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उत्तर "कुलपती" को भेजे जाएं।
Replies are to be addressed
To "The Vice Chancellor"

उन्नत प्रौद्योगिकी रक्षा संस्थान
(सम विश्वविद्यालय), गिरिनगर, पुणे - 411025
Defence Institute of Advanced Technology
(Deemed University), **Girinagar, Pune-25**
आय एस ओ 9001 प्रमाणित संस्थान
ISO 9001 Certified Institute
(रक्षा अनुसंधान एवं विकास संगठन से पूर्णवित्तीय पोषित
स्वायत्त संस्थान, रक्षा मंत्रालय)
(An Autonomous Organisation fully funded by
Deptt of Defence R&D, Ministry of Defence)

No. DIAT/F/ADM/14th BoM/2017/

Dated 21st Feb 2018

All Members of the Board of Management
Defence Institute of Advanced Technology
(Deemed to be University)

Subject: Minutes of the 14th meeting of the Board of Management held on 27th Dec 2017

Dear Sir,

Enclosed please find herewith the copy of minutes of the 14th meeting of the Board of Management of DIAT, held on 27th Dec, 2017, for your information, records and necessary action, pl.

With regards,

Yours faithfully,

21/2/18

(T V Ananthasubramanian)
Oftg Registrar
For Vice Chancellor DIAT

Encl: As above

1. Dr. Hina Gokhale, OS / SC 'H' & DG (HR), DRDO, DRDO Bhawan, Rajaji Marg, New Delhi - 110011, Telephone - 011-23016163, Fax: 011-23016127

2. Shri Subir Mallick, Addl. FA & JS - DRDO, DRDO Bhawan, Rajaji Marg, New Delhi - 110011, Telephone: 011-23010159, Fax: 011-23016217

3. Prof. S.K.Koul, Professor, Centre for Applied Research in Electronics, Indian Institute of Technology Delhi, New Delhi-110016, Ph: 011-26591104 / 011-26596219, Email: skkoul@care.iitd.ernet.in

4. Prof Pravas R Mahapatra, Former Professor, Department of Aerospace Engineering, IISc Bangalore, Telephone: 080-23414496 (Residence), Email: pravas@ @aero.iisc.ernet.in

5. Prof. Dipankar Banerjee, Professor, Department of Materials Engineering, Indian Institute of Science (IISc), Bangalore – 560012, Phone: +91-80-22932558, Email: dbanerjee_at_materials.iisc.ernet.in

6. Dr. Ranjit Date, President and Joint Managing Director, Precision Automation & Robotics India Ltd (PARI), Gat No: 463A, 463B & 464, Dhangarwadi, Tal - Khandala, Satara - 412 801 Maharashtra, Mob: 09822049903, email: ranjitd@parirobotics.com

Internal Members

1. Dr. S. E. Talole, Dean (Technology), DIAT (DU), Pune,
2. Prof. K. Balasubramanian Dean (Applied Sciences) & HoD, Materials Engineering, DIAT (DU), Pune
3. Prof. A. Kumarswamy, Professor & HoD, Department of Mechanical Engg, DIAT (DU), Pune
4. Prof. S. K. Panigrahi, Professor, Dept of Mechanical Engg, DIAT (DU), Pune
5. Dr. P. S. Alegaonkar, Asst Professor, Department of Applied Physics, DIAT (DU), Pune
6. Dr. D. G. Thakur, CoE, Permanent Invitee, DIAT (DU) Pune
7. Shri Ramesh Jahagirdar, Finance Officer, DIAT (DU) Pune

Copy to:

VC, DIAT (DU) Pune
DHRD, DRDO HQ, New Delhi

DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY PUNE
(Deemed to be University)

No.DIAT/F/ADMIN/14th BoM/2018/ Dated 27th Dec 2017

MINUTES OF THE 14TH MEETING OF BOARD OF MANAGEMENT, HELD ON 27TH DEC 2017

The following were present:

Dr S Pal, VC	Chairman
Prof Pravas Mahapatra	Member
Dr D Banerjee	Member
Dr Ranjit Date, MHRD Nominee	Member
Shri Subir Mallick, Addl FA, DRDO HQ	Member (on V Con)
Dr Hina Gokhale, DS & DG R&D, HR, DRDO HQ	Member (on V Con)
Dr S E Talole, Dean (T), DIAT	Member
Prof S K Panigrahi, DIAT	Member
Prof A Kumaraswamy, DIAT	Member
Dr D G Thakur, CoE	Permanent Invitee
Mr Ramesh Jahagirdar, FO, DIAT	Invitee (on V-Con)
Mr T V Ananthasubramanian, Jt Registrar, DIAT	Invitee
Cmde A K Sinha (Rtd), Registrar	Secretary

Prof S K Koul, Prof K Balasubramanian and Dr P S Alegaonkar were allowed leave of absence.

