

**Indian Institute of Technology Palakkad**

Minutes of 8th Meeting of Board of Governors

Minutes of the eighth meeting of the Board of Governors of the Indian Institute of Technology Palakkad, held on 26<sup>th</sup> Nov 2020 at 11:30 Hrs through video conferencing. The following members attended the meeting.

1.	Shri. Ramesh Venkateswaran	Chairman
2.	Prof. P. B. Sunil Kumar	Director, Ex-officio Member
3.	Prof. L. S. Ganesh	Member
4.	Dr. Subbiah Shanmugam	Member
5.	Shri. Raghu Verabelli	Member
6.	Prof. P. S. Mehta	Member
7.	Prof. K. L. Sebastian	Member
8.	Col S Chakraborty (Retd)	Secretary

Dr. Usha Titus, Principal Secretary, Higher Education Dept., Kerala and Shri. Shiv Kumar, Secretary, Dept. of Education, UTLA could not attend the meeting. Shri. Rakesh Ranjan, Additional Secretary (TE), MoE, could not attend the meeting but sent his comments.

The Director welcomed Shri. Ramesh Venkateswaran as the Chairman of the Board of Governors of IIT Palakkad.

The following agenda items were taken up for consideration.

**Procedural Matters**

BoG 8.1	Welcome address by the Chairman.
	<i>In his welcome address the Chairman shared his ideas about building the road map for the institute. He mentioned about the challenges due to the ongoing COVID pandemic and the opportunities ahead due to the launch of the New Education Policy. He requested the active support of all stakeholders including members of the Board in building up the institution. He mentioned that it would be good for the BOG to meet with a regular frequency. He said the Director would propose a schedule of meetings once a quarter. He then requested the Director to proceed with the Agenda Items.</i>

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BoG 8.2	<p>Confirmation of the minutes of the Seventh Meeting of Board of Governors held on 03 August 2020.</p> <p style="text-align: right;">(Annexure - 1) (Page 1 to 13)</p> <hr/> <p><i>The Board confirmed the minutes of the Seventh Meeting of the Board of Governors held on 03 August 2020.</i></p>
BoG 8.3	<p>Presentation of the Director's overview report.</p> <hr/> <p><i>The Director made a presentation on the current status of the Institute.</i></p> <ol style="list-style-type: none"><li><i>1. The institute is now running four B.Tech programs, six M.Tech programs and three M.Sc programs, in addition to the research programs leading to M.S. and PhD, with a total of 972 students.</i></li><li><i>2. The total number of faculty is 91.</i></li><li><i>3. Shri Ramesh Venkateswaran, Adjunct Faculty, IIM Bangalore and IIM Udaipur was appointed as the Chairman, BoG, IIT Palakkad on 28th of August 2020. He visited IIT Palakkad from 21-23 October 2020.</i></li><li><i>4. Shri Ramesh Pokhriyal 'Nishank', Hon'ble Minister of Education, laid the foundation stone for development of main campus of IIT Palakkad and Shri Pinarayi Vijayan, Hon'ble Chief Minister of Kerala inaugurated transit campus of IIT Palakkad during a virtual ceremony on October 23, 2020.</i></li><li><i>5. The semester teaching is being carried out in the online mode using in house configured moodle learning management system and exams are conducted through an AI Powered commercial proctoring tool.</i></li><li><i>6. Though the progress of the main campus construction is not meeting the planned schedule, IIT Palakkad is determined to get the project to be completed as per the tender schedule and is actively pursuing the matter with CPWD. Further, the CPWD is asked to get the revised plan and strategy towards addressing the schedule slip experienced for the past two months, this includes the accelerated schedule without any financial implications. Various data sharing platforms and monitoring solutions have</i></li></ol>



