

**BIRLA INSTITUTE OF TECHNOLOGY**  
**MESRA , RANCHI**



**FORTY FIFTH MEETING OF  
THE BOARD OF GOVERNORS OF  
BIRLA INSTITUTE OF TECHNOLOGY,  
MESRA, RANCHI**

**MINUTES**

Date: 03<sup>rd</sup> July, 2012

Time: 2.00 P.M.

Place : Birla Tower  
25 Barakhamba Road  
New Delhi – 110 001

# BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI

## MINUTES

### FORTY FIFTH MEETING OF THE BOARD OF GOVERNORS

Held at 02.00 PM on 3<sup>rd</sup> July, 2012 in the Board Room,  
Birla Tower, New Delhi

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#### MEMBERS PRESENT

Shri C.K. Birla	-	Chairman	
Shri Vinod Aggarwal, I.A.S.	-	Member	Addl. Chief Secretary Dept. of Science & Technology, Govt. of Jharkhand
Shri A. K. Pandey, I. A. S.	-	Member	Nominee of the Chancellor
Shri M. L. Pachisia	-	Member	Nominee of HCT
Shri Rohit Saboo	-	Member	Nominee of HCT
Dr. Ajay Chakrabarty	-	Member	Vice Chancellor
Dr. A.K. Chatterjee	-	Member	Institute Faculty
Dr. Vijay Agarwal	-	Member	Institute Faculty
Shri D.N. Patodia	-	Member	Nominee of General Council
Dr. P. Ghosh	-	Member	Nominee of General Council

Shri P. C. Agarwala has kindly attended the meeting as a special invitee.

The following members could not attend the meeting :

Shri R.D. Sahay	-	Member	Nominee of Ministry of Human Resource Dev. Govt. of India
Dr. (Mrs.) Renu Batra	-	Member	Nominee of UGC
Dr. Pradipta Banerjee	-	Member	Nominee of AICTE
Shri B.K. Tripathy, IAS	-	Member	Principal Secretary Dept. of HRD, Govt. of Jharkhand
Shri Surendra Singh	-	Member	Commissioner, South Chhotanagpur, Govt. of Jharkhand

**44.01 CONFIRMATION :**

The Minutes of the Forty Fourth meeting of the Board of Governors of the Institute was confirmed.

**44.02 REPORT ON THE MINUTES OF THE LAST MEETING :**

The follow-up actions taken on the minutes of the 44<sup>th</sup> meeting were presented before the Board as under -

- Item 44.09 MoA and Rules & Regulations of "Birla Institute of Technology Society" have been approved by the General Council of the Institute and has been submitted with the concerned authorities in the State of Jharkhand Government for registration.

MoA and Rules & Regulations of "Birla Institute of Technology", an institution Deemed to be University, have been approved by the Sub-Committee constituted in the last meeting and also approved by the Chairman. The same shall be submitted to the UGC.

- Item 44.10 The Board considered and approved the draft of fresh MoU for the next five years with the State Government of Jharkhand with effect from 01.04.2012 in respect of providing 50% seats for admission of students domiciled in Jharkhand in all UG/PG programmes being offered at BIT, Mesra and the State Govt. shall provide an amount equivalent to 50% DA/ADA and additional liability due to pay revision to the employees of the Institute as per terms of the MoU.

- Item 44.11 Sale of excess land in the premises of BIT Extension Centre, Lalpur is under process. Out of the excess land, an area of 19.23 kathas of land has already been sold. Negotiations are going on for sale of remaining excess land occupied by the tenants at a price fixed by the Government of Jharkhand.

- Item 44.12 Sale of 3.64 acres of land at Chakla is under process and an advance amount of Rs. 12.00 lakhs has been received.

- Item 44.15 Special Drive for Recruitment of SC/ST: The Institute has already issued advertisement for recruitment of SC/ST candidates in the category of Director/faculty, Registrar/Dy. Registrar/Asst. Registrar, Medical Officer, Counselors, Technical and Ministerial cadres.

Selection for the positions of Director and Medical Officer is over and the rest is under progress.