Item No. 14.1

Opening Remarks by Vice Chancellor & Chairman, Board of Management

The Chairman welcomed all members present at the venue and over video conferencing from DRDO HQ and invitees, to the 14th Meeting of the BoM. He introduced Dr Ranjit Date, the MHRD nominee to the external members and the members from DRDO. In his brief introductory remarks, the Chairman informed the members that the semester examinations are over and this is the vacation period for students. He said that since the last meeting, the hostel has been added 45 rooms in the stilt area and that the Chairman DRDO inaugurated the same along with the UAV Lab and POINTS – 21 batch on Oct..., 2017. He added that the Academic Depts have added many labs and they are now to IIT/IISc standards. DIAT has engaged 8 faculty members on Contract. Though DRDO has invited applications from Scientists for deputation positions at DIAT, the response is not very encouraging. DIAT hosted the PLMSS – 2017 conference from 13-15 Dec 2017 and it has been a phenomenal success.

Item No. 14.2

Reporting items: The following developments since the 13th BoM Meeting were reported to BoM.

14.2.1 **Some important Training programs/customized courses conducted since 13th BoM**

An update of the following training programs / customizes courses conducted were presented to the BoM.

Dept	Pgm / Course	Duration
AM	One Day workshop on IBM SPSS Binay Semantic Software	13 October 2017
AE	Missile Technology' for 25 newly recruited executives of Bharat Dynamics Ltd	23rd Oct 2017 – 1st Dec 2017
POINTS*	Matlab - Simulink Course for DRDO Scientists	Sept 3 – 7, 2017 Dec 4 – 8, 2017

Workshop on Morphing Wing Aircraft Technology was organized on Friday, 17 November 2017 in association with the Center of Propulsion Technology, IIT Bombay.
The 60th year of DRDO is being celebrated under the banner of DRDO@60. As the part of the celebration, a lecture series titled as " DRDO@60 Young Scientists Lecture Series consisting of 21 lectures/talks by young scientists from various clusters of DRDO is being conducted at DIAT. Starting on 06 Oct 2017, 12 lectures have been delivered so far.

14.2.2 **The 6th International Conference on Product Life Cycle, Modeling, Simulation and Synthesis (PLMSS)** was held at DIAT from 13-15 Dec, 2017

14.2.3 **The Post-Induction Training Program (POINTS-21)** for the newly joined Scientists of DRDO commenced on 22nd Oct 2017, with the inauguration by the Chairman, DRDO and Secretary, DDR&D. The batch size of POINTS 21 is 147.

During the discussion on the point regarding POINTS-21, the Addl FA & JS R&D enquired about the idea of charging a course fee from DRDO and for the courses being extended for the Services as extending Grants-in-aid is difficult due to stricter norms of Govt. This idea was welcomed by the Chairman and other members. This point needs to be further pondered into. ***DIAT to prepare a statement of case***

Action: DIAT (Registrar/FO)

14.2.4 **Appraisal on extension of the 7th CPC benefits to DIAT Employees**

The Finance Officer indicated that Govt of India, MHRD has notified implementation of 7CPC for Teachers as well as Registrars and other University staff in Deemed to be Universities vide order dated 2nd Nov 2017 and DIAT has submitted the financial data and details as required by DRDO.

After a short discussion, the DG(HR) DRDO indicated that the Finance Officer may personally collect the required approval before proceeding to DIAT so that the benefits could be extended to DIAT staff at the earliest. The Chairman and members welcomed this quick move extending support to the Institute.

Action: **FO, DIAT**

14.2.5 **Infrastructure Development – Status** – the following update was presented.