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	<p><i>been implemented to track the progress and monitor the quality of the project.</i></p> <p>7. <i>On research programs, the institute is planning to establish a sustainability research centre involving 22 faculty members from four different disciplines. The immediate focus and future directions of the centre was presented.</i></p> <p>8. <i>The detailed plan for the establishment of The technology innovation centre as a section 8 company in collaboration with other institutes and industry was presented.</i></p> <p>9. <i>At the suggestion of the Chairman BoG, three separate internal teams have been set up to review the regulations of the current B.Tech program. The groups will make presentations on their suggestions to all faculty in January. An institute level curriculum committee will be set up to consolidate the discussions and present it to BAC and then to the Senate in July 2021.</i></p> <p>10. <i>An external peer review is planned to evaluate the academic programs and curriculum of the respective disciplines/ interdisciplinary programs. The committee is to also assess the quantity and quality of research work carried out and identify key areas where IIT Palakkad could make significant contributions. The process will review the existing faculty expertise and identify additional expertise to be added.</i></p>
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### **Items for consideration and approval**

BoG 8.4	<p>To consider adoption of Recruitment and Promotion Norms (RPN) 2019 of IIT Madras, with the proposed amendments in qualification and age in the posts of Junior Assistant, Junior Superintendent, Horticulture Assistant and Horticulture Officer, and inclusion of the posts of Multi Tasking Staff and Assistant Wellness Officer, Senior Wellness Officer, and Chief Wellness Officer, as the RPN 2020 of IIT Palakkad.</p> <p>(Annexure - 2) (Page 14 to 29)</p>
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	<p><i>After a discussion and with suggestions from members, the Board approved the adoption of Recruitment and Promotion Norms (RPN) 2019 of IIT Madras, as the RPN 2020 of IIT Palakkad, with the following changes to the proposed amendments.</i></p> <p><b>8.4. (1) Amendments in the Preamble</b></p> <p><i>“The Sanctioned Strength, which is the total number of employees cadre wise, will be determined by the Director of this Institute in due course” <b>is to be changed to</b> “The Sanctioned Strength, which is the total number of employees cadre wise, will be determined by the Director of this Institute from time to time as per requirement.”</i></p> <p><b>8.4 (2b) Amendment to the post of Junior Attendant to Multi Tasking Staff. Serial No. 6: Maximum age limit for direct recruitment is <b>to be changed</b> to 40 years.</b></p> <p><b>8.4 (4): Health Services Cadre:</b></p> <p><i>(i) The designation of “Wellness Officer (Counsellor)”, “Senior Wellness Officer (Senior Counsellor)” and “Chief Wellness Officer (Chief Counsellor)” <b>to be changed to</b> “Counsellor”, “Senior Counsellor” and “Chief Counsellor” respectively.</i></p> <p><i>(ii) In the essential qualification for counsellors post “M.Phil” <b>to be changed to</b> “Master Degree”.</i></p> <p><i>(iii) The post of Chief Counsellor is not to be considered now.</i></p> <p><b>8.4 (5): Horticulture Cadre:</b></p> <p><i>In the essential qualification for Horticulture Assistant “B.Sc (4 years)/B.Tech” <b>is to be changed to</b> “Bachelors Degree” and for Horticulture Officer “M.Sc” <b>to be changed to</b> “Master Degree”.</i></p> <p><i>(The revised Annexure-2 is attached)</i></p>
BoG 8.5	<p>To sanction no objection for the use of the word “IIT Palakkad” in the name of the company “M/s. Technology Innovation Foundation of IIT Palakkad”, as per its Articles of Association and the Memorandum of Association.</p> <p>(Annexure - 3) (Page 30 to 47)</p>