- Item 44.16 Dr. Shiva Surya Narayan, Asst. Professor, and Mrs. Vijaya Lakshmi, Asst. Professor, have joined BITIC-RAK on EOL from BITEC Noida.
- Item 44.18 As approved by the BOG, the Institute has issued Office Order for amendment of Leave Rules. A female employee (confirmed) will be entitled for availing 180 days of Maternity Leave as per UGC Regulations.
- Item 44.19 The Institute has issued Office Order for amendment of Leave Rules for introduction of Sabbatical Leave. A faculty member of the Institute will be entitled to 04 months of sabbatical Leave (or part thereof) with full pay and allowances on completion of every six years continuous service for improving his/her academic standard.
- Item 44.20 The Institute has issued Office Order as amendment for encashment of Earned Leave. An eligible employee of the Institute on completion of a minimum period of five years uninterrupted service should be entitled for encashment of accumulated earned leave. The encashment of earned leave will be up to a maximum limit of 300 days on superannuation/resignation as per UGC guidelines. This order will be effective from 23<sup>rd</sup> January 2012.
- Item 44.21 As agreed by the BOG, payment of one installment towards arrears of 5<sup>th</sup> Pay revision has been made to the employees.
- Item 44.22 As agreed by the BOG, payment of one installment towards arrears of 6<sup>th</sup> Pay revision has already been made to the employees.
- Item 44.23 As approved by the BOG, an additional post of Dean (Administration & Campus Development) has been created and Dr. Gopal Pathak is designated in the said post to manage construction and other campus development activities at Mesra Campus and Extension Centres/Campuses keeping in view the Diamond Jubilee of the Institute in 2015.
- Item 44.24 As approved by the BOG, a post of In-charge (Administration and Campus Development) has been created.
- Item 44.25 Notification for appointment of faculty as Deans / HODs on rotational basis as per UGC (Institutions Deemed to be Universities) Regulation 2010 has been issued. The normal tenure of Deans/ HODs should not exceed three years. Further they may be appointed initially for two years and the tenure may be extended for another year.

- Item 44.32 Individual modules for Admissions, Registration, Examination, HR, Fees, Payroll, Finance, Purchase, Bill Passing, Inventory, Training & Placement, Hostel & Mess etc. are completed and integration of the packages is in progress.
- Item 44.34 As approved by the BOG, PG examination in the Institute has already been decentralized to the respective Departments from SP 2012 initially for M.E., M.Tech., M. Pharm., MUP programmes.
- Item 44.43 Institute has issued Office Order to show answer scripts to the existing students within 15 days of declaration of results/grades. Any change in the grade is to be submitted by the respective teacher to the Dean through Head of the Department. The answer scripts will be preserved for another 18 months after the award of degree. However, for the students who are no longer in the roll and the students, who have already graduated and left the Institute, answer scripts for the candidates will be preserved for 36 months only.
- Item 44.46 To extend facilities for physically challenged students and staff members, the following decisions are taken for implementation :
- (i) Installation of two lifts in the Main Building
  - (ii) Installation of one lift in the R&D Building
  - (iii) Construction/renovation of 17 Nos. specially designed toilets has been initiated in different locations of Main Building, R&D building, Biotechnology, Pharmacy and one each in all the hostels for girls and boys.
- However, the Board opined that planning and designing for installation of lifts in the Institute Main Building and R&D Building as well as renovation/construction of toilets in different locations of the Institute Main Building, R&D Building, Biotechnology, Pharmacy and one each in the hostels for girls and boys, should be executed by the expert consultants to be appointed by the Institute.
- Item 44.52 The Institute has created a Centre for Positive Thinking as a nodal agency and initially the responsibility for celebration of 150<sup>th</sup> Birth Anniversary of Gurudev Rabindra Nath Tagore and Swami Vivekananda as well as Centenary of Geetanjali and Award of Nobel Prize to Gurudev Rabindra Nath Tagore was bestowed on it.



#### 45.03 ACCOUNTS AND AUDIT REPORT FOR THE FINANCIAL YEAR 2011-12.

The Annual Accounts with Auditor's Report for the financial year 2011-12 were perused, recorded and recommended by the Board for approval of the General Council.