Additional Rooms in Stilt of POINTS Hostel:	Rooms were declared open by Chairman DRDO. All 45 rooms will be available by Jan 2018. This will give us 135 beds
Construction of separate Girls Hostel:	Foundation stone laid by Chairman DRDO on 22/10/2017 work commenced
Construction of Boys Hostel and Studio Apartments:	Tendering in progress
Renovation of RPL Complex:	Work commenced. EDC 28th Feb, 2018
UAN Laboratory	Inaugurated by Chairman, DRDO
Renovation of 5 labs of Dept of Electronics Engineering	Work Completed
Renovation and infrastructure development of new and existing labs in Materials Engg dept	Sanction in progress
Renovation of Materials and Fabrication workshops	Sanction in progress
Additional / alternation to toilet blocks and repairs to roof treatment of admin building	Case forwarded to DRDO HQ
Additional / alternation / renovation to corridors, classrooms, laboratories and office rooms of Admin building	Case forwarded to DRDO HQ

Formation of Centres:

BoM was apprised of establishing the following Centres:

Nano Technology Centre, Radar Centre, Aerospace and Incubation Centre

DRDO Nano-technology project will come to a close of activities by Mar 2018. Reports have been submitted to DRDO HQ. It is planned to bring all equipments and facilities created under the projects under one head to give push to R&D and teaching and overall maintenance of equipments. The centre will try to operate funds by offering services to industries and laboratories in and around Pune.

VC, DIAT indicated that the decision to shift the equipments is to ensure proper space, foundations required and to ensure proper power and earthing requirements. Also, DIAT is on its effort to establish clean rooms. The Nano-Centre is conceptualised in line with the one at IIT Guwahati. The centres will work within the sanctioned manpower only.

Members indicated that because of the equipments added, DIAT is receiving projects from CSIR, DST, ARMREB etc., and students of M.Tech and PhD are getting hands on training on these equipments enabling them do their dissertations / projects at better levels.

BoM advised the following in this connection:

a. Care should be taken while transferring the item to the new location considering the sensitivity of the instruments and only table-top items to be considered for shifting to avoid any damage to the items in the first phase. For others, OEM should be consulted.
b. The Potential industry partner who is likely to use the instruments to be identified from the conceptual stage itself so that their requirements are considered well in time and a commitment for its potential use and income that could come up is in view.
c. The maintenance cost to be managed from the industry / outside academic institution user charges levied.
d. A detailed policy to be drawn up with regard to the financial aid from the funding agency on establishing the centres and on the internal resource development by the Institute to support the venture, and their uses.
e. Ideally, the centres should be for joint research involving multiple departments;
f. The Centre Directorship shall be on rotation.

Considering the vision presented by the Vice Chancellor, utility of the Centres presented, views expressed by the internal and external members, it has been decided that the Centre Director designate of the Nano-Centre shall make a presentation in the next BoM about establishment of the Nano-Centre.

BoM approved establishment of the Centres, as envisaged by VC.

Action: DIAT

14.2.5 BoM was appraised about the following supports promised by Indian Navy:

1. Indian Navy has approved the transfer of the following items:

   a) Chariot (Mini Submarine)
   b) Topedo 53 VA
   c) RZ13 SAM (2 nos)

2. Transfer of the following items from Indian Navy are under process:

   - PAE 3060 TRANSRECEIVER
   - MARCONI MAGNETRON TYPE MG 5263
   - VS430 VLF RECEIVER
   - DUPLEXER (WAVEGUIDE)
   - EK-896(VLF-HF RECEIVER)
   - THERMAL IMAGING CAMERA
   - RADAR RAWL-2 MARK II
   - along with 29 accessories
   - PARABOLIC ANTENNA
   - Stave Assembly LF Transducer
   - Three Axis Tracker Mount
   - Sonar Dome
   - Antenna with Reflector
   - SSM Container/Launcer
   - Port/Launcher STBD

- AK – 230 Gun Mouting
- complete with Barrel
- AK – 176 Gun Mounting
- Complete with barrel

14.2.6 **BoM was appraised about Engagement of the following faculty on Contract**

S No	Name	Designation	Department	Period
1.	Ms.Geetika Verma	Asst Prof (On Contract)	Applied Physics	11 Months from 02/01/2018
2.	Ms. Ramitha Radhakrishnan	-do-	Electronics Engineering	11 Months from 18/12/2017
3.	Mr.Ravi Dutt Gupta	-do-	-do-	-do-
4.	Mr.Prasad Vyankatrao Bharade	-do-	-do-	-do-
5	Mr.Hadgekar Pravinkumar Vijaykumar	-do-	Mechanical Engineering	11 Months from 28/11/2017
6	Mr.Sivayazi Kappagantula	-do-	Mechanical Engineering	11 Months from 28/11/2017
7	Ms.Pratibha Vishnu Shinde	-do-	Mechanical Engineering	11 Months from 18/12/2017
8	Mr.Keshava Kumar	-do-	Aerospace Engineering	11 Months from 18/12/2017

Item No. 14.3

Following ATR / Progress on minutes of 13th Meeting of BoM held on 4th Sept, 2017 was presented to BoM:

