

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Minutes of the IAC meeting held on March 1, 2014
Time: 11.00 a.m.; Venue: FB-212

Members Present:

Drs. Indranil Manna, A.M. Raina, Manindra Agrawal, Amalendu Chandra, Dheeraj Sanghi, R.K. Sachan, Sanjay Mittal, S. Ganesh, Nishith Verma, P.K. Bharadwaj, V.K. Gupta, Sumit Ganguly, S.P. Das, Munmun Jha, Rahul Varman, Asima Pradhan, Sandeep Sangal, Debasis Kundu, P.K. Panigrahi, Avinash Singh, Rajiv Sinha, Pankaj Wahi

The Chairman welcomed all the members present and called the meeting to order.

Item 1: Confirmation of Minutes of Last IAC Meeting

The minutes of the IAC meeting held on January 17, 2014, as circulated on February 12, 2014, were confirmed.

Item 2: Norms/procedure for writing off, purchase, travel (within/outside India)

The Chairman touched upon the norms/procedure for writing off various items and emphasized upon the need to avoid signatures without dates on various documents submitted in this process. He also emphasized upon the constitution of a standing committee in a department for the entire financial year and on completing the process of writing off by the end of February every year. On the issue of purchase of various items, he emphasized on the need of drawing specifications carefully and on avoiding the use of proprietary item clause for the fresh purchases of the equipments of generic nature. The Chairman also touched upon the need of travelling abroad for official purposes by Air India. For the identification of special situations where waivers for travelling by Air India may be given, DOFA was requested to constitute a committee.

Item 3: Infrastructure augmentation

The Chairman informed on the issue of infrastructure augmentation that insufficient numbers of bids have been received for the tender calls made two times so far and thus there was a need for us to use our personal influences to get a better response from various construction companies. He also warned that a delay in construction will hurt us badly as the planning for future will suffer and also funds may not be available in future.

Item 4: Associate Dean

The Chairman informed that following Associate Deans would be appointed:

1. Associate Dean for Faculty Affairs (ADFA) - to assist DOFA
2. Associate Dean for Undergraduate Studies (ADUG), and Associate Dean for Postgraduate Studies (ADPG) - to assist DOAA
3. Associate Dean for Hall Affairs (ADHA), and Associate Dean for Student Activities (ADSA) - to assist DOSA

4. Associate Dean for Innovation & Incubation (ADII), and Associate Dean for Industrial Collaboration (ADIC) - to assist DORD
5. Associate Dean for International Relations (ADIR), - to assist Director/Deputy Director
6. Associate Dean for Physical Infrastructure (ADPI) and Associate Dean for Digital Infrastructure (ADDI) - to assist Director/Deputy Director/DOIP.

Each of these Associate Deans will be entitled for rent free accommodation, double the usual telephone allowance and a monthly honorarium of Rs. 2,000. Chairman also informed that a standing committee will be constituted every year to select Associate Deans consisting of Director (Chairman), Deputy Director, Dean concerned, Convenor IAC, and three nominees of the Director (one faculty member from engineering faculty, one from HSS or science departments, and a former faculty member who retired from the Institute more than three years ago). The representative assignments for each Associate Dean were briefly discussed and will be shared with IAC member by e-mail.

Item 5: Functions of Safety Cell

The Chairman informed various steps taken by Mr. J.P. Deshmukh, Safety Officer, to make the campus safer. He emphasized on following various safety norms. (He reiterated to item # 3 that the Institute plans to restrict land area usage for construction within 30% of the total area of the campus and about 25% of the remaining open area will be devoted forest area/green area). He also announced that March 4 will be observed in the Institute as Safety Day.

Item 6: IITK website and automation

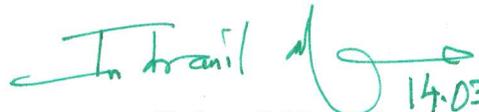
DOFA described the recent developments related to the improvement of the web-site of the Institute. HODs were requested to help with the inputs specific to their departments.

Item 7: Any Other Item with Permission of the Chair

The issue of core course allocation for the 2014-15-I semester was considered. In view of the CCC report not being available and the next IAC meeting not likely to take place in the next two weeks, DOAA and Chairman, SUGC were authorized to finalize the core course allocation for the 2014-15-I semester in consultation with the HODs.

The meeting ended with a vote of thanks to the Chair.


19.3.14
(Vinay K Gupta)
Convenor


14.03.14
(Indranil Manna)
Chairman