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	<p><i>The Board approved the use of the word “IIT Palakkad” in the name of the company “M/s. Technology Innovation Foundation of IIT Palakkad.”</i></p> <p><i>It was further decided to make the following changes:</i></p> <p><i>(i) in the resolution, the line “any of the members of the board of Governors be and is hereby authorised to sign and issue a limited purpose No objection certificate” is to be replaced by “Director as an ex-officio member of the Board of Governors is hereby authorised to sign and issue a limited purpose No objection certificate.”</i></p> <p><i>(ii) In the letter to the Registrar, the Ministry of Corporate Affairs, the line “The primary objective is to incubate and nurture the translation of ideas and innovations emerging from the scientific, technological and knowledge capital, to generate commercial and social impact” is to be <b>changed to</b> “The primary objective of the above named company is to incubate and nurture the translation of ideas and innovations emerging from the scientific, technological and knowledge capital, to generate commercial and social impact.”</i></p>
BoG 8.6	<p>Appointment of Dr. Ganesh Natarajan as the Dean, Administration.</p> <p>Professor Job Kurian, who is currently handling all administrative matters related to academic staff as the Professor in-charge for Administration, is completing his term of employment at the institute on 31st December 2020. A faculty member is to be identified to take charge of the same. The 42nd Deans’ Committee Meeting held on 04.11.2020 considered all eligible faculty for the Dean, Administration position. The committee authorised the Director to nominate Dr. Ganesh Natarajan, Associate Professor as the Dean, Administration for a period of one year from January 2021.</p> <p>Dr. Ganesh Natarajan is an Associate Professor in the Mechanical Engineering discipline and joined this institute in December 2018. Prior to joining IIT Palakkad, Dr. Ganesh Natarajan was an Assistant Professor and Associate Professor at IIT Guwahati from 2011 to 2017 and 2017 to 2018 respectively.</p> <p><i>The Board considered and approved the appointment of Dr. Ganesh Natarajan as the Dean, Administration.</i></p>

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**Items for Ratification**

BoG 8.7	<p>The approval accorded by the Chairman, BoG, for the up-gradation of two faculty members from Assistant Professor Grade-II to Grade I. The up-gradation meeting was held on 2nd September 2020.</p> <p style="text-align: right;">(Annexure - 4) (Page 48 to 50)</p>
	<p><i>The Board ratified the up-gradation of two faculty members from Assistant Professor Grade-II to Grade I.</i></p>
BoG 8.8	<p>The approval accorded by the Chairman BoG for the confirmation of one faculty member in the discipline of Computer Science and Engineering. The confirmation meeting was held on 2nd September 2020.</p> <p style="text-align: right;">(Annexure - 5) (Page 51 to 54)</p>
	<p><i>The Board ratified the confirmation of one faculty member in the discipline of Computer Science and Engineering. The confirmation meeting was held on 2nd September 2020.</i></p>
BoG 8.9	<p>The approval accorded by the Chairman, BoG, for the appointment of Dr. Santhakumar Mohan, Associate Professor as the Dean, Industry Collaboration &amp; Sponsored Research at IIT Palakkad.</p> <p style="text-align: right;">(Annexure - 6) (Page 55)</p>
	<p><i>The Board ratified the appointment of Dr. Santhakumar Mohan, Associate Professor as the Dean, Industry Collaboration &amp; Sponsored Research at IIT Palakkad.</i></p>

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BoG 8.10	<p>The approval accorded by the Chairman, BoG, for the acceptance of the recommendation of the Selection Committee for the appointment of Assistant Registrar at IIT Palakkad.</p> <p>(Annexure - 7) (Page 56 to 60)</p>
	<p><i>The Board ratified the acceptance of the recommendation of the Selection Committee for the appointment of Assistant Registrar at IIT Palakkad.</i></p>
BoG 8.11	<p>The approval accorded by the Chairman, BoG, for the appointment of Dr. Sovan Lal Das, Associate Professor as the Dean, Academics at IIT Palakkad.</p> <p>(Annexure - 8) (Page 61)</p>
	<p><i>The Board ratified the appointment of Dr. Sovan Lal Das, Associate Professor as the Dean, Academics at IIT Palakkad.</i></p>
BoG 8.12	<p>The approval accorded by the Chairman, BoG, for the submission of the Annual Accounts 2019-20 of IIT Palakkad to the CAG audit. The Annual Accounts 2019-20 was earlier approved by the Finance Committee by email circular resolution on 05 Oct 2020.</p>
	<p><i>The Board ratified the submission of the Annual Accounts 2019-20 of IIT Palakkad to the CAG audit.</i></p>