	Agenda points / Salient points	Progress / Action taken
13.5.1	Foreign deputation **Decision:** a) Since the date of commencement of the conference has already passed and the individual is on leave on account of personal reasons, the case need not be approved. b) Detailed procedure to be devised as is being followed in some prominent institutions which could include, the purposes for which such cases may be allowed. The empowered committee to consider and examine the cases; selection of faculty / PhD student for such deputation with financial support; the utility / value addition of such conferences / foreign visits to the Institution / Faculty / Students and the same may be sent to the BoM members for comments. The extend of	Detailed procedure drafted and sent to BoM Members for perusal and comments. **No comments received.** *Being discussed as a separate Agenda item in this meeting*

	financial support to PhD students should also be examined and decided by the committee, based on Academic Excellence criterion and not as a matter of right. Proposal should be put up well in advance, for approval. The overall ceiling for financial support will be Rs.50,000/- per PhD student. c) So far as the monetary support out of grants-in-aid is concerned, a specific amount, say, Rs.20/- lakhs per year may be earmarked and that could be got sanctioned by DDR&D, with the Grants-in-aid. d) With the recommendations of the empowered committee, the BoM may consider approval for such foreign visits with Institute support.	
13.5.2	<u>Composite payment equivalent to ONE increment to contract faculty on extension / reappointment</u> **Decision:** a) Regular advertisements for contractual positions (against vacant positions) may be released well in advance against which, the existing contract faculty may also apply. Selection to be made by a designated committee, based on merit. b) No increment to be extended even if selected for another term. But, on account of DA etc., if the minimum pay goes up, that may be extended uniformly, to all such contract faculty.	**Decision implemented. Employment advertisement released. Fresh selections made involving designated committee.** **Decision implemented.**
13.5.3	Creation of the post of Pro-Vice Chancellor at DIAT **Decision**: a. Detailed *modus operandi* to be devised in line with the practices in prominent universities. b. Detailed role of the Pro Vice Chancellor to be drawn out, in view of the UGC Rules and the practices being followed by prominent universities into account. c. DIAT to take up the matter with the Govt / Dept about the requirement and to sanction the position, indicating the financial commitments on pay and	Action underway

Pa

	allowances, *after due deliberations in the next BOM.*	
13.5.4	Engagement of Dr S B Singh, M.Tech (Metallurgical Engg) and PhD (Metallurgical Engg), as Visiting Professor **Decision**: BoM approved the engagement of Dr. S. B. Singh as Visiting Professor for a maximum period of two years.	Kept on hold as Dr S B Singh proceeded on a foreign trip. It has been decided to engage him on his return to India
13.5.5	**<u>Rustication / Expulsion Rules</u>** **Decision**: a) Proposal approved in principle; b) Detailed guidelines and procedure for grievance settlement to be circulated to the students through appropriate media; c) Dos and Don'ts to be clearly intimated to students; d) Detailed rules for rustication / expulsion to be devised and discussed internally, with student representatives; the same to be got vetted by a lawyer to ensure lawfulness. e) An undertaking to be obtained from students on the dos and don'ts and rules as "read and understood" during the admission stage itself for new entrants and for others, while implementing the same.	Action in hand. Legal opinion on the rules sought
13.5.6	<u>Ad-hoc arrangements for Selections and promotions in the absence of Chancellor's nominee</u>: **Decision**: DIAT may continue with Prof. Raghunath Shevgaonkar as Chancellor's nominee till a fresh nomination is received.	**Subsequently, received Chancellor's nomination** of Dr. K N Ganesh, Director, IISER Pune for a term of one year w.e.f 18th Sept, 2017 (copy enclosed – Annex 13.5.6) and hence, the adhoc arrangement approved was not put into effect
13.5.7	<u>Approval / Ratification of the following appointments since the last BoM</u> **Decision<u>:</u>** a) BoM ratified the above extensions / new appointments, except the contractual appointments. b) With regard to the Contract Faculty, extensions were not agreed to, however, the board suggested that in	Contracts terminated Fresh advertisement released Recruitment done Details under the head of "Reporting items – New contractual engagements"