#### 45.04 BUDGET ESTIMATES FOR 2012-13 AND FINANCE COMMITTEE RECOMMENDATIONS

The Board noted the Budget for FY 2012-13 as approved by the Finance Committee. One of the members suggested to enhance the budgetary allocation for Library.

[Annexure-I]

#### 45.05 OPENING/OPERATION OF BANK ACCOUNT

The Board approved opening of new bank accounts, closing of accounts and changes in signatories of various Bank Accounts as per details enclosed as Annexure - I.

[Annexure-II]

#### 45.06 OPENING A NEW BRANCH OF A SCHEDULED BANK IN THE CAMPUS

The Board considered the proposal and accorded approval for opening of a new branch of any one of State Bank of India or Bank of India at Mesra Campus on the basis of better services and network facility.

#### 45.07 XXII CONVOCATION

The Board noted that the XXII Convocation was held on 3<sup>rd</sup> June, 2012 and Hon'ble Chancellor of the University, His Excellency, the Governor of Jharkhand, Dr. Syed Ahmed presided over the occasion. Shri R. Gopalakrishnan, Executive Director, Tata Sons Ltd., delivered the Convocation Address as the Chief Guest.

As per the resolutions of the 44th meeting of the Board of Governors, the following Degrees / Diplomas were conferred on the candidates during the XXII Convocation.

(A) Ph. D. Degree	-	66
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(B) Post-graduate Degrees / Diplomas		
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Master of Engineering	-	148
Master of Pharmaceutical Sciences	-	62
Master of Technology	-	70
Master of Science	-	102

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Master of Business Administration	-	357	
Master of Computer Applications	-	291	
Executive Master of Business Administration		26	
Master of Animation Design	-	22	
(C) Post Graduate Diploma in Bio-Analytical Technique	-	2	1080
(D) <i>Under-graduate Degrees</i>			
Bachelor of Engineering	-	1135	
Bachelor of Pharmacy	-	39	
Bachelor of Architecture	-	39	
Bachelor of Business Administration	-	576	
Bachelor of Computer Application	-	454	
Bachelor of Hotel Management & Catering Technology	-	34	
Bachelor of Science (AMM, MLT, IT & Nautical)		177	
Bachelor of Technology (Civil, Electrical & Mech)		23	
Bachelor of Business Management		12	
Bachelor of Commerce		43	
Information Technology	-	42	
Food Processing Technology	-	6	2580
(E) <i>Under-graduate Diplomas in Technology</i>			
Automobile	-	32	
Computer Science	-	30	
Electronics	-	45	
Manufacturing Technology	-	31	
Animation & Multimedia	-	1	139
			.....
<b>Grand Total</b>			<b>3865</b>

As per recommendation of the Technical Council, the Board has agreed to celebrate the Convocation during second half of December on each year.

#### 45.08 AWARD OF DEGREE/DIPLOMA

The Board considered and approved the Technical Council's recommendations for the award of Ph D Degree to the scholars as well as award of Degree/ Diploma to the students found eligible as per respective Rules and Regulations of the Institute.

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Resolved that these scholars / students be admitted to the Degree / Diploma in various disciplines in the ensuing convocation

The details are as per Annexure - III.

#### **45.09 STAFF MATTERS**

Matter pertaining to Extensions/Renewal of contract, Contract Appointment, Re-employments, Resignation, Superannuation and Study Leave in respect of Staff were reported to and approved by the Board as per details as under :

##### **(A) EXTENSIONS :**

Noted that with due approval of the competent authority the Contract Appointment of Staff members have been extended/renewed on existing terms and Pay-scales / Consolidated Salary.

List enclosed as Annexure - IV.

##### **(B) APPOINTMENTS ON CONTRACT**

Noted that with due approval of the competent authority, a few Contract / Temporary Appointments have been made during 2011-12 in accordance with Rules & Regulations of the Institute.

List enclosed as Annexure-V.

##### **(C) RE-EMPLOYMENTS**

Noted that with due approval of the competent authority, staff members have been re-employed during 2011-12 in accordance with Rules and Regulations of the Institute

List enclosed as Annexure - VI

##### **(D) RESIGNATIONS**

Noted that 33 staff members have resigned during 2011-12 due to various reasons and have been relieved from services as per Institute rules.