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**Items for Noting/Reporting**

BoG 8.13	<p>To note the award of contract for the following insurance policies in respect of employees of IIT Palakkad. The entire premium for these insurance policies was paid from the institute.</p> <table border="1" data-bbox="296 595 1390 1420"> <thead> <tr> <th>Ser. No</th> <th>Type of insurance</th> <th>Sum Insured (in Rs)</th> <th>Value of contract (in Rs)</th> <th>Period of contract</th> <th>Agency</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Life Insurance for employees</td> <td>15 Lakh</td> <td>2,41,000</td> <td>28 Aug 2020 to 27 Aug 2021</td> <td>LIC</td> </tr> <tr> <td>02</td> <td>Accident Insurance for employees</td> <td>5 Lakh</td> <td>Rs.13,717</td> <td>26 Sep 2020 to 25 Sep 2021</td> <td>New India Assurance</td> </tr> <tr> <td>03</td> <td>Medical Insurance for employee and their families</td> <td>3 Lakh per family with 10 Lakh as a corporate buffer</td> <td>28,21,000</td> <td>26 Sep 2020 to 25 Sep 2021</td> <td>New India Assurance</td> </tr> </tbody> </table> <p><i>The Board noted that this item had been discussed in the 7<sup>th</sup> FC meeting where it was decided, since the expenditure had already been incurred as per procedure being followed by the institute in previous years, to prepare a policy document, to be adopted by the institute, for obtaining the insurance cover for employees in future. This policy document will be discussed by the BoG in its next meeting based on the recommendations of the FC.</i></p>	Ser. No	Type of insurance	Sum Insured (in Rs)	Value of contract (in Rs)	Period of contract	Agency	01	Life Insurance for employees	15 Lakh	2,41,000	28 Aug 2020 to 27 Aug 2021	LIC	02	Accident Insurance for employees	5 Lakh	Rs.13,717	26 Sep 2020 to 25 Sep 2021	New India Assurance	03	Medical Insurance for employee and their families	3 Lakh per family with 10 Lakh as a corporate buffer	28,21,000	26 Sep 2020 to 25 Sep 2021	New India Assurance
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BoG 8.14	<p>To note the resignation of Dr. Krishna Prasad S. U., Assistant Registrar, on personal grounds.</p> <p><i>The Board noted the resignation of Dr. Krishna Prasad S. U., Assistant Registrar, on personal grounds.</i></p>																								