	future regular advertisements for contractual positions (against vacant positions) may be released well in advance against which, the existing contract faculty may also apply. Selection to be made by the designated committee, based on merit. No special consideration to be extended to the contract faculty engaged by DIAT vis-à-vis those appearing for interviews fresh from outside.	
13.5.8	Increment to Faculty with M.Tech **Decision:** BoM considered that their increments may be restored; however, promotions under CAS will be subject to their completing PhD and will be governed by the relevant DIAT Rules 2016, as approved by BoM and Governing Council.	Increments restored
13.5.9	Contingency grant for M. Tech. Scholarship students **Decision:** M Tech Scholarship students may be permitted to utilize contingency grant (limited) towards TA / Registration fee for attending seminars /symposia /conferences within the country, visit to DRDO/ other labs/ industrial visit and any other visit specifically authorized by the institute only and not for any other purpose. The upper ceiling will be R.5000/- per annum. However, if AICTE extends contingency fund, the utilization shall be for purposes stipulated by AICTE.	The detailed utilization of contingency grant is published vide OM DIAT/F/ACAD/Policy/MTech dtd 21/09/2017 and same forwarded to Finance for regularization.
13.5.10	Annual Report 2016-17 **Decision**: The draft Annual Report 2016-17 has been approved in principle.	Annual Report 2016-17 printed and submitted to DRDO HQ, with necessary endorsements, for submission to Parliament, with the signature of Hon'ble RM.
13.5.11	Approval of Audited Annual Accounts of the Institute for the year 2016-17 **Decision**: BoM approved the Audited Annual Accounts – 2016-17 of DIAT	Formed part of Annual Report for submission to Parliament

13.5.12	Approval for Resource Generation and Utilization policy **Decision**: The recommendations of the FC approved by BoM.	Action in hand
13.6.1	Considering Retired Scientists of DRDO against positions of Faculty on deputation, if regular Scientists are not deputed: **Decision:** a) In case of non-availability of serving DRDO Scientists due to other commitments / indispensability by the Dept., retired DRDO personnel [Scientist F Equivalent or above] may be considered for recruitment for a maximum term of 3 years or till the incumbent turns 65, whichever is earlier. b) Advertisement specifying the qualifications; areas of expertise and experience requirements will also be published in DRONA, inviting applications from interested candidates. c) Due recruitment process as in the case of regular faculty to be followed. The incumbents may be paid salary as applicable to Professors, limited to the maximum of the OS scale, less the pensionary benefits. d) Serving DRDO Scientists only will be eligible for the 30% Training Allowance.	DRDO advertised the requirement on DRONA

Item No.14.4

Confirmation of the Minutes of the 13th Meeting of BoM held on 4th Sept, 2017

After a brief discussion, BoM confirmed the Minutes of the 13th Meeting.

Item No.14.5

Agenda for discussion:

14.5.1 To consider the recommendations of the committee to draft foreign deputation policy of DIAT

Further to the decision of the BoM on the Agenda Point 13.5.1, draft Foreign Deputation Policy, prepared by an Institute level committee constituted by the Vice Chancellor was forwarded for perusal and comments by the Hon'ble members of the BoM, vide email, on 8th Nov 2017.

The matter was further discussed and during the course of discussions, some modifications were suggested by the Members. The final approved Foreign Deputation Policy of DIAT is at Annexure – I.

14.5.2 Application Fee proposed to be collected from applicants for appointments to various teaching and non teaching positions

The BoM was apprised of the application fee for employment, being charged by DIAT from the prospective candidates. It was indicated that the total exemption of application fee increases the number of non-serious / irrelevant applications. The BoM was also apprised that many of the Govt Institutions / organizations are charging application fee from all candidates; while candidates belonging to Gen/OBC categories are charged at a non-concessional rate, candidates belonging go SC/ST communities are charged concessional application fee at concessional rates. Cases of University of Hyderabad, BSNL and IBPS were considered by BoM in this connection.

After a brief discussion, the BoM approved charging employment application fee from candidates, at the following rates:

(a)	Teaching Positions and Group `A' Non-Teaching (Gen / OBC Candidates)	- Rs. 500.00
	Teaching Positions & Group `A' Non-Teaching (SC/ST Candidates)	- Rs. 300.00
(b)	Non-Teaching Group `B' & `C' – Gen / OBC	- Rs. 300.00
	Non-Teaching Group `B' & `C'(SC/ST Candidates)	- Rs. 100.00

Total exemption of application fee to PWD Candidates was considered for the time being, considering the short-fall in employment of prescribed percentage (4%) of employees belonging to PWD category.

The prescribed application fee will be uniform for both male and female candidates.

BoM approved the proposal.

Action - DIAT

14.5.3 Additional Budget of Rs 2.00 crores for Points 21 programme to meet TA/DA expenses of Points scientists to visit Clusters.

