

DIAT/F/10(3)/BOM/2013-Adm

07th October 2013

MINUTES OF THE MEETING (01/2013) OF THE BOARD OF MANAGEMENT (BoM)
OF DIAT(DU) HELD AT THE CONFERENCE HALL OF DIAT PUNE AT 1100 HRS ON
20TH SEPTEMBER 2013

1. The following were present:-

(a) Dr Prahlada	VC, DIAT (DU)	Chairman
(b) Dr G Malakondaiah	CC(R&D) HR, DRDO Hqrs	Member
(c) Sh RG Viswanathan	Addl FA(R&D), DRDO Hqrs	Member
(d) Prof Girish Kumar	IIT Bombay	Member
(e) Prof K Rajanna	Chairman Dol & APIIS, IISc Bengluru	Member
(f) Dr Sangeeta Kale	Dean (Academics), DIAT(DU) Pune	Member
(g) Dr PK Khanna	DIAT (DU) Pune	Member
(h) Dr SK Das	DIAT (DU), Pune	Member
(i) Dr A Kumaraswamy	CoE, DIAT(DU), Pune	Invitee
(j) Rear Admiral (Retd) VS Batra, VSM	Registrar, DIAT(DU) Pune	Secretary

2. Registrar, DIAT(DU) informed the BoM that whilst Prof KR Ganesh, Director IISER, Pune has sought leave of absence, nomination of the Central Govt (MHRD) is yet to be received.

3. VC welcomed all to the the 1st meeting of the BoM of DIAT (DU) Pune and apprised the members the following:-

(a) BoM is the highest decision making Body of the DU under the UGC Guidelines of 2010.

(b) Currently there are 10 departments offering 14 M Tech Programmes. There are 130 PhD students and 250 M Tech students. DIAT would build up to a strength of approx 300 M Tech and 200 Ph D Students in about two years.

- (c) Students are admitted at the DIAT based on high GATE Score.
- (d) Quality of papers presented in Conferences and published in Journals are of high standard.
- (e) Faculty at the DIAT is of a high quality in their respective areas.
- (f) DRDO Headquarters (DRDO) has directed DIAT to not only focus on M Tech but also organize Targeted Training Programmes. Accordingly, DIAT has conducted/planned following courses:-
- (i) Brahmos. 28 students every year.
 - (ii) BDL. Three batches of 25 students each, this year.
 - (iii) HAL has sought similar course for 200 fresh engineers in the area of Aerospace Technologies.
- (g) Thus DIAT has a very packed training schedule over the next two years.

4. The VC stated that aim of the 1st meeting of the BoM is to evolve ground rules for working of the Board and DIAT. VC then invited all to view a 11 minutes, activities based, documentary of the DIAT (Thereafter the documentary was played) before Registrar proceeded with the Agenda.

5. Registrar briefed about actions taken in the last Governing Council Meeting and inputs from the last Academic Council Meeting. Agenda and other Points were discussed thereafter and the decisions taken are given in the succeeding paragraphs.

Agenda Points

6. Frequency of Meetings. Registrar read out para 4.5 of the UGC Guidelines of Feb 2010 whereby BoM is required to hold minimum of four meetings in a year. After discussions, following was decided:-

- (a) Meetings would be generally held on the 2nd Friday/Saturday of Dec, Mar, Jun and Sep each year.
- (b) Agenda and other relevant papers for the meeting would be circulated by the Registrar 2-3 weeks prior to the meeting.

(c) Details of the mandatory/statutory reports required to be rendered by the DIAT may be presented at the next BoM meeting.

7. Governing Instructions and the Governing Bodies of the DIAT. On a query raised by the Addl FA & JS/DRDO, following were clarified:-

(a) DRDO Channels. Governance by the DRDO is through the MoU (since signed), Society Document (under circulation by DRDO) and Statute (under circulation by DRDO). The highest body for the Society is the General Body which is chaired by the RM. The Governing Council (GC) meeting is held once a year.

(b) As per UGC Guidelines. Governance of the DU is as per UGC Guidelines of February 2010 through following Boards/Committees:-

- (i) Board of Management (BoM).
- (ii) Academic Council (AC).
- (iii) Planning and Monitoring Board (PMB)
- (iv) Finance Committee (FC).

8. Powers of the BoM. Detailed presentation was made by the Registrar as per para 4.4 of the UGC Guidelines of February 2010. Copy of the points discussed and decisions taken is placed at Appendix A.

Administrative and Financial Powers

9. After going through the list of powers of the Board, it was resolved that execution of various powers of the BoM would be as per Appendix A. Following was further clarified:-

(a) Provisions of DRDO Purchase Management (PM) 2006 (likely to be revised soon) read in conjunction with GFR 2005 to be used as reference for the purchase manual for DIAT(DU).

(b) Addl FA (R&D) and JS/DRDO brought out that the exact decisions to be taken by the BoM, including additional powers of the Board to be delegated to the VC, need to be worked out in advance and included in the Agenda.