List enclosed as Annexure -VII



**(E) SUPERANNUATIONS**

Noted that 13 staff members have retired from the Institute service on attaining the age of superannuation in accordance with Rules and Regulations of the Institute.

List enclosed as Annexure-VIII

**(F) STUDY LEAVE / LIEN / DEPUTATION**

Noted that 11 staff members have been granted Study Leave with pay and 05 staff members on Extra Ordinary Leave during the year 2011-12.

List enclosed as Annexure-IX.

**45.10 RECRUITMENT OF FACULTY/STAFF**

The Board, on the basis of recommendations of the appropriate Selection Committees, approved the appointments as per Annexure X.

**45.11 INTERNATIONAL CENTRE : BAHRAIN**

The Board noted that the steps have already been taken to close down the International Centre at Bahrain by the end of December, 2012.

**45.12 INTERNATIONAL CENTRE : RAS-AI-KHAIMAH**

The Board noted that a MoU with CORE International Institute of Higher Education FZE (CIIHE) has been executed on 27<sup>th</sup> February, 2012. The Board approved the same and noted that the BIT International Campus at Ras-Al-Khaimah will function as per terms and condition of the MoU.

**45.13 STATUS OF TEQIP-II**

The Board was informed on the status of Technical Education Quality Improvement Programme (TEQIP) - Phase-II and the details of action taken by the Institute were noted. [Annexure-X]

**45.14 RETENTION OF DOCUMENTS/RECORDS**

The Board approved the proposal and directed to constitute a committee to frame the policy regarding retention of documents/records of the Institute. The recommendation of the committee should be placed before the Board for approval.

**45.15 AN INDEPENDENT HOSTEL MAINTENANCE COMMITTEE (HMC) UNDER BIT SOCIETY**

The Board considered the proposal and directed to submit the same to Shri P. C. Agarwala for his opinion and legal vetting on the issue.

**45.16 CAMPUS PLACEMENT**

The Board noted with satisfaction the campus placements position of the Institute. Details are as per Annexure XI.

**45.17 STUDENT ACTIVITY**

The Board noted details of the students' mobility programmes as was presented in the meeting.

**45.18 MASTER OF SCIENCE (MS) PROGRAMME BY RESEARCH**

The Board approved the MS Programme.

**45.19 RTI OBLIGATORY ITEMS**

The Board approved the proposal for up-loading the obligatory information in the Institute Website which are mandatory u/s 4(1)(b) of RTI Act 2005.

**45.20 SANCTIONED STRENGTH OF EACH DEPARTMENT**

The Board noted the sanctioned strength of professors, associate professors and assistant professors as per UGC/ AICTE for the on-going courses in the Institute. The Board approved the same as required faculty strength of the Institute.

**45.21 PERMISSION FOR SHOWING EXPRESSION OF INTEREST**

The Board approved the proposal for execution of the project utilizing the expertise of Dr. Ambarish S. Vidyarthi, Professor & Head, Department of Biotechnology.

**45.22 ESTABLISHMENT OF TRANSFORMATION MANAGEMENT OFFICE**

The Board agreed for establishing a Transformation Management Office (TMO) in the Institute to be administered by a High Powered Committee to look after initial execution of TMO activities, ERP Cell and Brand Management Cell.

#### **45.23 MOU WITH CMRI**

The Board approved the proposal for execution of MOU with CMRI, Kolkata, for expertise and knowledge-sharing for medical and educational programmes.

#### **45.24 UG/PG PROGRAMMES IN HOSPITAL MANAGEMENT**

The Board approved the UG & PG Programmes in Hospital Management from the next academic year. It was also resolved that the courses will be offered from BIT Kolkata City Campus.

#### **45.25 RELEVANT PARAMEDICAL COURSES**

The Board approved the proposal for introducing relevant continuing education programmes in Health Science and Paramedical Science in collaboration with CMRI, Kolkata.