An additional budget approval for Rs.2Cr to meet the expenditure on TA/DA in respect of the Scientists of POINTS-21 who will be attending the cluster training and field attachments, was submitted, in view of the fact that in the budget estimates of DIAT for the year 2017-18, an amount of Rs 2.00 crores only is provided to meet the expenditure on DRDO sponsored training programmes viz., POINTS-21, Metlab & Simulink, DRDO M.Tech preparatory course etc. but now, an additional requirement of Rs. 2.00 Crores has come up, to meet the travel expenses of POINTS-21 Scientists to visit various clusters for cluster training programme and also field attachment.

After a brief discussion, it has been agreed that such expenditure on their TA/DA will be met by the respective DRDO labs where the Scientists are posted and their Temporary Duty Movement Orders will be amended accordingly. Further,

an enabling order DHRD/70500/DIAT/POINTS-21/C/M/01 dated27th Dec 2017 has been issued by Dir/DHRD.

14.5.4 Adoption of DRDO Library Manual-2017

It was presented to the BoM that Information Centre & Library DIAT (DU) has been following DRDO Manual of Procedures for Management of Libraries and Technical Information Center-1999 since its inception.

The new DRDO Library Manual-2017: Policies and procedures for DRDO Libraries/Technical Information Centres were released on 24th March 2017 and approval was sought for adoption of the same by DIAT.

BoM approved the proposal.

Item No. 14.6

The following additional Agenda item was presented with the permission of the Chair.

14.6.1 Foreign Deputation – C/o Prof P K Khanna

Prof P K Khanna, HoD, AC has applied for permission to attend the 16th International Conference on Emerging Materials and Nano-Technology and for an oral presentation on "application of Cyclohexeno 1,2,3 Selenadiazole via extrusion of Selenium in synthesis of Copper Indium Diselenide" from 22nd Mar to 23rd Mar 2018 in UK. The organisers have extended 35% discount on the registration fee. The total estimated cost is 1.25 lakhs.

Approval of BoM was sought for his travel and financial support for travel and the participation fee, which works out to Rs.1.25 lakhs, as a special case, in line with the existing DIAT policy; as the new policy is being finalized by this BoM only.

BoM approved the proposal, as a special case, with the condition that no new case shall be allowed till the new Foreign Deputation Policy is proclaimed.

14.6.2 Dr Hina Gokhale, DS & DG-HR, DRDO conveyed that since EMU Girinagar is established and an EMO has been posted to take care of its activities with a mandate to manage the Security, hygiene, gardening and arboriculture of the Unit, funded by DRDO, those activities may be handed over to EMU. This will also help the Institute in investing the grant-in-aid on teaching and research activities, she added. DIAT may examine.

14.6.3 During the deliberations, Dr P Mahapatra, Member emphasized that as an Academic Institution under the auspices of Min of Defence, DIAT could well support the Services and DRDO and that should be the goal of the Institute and the Institute should endeavour to go beyond the class-room teaching. In orhter words, its Niche should be drawn as "to promote defence needs". The Institute shall identify the major problem areas and that will support drawing up the Niche. DIAT will be able to reach profound heights by fully aligning to defence requirements and supporting the system.

In the absence of any other point, the Chairman thanked all members individually for their all round support in activities of the Institute, their valuable suggestions and guidance, DRDO HQ members for their active support and

indicated that this may perhaps be the last BoM Meeting that he would be chairing. He also thanked Dr K N Ganesh, Dr Girish Kumar and Dr R Shevgaonkar. He added that his efforts were oriented towards making the Institute as an Institute of Eminence and said, the Institute will rise to the level of Institution of Eminence in due course.

On behalf of all the members, Dr Pravas Mahapatra thanked Dr Pal for his untiring efforts, inviting him and other members to be part of the BoM and for providing a wonderful opportunity to contribute to the overall wellbeing of the Institute.

The Meeting came to a close at around 1300 Hrs.

21/2/18

(T V Ananthasubrmanian)
Oftg Registrar
For Vice Chancellor

Annex-I

8th Nov 2017

RECOMMENDATIONS OF THE COMMITTEE TO DRAFT FOREIGN DEPUTATION POLICY OF DIAT

Preamble:

The BoM, in its 13th meeting held on 5th Sep 2017 [13.5.1], while discussing an item on Foreign Deputation of a faculty, ruled that ***"Detailed procedure to be devised as is being followed in some prominent institutions which could include the purposes for which, such cases may be allowed. The empowered committee to consider and examine the cases viz., selection of faculty / PhD student for such deputation with financial support; the utility / value addition of such conferences / foreign visits to the Institution / Faculty / Students and the same may be sent to the BoM members for comments. The extent of financial support to PhD students should also be examined and decided by the committee, based on Academic Excellence criterion and not as a matter of right. Proposal should be put up well in advance, for approval. The overall ceiling for financial support will be Rs. 50,000/- per PhD student. So far as the monetary support out of grants-in-aid is concerned, a specific amount, say, Rs. 15/- lakhs per year may be earmarked and that could be got sanctioned by DDR&D, with the Grants-in-aid. With the recommendations of the empowered committee, the BoM may consider approval for such foreign visits with Institute support".***