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BoG 8.15	To Note the summary of the 20th, 21st, and 22nd meeting of the Project Monitoring Committee for the permanent campus construction, held on 01/09/2020, 14/10/2020, and 04/11/2020.			
	PMC No	Date	Presentations made by	Key Points
	20	01-09-2020	<ol style="list-style-type: none"> <li>1. TPQA (TUV SUD)</li> <li>2. Contractor (SPCPL)</li> <li>3. Architect: Academic and Master Plan (DDF)</li> <li>4. Architect: Residential (Vasthunidhi)</li> <li>5. PMC (CPWD)</li> </ol>	<ol style="list-style-type: none"> <li>1. Quality and safety issues, observations on material testing, daily progress reports, hygienic conditions.</li> <li>2. Progress review: priority building completion is Feb 2022 and priority 2 buildings are 15-10-2022. As on date the progress achieved is about 1.5%</li> <li>3. Review of landscape master plan, GRIHA compliance, status of RFI's, and quality observation by the resident architects</li> <li>4. Pre-despatch inspection of equipment.</li> </ol>
	21	14-10-2020	<ol style="list-style-type: none"> <li>1. TPQA (TUV SUD)</li> <li>2. Contractor (SPCPL)</li> <li>3. Architect: Academic and Master Plan (DDF)</li> <li>4. Architect: Residential (Vasthunidhi)</li> <li>5. PMC (CPWD)</li> </ol>	<ol style="list-style-type: none"> <li>1. Quality and safety issues raised during construction.</li> <li>2. Revised schedule considering the EOT and the date of completion of priority 1 buildings is Feb 2022 and that for priority 2 buildings is Nov 2022.</li> <li>3. GRIHA has not taken up inspection of LD's as of now and are expected to do so in the next 2-3 months</li> <li>4. Coordination required by CPWD and architects for closing all RFIs.</li> </ol>
22	04-11-2020	<ol style="list-style-type: none"> <li>1. TPQA (TUV SUD)</li> <li>2. Contractor (SPCPL)</li> <li>3. Architect: Academic and Master Plan (DDF)</li> <li>4. Architect: Residential (Vasthunidhi)</li> <li>5. PMC (CPWD)</li> </ol>	<ol style="list-style-type: none"> <li>1. Quality and safety issues raised during construction, progress of the work.</li> <li>2. Serious efforts required by SPCPL to adhere to the timeline.</li> <li>3. Review of the workers mobilization including carpenters and bar benders.</li> <li>4. Status of answered and closed RFI's and BIM schedule.</li> <li>5. Shortage of labour affecting various works, especially that of the Nila campus auditorium works.</li> </ol>	
<p><i>The Board noted the summary of the 20th, 21st, and 22nd meetings of the Project Monitoring Committee for the permanent campus construction, held on 01/09/2020, 14/10/2020, and 04/11/2020.</i></p>				

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**Tabled Items**

BoG 8.16	<p>To consider and approve a consolidated grant of Rs 50, 000 as expenditure incurred for travelling to hometown and shifting of household goods to reemployed faculty after the end of their period of reemployment in the institute following due procedures.</p> <p>The consolidated grant will be subject to the following conditions:</p> <p>(a) Only those re-employed faculty who have been reemployed in accordance with the laid down norms of the institute after obtaining due sanction of the Visitor will be entitled to the above grant.</p> <p>(b) The claim will be made within 3 months from the last date of working in the institute and will be considered against submission of actual bills restricted to the ceiling amount as mentioned above.</p> <p>(c) The cost of fare and shifting of household goods will be admissible by the shortest route from the last place of duty of the reemployed faculty to his/her home town or to the place where the employee and his/her family are to settle down permanently even if it is other than his/her declared home town.</p> <p><i>The Board considered and approved the consolidated grant of Rs 50,000 as expenditure incurred for travelling to hometown and shifting of household goods to reemployed faculty after the end of their period of reemployment in the institute as per the due procedures.</i></p>
BoG 8.17	<p>To consider and approve the payment of a special allowance of Rs.3500/- p.m to Associate Deans along the lines of MHRD Ltr No. F.No. 1/2010-TS1 dated 23 rd September 2010.</p> <p><i>The Committee considered and approved the payment of a special allowance to Associate Deans along the lines of MHRD Ltr No. F.No. 1/2010-TS1 dated 23 rd September 2010. Since the Deans were already entitled to a Special Allowance of Rs.3500/-, the special allowance for Associate Deans was fixed at Rs.3000/- per month.</i></p>



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### Other Matters:

The Chairman informed the members that Prof. Sebastian was retiring from the services at IIT Palakkad from the end of November 2020. The Chairman and members of the Board thanked Prof. Sebastian for his services to IIT Palakkad and placed on record their appreciation for his contribution in building the institute from its first days.

**Col S Chakraborty (Retd)**  
**Secretary**

**Prof. K. L. Sebastian**  
**Member**

**Prof. P. S. Mehta**  
**Member**

**Shri. Raghu Verabelli**  
**Member**

**Dr. Subbiah Shanmugam**  
**Member**

**Prof. L. S. Ganesh**  
**Member**

**Prof. P. B. Sunil Kumar**  
**Director, Ex-officio Member**

**Shri. Ramesh Venkateswaran**  
**Chairman**