#### **45.26 DUAL DEGREE PROGRAMME IN ENGINEERING/PHARMACY/ARCHITECTURE/MANAGEMENT**

The Board approved the proposal for introducing Five Year (Dual Degree) Integrated Programmes in (a) Engineering & Management, (b) Pharmacy & Management, and (c) Architecture & Management following the AICTE guidelines at BIT Mesra and all other campuses.

#### **45.27 DISCONTINUATION OF UG/PG PROGRAMMES**

The Board agreed for closure on review of UG and PG programmes which are with less than 30% and 6 students respectively for the consecutive three years.

#### **45.28 DECENTRALISATION OF EXAMINATION**

The Board approved decentralization of all UG and PG examinations from the session Monsoon 2012 with proper monitoring mechanism.

#### **45.29 EXAMINATION ACTIVITIES WITHOUT REMUNERATION**

As recommended by the Technical Council, the Board approved that there would be no extra remuneration/honorarium to faculty members in connection with the activities related to examinations as followed in IITs/NITs/CFTIs. The approval shall be effective from 1<sup>st</sup> April 2012.



#### 45.30 TRANSPORT/ CONVEYANCE ALLOWANCES

The Board approved the proposal for payment of Transport Allowance/Conveyance Allowance as per rules prevalent in Sixth Pay Commission and resolved that the facility shall be extended to all regular employees of the Institute effective from 1<sup>st</sup> April 2012.

- 45.31 The sad demise of Mr. G. P. Lal, a nominee of the General Council, on 19<sup>th</sup> April 2012 was recorded.

#### Minutes on Supplementary Agenda Items

- 45.S-1 It was resolved that all Extension Centres of BIT Mesra shall be renamed and recorded as BIT Campus in respective cities/location.

- 45.S-2 The Board approved the officiating allowances to the faculty members who are entrusted with the additional responsibilities as Dean, Warden and Assistant Warden, provided they are drawing their salary only as per Pay Band and AGP of Sixth Pay Commission and are not compensated with any special pay/allowance. The rates of officiating allowances shall be as stated below with effective from 1<sup>st</sup> April 2012.

Sl.No.	Holding Position as Additional Responsibility	Rate of Remuneration/ Allowance p.m.
01	Deans	@ Rs. 5000/-
02	Wardens	@ Rs. 2500/-
03	Assistant Wardens	@ Rs. 1500/-

- 45.S-3 The Board approved payment of telephone allowance to all confirmed regular employees of the Institute as per norms followed in IITs and recommended by the Committee constituted for this purpose.

- 45.S-4 The Board approved the proposal for additional two posts of Principal Administrative Officers in the Institute in PB-4 (Scale of Rs. 37400-67000) and GP of Rs. 10000/- plus usual allowances as per Institute rule.

- 45.S-5 The Board approved appointment of Dr. D. Gunasekaran 'on contract' as Registrar for period of five years and his pay will be fixed at Rs. 60000/- (Pay Band 37400-67000) in PB-4 with Grade Pay of Rs.10000/-. He will be entitled for Institute car with driver for his official duties as Registrar. He will be also entitled for an office mobile and its monthly reimbursement. No transport allowance will be payable to

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him. A suitable Institute accommodation inside the Mesra Campus will be provided to him on usual rent.

- 45.S-6 The Board approved appointment of Dr. N. K. Kole 'on contract' as Principal Administrative Officer at the Main Campus for a period of five years and his pay will be fixed at Rs.55000/- (Pay Band 37400-67000) in PB-4 with Grade Pay of Rs.10000/-. He will be entitled for transport and telephone allowances as per Institute rule.

The Board also approved appointment of Mr. S. K. Upadhyay 'on contract' as Principal Administrative Officer at BIT Mesra Patna Campus for a period of five years and his pay will be fixed at Rs.55000/- (Pay Band 37400-67000) in PB-4 with Grade Pay of Rs.10000/-. He will be entitled for transport and telephone allowances as per Institute rule.

The meeting was concluded with a vote of thanks to the Chairman.

Date : 18<sup>th</sup> July 2012.

(D. Sasmal)  
Registrar & Secretary  
Board of Governors  
Birla Institute of Technology,  
Mesra, Ranchi 835215