Drafting Committee:

Accordingly, the Vice Chancellor directed the following committee to draft a Foreign Deputation Policy for DIAT as per the direction of the BoM.

i.	Prof S E Talole, Dean (T)	-	Chairman
ii.	Prof K Balasubramanian, Dean (AS)	-	Member
iii.	Prof S K Panigrahi, Dean (SA)	-	Member
iv.	Finance Officer	-	Member
v.	Registrar	-	Member
vi.	Joint Registrar (Admin)	-	Member Secretary

The designated committee met on 18th Sept 2017 at the O/o of Dean (T) and discussed the matter in detail. The observations and recommendations of the committee are as follows:

FOREIGN DEPUTATION OF FACULTY / OFFICERS:

The following procedure/methodology shall be followed for Foreign Deputation of a Faculty member / Officer of the Institute.

1. A faculty member/officer may be considered for foreign deputation for attending conference/symposium/seminar/workshop/attending training Program once in four years, using DIAT grants-in-aid.

2. The faculty member/officer of the Institute who holds a regular position at DIAT and has completed a minimum service of four years in DIAT only may be eligible for foreign deputation.

3. The travel shall be undertaken in lowest fare economy class only, as per GOI rules.

4. The individual shall apply for permission to go abroad, with detailed justification for the visit, indicating the financial assistance required from DIAT grants-in-aid which may include registration fee, travel by the shortest route and admissible per-diem allowance and the visa fee, in the pro-forma given at Annexure-1. The application should be forwarded through HoD and concerned Dean if the applicant is not a HoD; through concerned Dean when the applicant is HoD; directly to the VC if the applicant is a Dean. The application should be made sufficiently in advance (60 days) so as to have the required processing time. VC may seek the opinion of the empowered committee, defined in the later text.

5. In case an eligible applicant (faculty member/officer) is not requesting any funding from DIAT (DU), then the scrutiny committee may recommend for a temporary duty without any financial assistance. The sanction of TD will be at the discretion of the Vice Chancellor.

6. If an eligible faculty member/officer wishes to avail partial expenses for a foreign visit (in case he/she has received assistance from organizers and other sources etc.), then he/she can apply for financial assistance for the remaining expenses before the block period of four year is over, but after two years of any such previous visit. During such a visit, absence from the service station can be considered as a Temporary Duty.
7. Financial Assistance can cover air travel/Visa fees/registration/accommodation/local travel etc., on producing proper receipts of expenses incurred by the eligible faculty member/officer.
8. On return, within 10 days, the concerned faculty member/officer should submit a report to the Vice Chancellor, highlighting the academic output / value addition of the visit.
9. In cases of training exceeding 15 days at a time, proper bond is to be obtained for an appropriate amount, as per the Government of India guidelines.
10. The following empowered committee shall examine the application on its merits and submit recommendation to the Vice Chancellor:

a) Deans
b) Registrar
c) Finance Officer
d) Joint Registrar (Admn) – Member Secretary

11. Scope of the Empowered Committee:-

i. Identify the need and relevance of the visit in relation to the objectives of DIAT visa-vis the expenditure involved and budget availability under relevant head.
ii. Ensure that no single individual is deputed more than once in four years, to participate in Seminars, Workshops, Trainings, and Exhibition etc. abroad.
iii. Ensure proper opportunities for all the departments in a fair and equitable manner.
iv. The purpose for consideration for permission to visit abroad with funding shall be for presenting papers in high quality Conferences/ seminars / workshop or for any bona-fide work of DIAT. Only established, well-known Conferences are to be considered within each field. The Conferences are ranked according to perceived quality and such details may be obtained from the web as a reference. The factors for a good Conference ranking are quality of the organizers and various committee members; ratio of acceptance of papers; convenience of Conference location; connection with the industries visibility of the Publisher printing the Conference proceedings etc.
v. An expert committee constituted by Vice Chancellor will examine the quality of the paper/presentation. As such, the faculty member has to submit the full paper (not abstract), with his application.

