. The GB asked the Interim Director to ensure that next meeting of GB is held in time with participation from all stake holders. The Interim Director also requested MHRD officials to visit IIIT Senapati, Manipur to take stock of the ongoing activities and progress of the institute and this was noted.

Meeting ended with a vote of thanks from the institute's side.

ATTENDANCE SHEET

F. No. 67-3/2015-TS.1

The 5th meeting of the Governing Body of the Society of IIIT Senapati, Manipur, under the Chairmanship of Additional Secretary (TE), Deptt. of HE, MHRD is scheduled to be held at 12.00 noon on 1st July, 2019 in the Conference Hall (Room No.112 'C' Wing), Department of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi

Sl. No.	List of Participants	Contact No.	E-mail id	Signature
1.	Dr. Sukhbir Singh Sandhu, Additional Secretary (TE), D/o. Higher Education, MHRD, New Delhi		sandhu.edu@nic.in	
2.	Ms. Darshana M Dabral JS & FA, MHRD, New Delhi ANIL KUMAR Director (Finance), MHRD		jsfa.edu@gov.in	
3.	Sh. Prashant Agarwal Director (IITs & IIITs), MHRD, New Delhi		prashant.ag@gov.in	
4.	Mr. Jarnail Singh, Vice Chancellor, Manipur University.	9818009365 9868216710	jarnail65@gmail.com James Singh	
5.	Prof. Goutam Sutradhar, Director, NIT Manipur.	7980946691	goutam_sutradhar1@rediffmail.in director@nitmanipur.ac.in	
6.	Mr. Sumant Singh, Commissioner (IT), (Higher & Technical Education), Govt. of Manipur.			
7.	Mr. Nambam Deben, Executive Director, MIPDCO.			
8.	Prof. Amarendra Kumar Das, Interim Director, IIIT Manipur			
9.	Sh. Divya Jyoti Goswami, Interim Registrar, IIIT Manipur	9864048308	registrar@iiitg.ac.in digoswami@iiitg.ac.in	

10.	Praveer Saxena	Under Secretary	praveersaxena.edu @nic.in	<u>rmf</u>
11.	Narain Kumar	SO 9868797220		<u>G</u>
12.				
13.				
14.				