Eligibility Conditions to be considered:-

a. The applicant should have cleared probation period and must have completed minimum of four years' regular service at DIAT (DU).
b. Adjunct, Visiting, and Contract faculty will not be eligible for foreign deputation with DIAT funding.
c. Total duration for all such activities (including local TDs for Academic purpose; lectures; invited talks etc.,) shall not exceed the maximum Duty Leave admissible as per UGC regulations viz., 30 days in an Academic year.
d. He /She is participating for Oral Presentation (save if member of a delegation for MoU etc).

e. He / She will be allowed once in Four years only, for funding through general grants-in-aid. This restriction will not hold good for the faculty going through the funding from their sponsored projects (other than DRDO sponsored). Deviations (if any) could be considered on case-to-case basis.
f. Even in case of partial funding [e.g. for Registration fee etc.,] out of DIAT grants-in-aid / DRDO Project funds, the same will be considered as funded by DIAT.
g. Only one faculty / student per research paper will be permitted under these rules, at an instance.
h. The visit of one faculty with another from the same department should not normally overlap.
i. The applicant must apply in the prescribed pro-forma for DIAT travel grant.
j. The applicant to confirm who will perform his / her duties while on international travel.
k. The deputation of the faculty member/officer does not hamper/affect any significant duty at the Institute.
l. The foreign visit on TD shall cover only the conference / business days plus the actual travel time. Leave, if any, will be governed by the provisions of Govt of India rules.
m. In case of visits to deliver invited talks, all expense should be borne by the host. Only duty leave within the admissible limits will be allowed.

12. The faculty member shall make efforts to avail external funding (like DBT/DST etc) to reduce the expenses out of grants-in-aid and details of such funding may be indicated in the application submitted.

13. The absence from HQ for attending the conference will be treated as on Temporary Duty (TD).

14. The procedure for granting permission for attending conference/symposium/ seminar/workshop etc (as indicated above) shall be the same for conference trips under project funding as well, though there is no funding from grants-in-aid. This is to ensure dispensability of the individual to go abroad in view of the other official commitments in the Institute.

FOREIGN TRAVELS BY PhD STUDENTS:

1. PhD students who have completed two years in DIAT and successively reviewed to be very good with at least two Outstanding (rating) in their

progress seminars may be allowed to go abroad to attend a conference/symposium/seminar/workshop for oral presentation of his or her paper.

2. A maximum of Rs. 50,000/- will be reimbursed, out of grants-in-aid of DIAT, once during the scholarship period or till submission of thesis, whichever is earlier.

3. Students shall endeavor to get financial support from funding agencies like DST/DBT. The reimbursement will be restricted to the amount which falls short on the total expenditure less the external funding received by the student.

4. The student has to submit an application for permission and funding by DIAT in the designated format given at Annexure-2, forwarded by the PhD supervisor and HoD of the concerned department, to the Registrar.

5. The student shall make the application sufficiently in advance [45 days] so as to have necessary processing time for the committee.

6. The same empowered committee [as at para 10 (foreign deputation of faculty / officers)] will examine the applications submitted by students as well.

7. Students preferring foreign travel under an externally funded project also will have to make application for consideration by the empowered committee though funding is drawn from an externally funded project, for permission, with scholarship for the period of absence from HQ.

GENERAL:

1. An amount of Rs. 15 Lakhs may be requested under grants-in-aid from the funding agency (DD R&D) for visits by faculty and officers abroad, in a financial year, which can be increased @ 10%, every two years.

2. Approval for Rs. 3 Lakhs may be sought from the funding agency (DD R&D) in a financial year, for supporting student travel abroad on research interest for presenting papers in international conference/symposium/seminars/workshops etc., which can be increased @ 10%, every two years.

3. Once the proposal is approved by BoM, the Vice Chancellor, DIAT will be the Competent Authority to sanction travel abroad of faculty/officer/students, recommended by the empowered committee, within the overall funding allowed / with external funding but on TD.

4. It may be noted that Foreign Travel is not a matter of right. It will be at the discretion of the VC who will examine the workload and relevance of the topic etc., before arriving at a decision. Further, the final approval will be based on the overall value addition to the Faculty / Student / Institute and to the Ministry of Defence, in general and considering the workload assigned.

5. Decision of Vice Chancellor on this matter shall be final and binding. No representation on this matter will be considered by the GRC / VC.

6. Proof of participation and presentation in the conference has to be submitted to the Vice Chancellor, within 10 days of return to HQ after attending the conference / visit abroad; which shall be a pre-requisite for settlement of the travel bills. Documents and proceedings should be sent to the Library.

7. Any specific case of Foreign Visit which is not covered under these rules nor specifically approved by DRDO HQ will be referred to BoM, for approval.