Procedure to Meet Urgent/Emergent Contingencies

10. It was decided for the time being that urgent proposals could be circulated through the email for concurrence by Members of the Board.

Procedure for Formulating Budget

11. A brief presentation (Appendix B) was made by the Registrar on the procedure being followed at the DIAT to prepare Budget which is presented to the Finance Committee and the BoM before forwarding to the DRDO Hqrs. The BoM approved the procedure being followed.

Tenure Appointment of the Faculty

12. There were lot of discussions on filling up of faculty positions in DIAT. Registrar brought out that though there are 84 positions available as per the extant govt letter, DRDO has advised DIAT to keep the number of faculty members restricted to 56 which has been mentioned in the present 'Statute' document. This number can be reviewed subsequently. Registrar further brought out that currently there are only 46 faculty positions, out of which 37 are regular and 9 on contract basis. VC brought out that as per directive given by DRDO the following new Programmes have been initiated:-

- (a) Diploma (subsequently to be upgraded to M Tech) in Biosciences and Technology.
- (b) M Tech in Surface and Underwater Vehicle Systems.
- (c) M Tech in Technology Management.

13. This has resulted in creation of three departments. In order to cover the teaching load and also carryout the academic activities, an average of atleast five faculty members are required per programme for smooth conduct of classes carrying out project work, periodic assessments, examinations and award of degrees. DIAT is also unable to fill up all 56 posts because of reservation policy and non availability of suitably qualified candidates for these categories. CC HR brought out the issue of non availability of vacancies from the DRDO side to increase beyond the number of 56. Addl FA also remarked that we cannot hold permanent appointments against the reserved vacancies and efforts should continue to be made to fill up these vacancies.

14. VC brought out that some solution has to be worked out or otherwise DIAT will not be able to meet requirements of the DRDO in running new programmes. Though there are 28 DRDO vacancies identified to be posted to DIAT, only two have been attached so far and this

number is not likely to be made good in a near future.

15. It was concluded, after considering all above aspects, that faculty numbers at DIAT can be increased from 46 to 56 (as approved and reviewed by DRDO). However, these could be on contract basis with facility for renewing every year. Meanwhile DRDO also would continue its efforts to encourage appropriately qualified DRDO scientists to opt for joining DIAT to take up teaching positions.

Setting up of the Off Campus Centre of DIAT at ITM Mussoorie

16. The BoM was apprised about the decision of the Governing Council at its last meeting held on 30th Nov 2012 about "starting Technology Management Department at DIAT, Pune which will be relocated at Institute of Technology Management Mussoorie as an off campus centre of DIAT". After detailed discussions, following decisions were taken:-

(a) ITM Mussoorie still being a DRDO establishment, modalities need to be worked out with DRDO. DIAT may circulate a detailed implementation approach paper prior to the GC Meeting of the Society.

(b) Processing of UGC approval may, accordingly, be kept pending till the final decision of the GC.

Reporting Issues

17. Registrar reported to the BoM the appointments of following since the last GC Meeting:-

(a) Core Faculty. Dr CJ Bhongale (DoJ 27th Nov 12), Dr MM Thotiyal (DoJ 26th April 13) and Dr MM Sucheendran (DoJ 30th May 13) as Asstt Professors.

(b) Faculty on Contract as Asstt Professors. Dr SK Srivastava (DoJ 19th Nov 12), Dr Anup Kale (DoJ 03rd Dec 12), Dr KA Pal (DoJ 04th Dec 12), Dr Kadam Sachin Shankarrao (DoJ 07th Dec 12), Dr P Dwivedi (DoJ 11th Dec 12, since resigned on 28th June 2013), Dr RL Gode (24th Dec 12), Dr S Sidharth (DoJ 01st Jan 13), Dr RK Choubey (DoJ 17th April 13) and Dr V Bhat K (Yet to join).

(c) Non Teaching Staff:-

(i) Registrar and Finance Officer. Shri Ramesh A Jahagirdar as the Finance Officer (DoJ 12th July 13) and Rear Admiral (Retd) VS Batra as the Registrar (DoJ 05th Aug 13).

(ii) Assistants. Ms KS Laxman (DoJ 29th Oct 12), Ms Shweta A Shete (DoJ 01st Nov 12), Mr Muralidhara SV (DoJ 19th Nov 12), Ms S Khan (DoJ 19th Nov 12), Mr IHA Baghan (DoJ 23rd Nov 12), Mr SS Lale (DoJ 03rd Dec 12) and Ms MS Haakip (DoJ 07th Jan 13).

(iii) Steno Typists. Ms G Jyothi (DoJ 15th Nov 12), Mr SV Mugdal (DoJ 19th Nov 12), Ms Loya Gayatri (DoJ 19th Nov 12, since resigned on 30th Dec 12), Mr NH Krishna (DoJ 03rd Dec 12) and Ms SI Choudhari (DoJ 28th Dec 12).

(iv) Executive Assistants. Mr PS Vaidya (DoJ 20th Nov 12) and Mr AA Devidas (DoJ 25th Feb 13).

18. Addl FA (R&D) and JS/DRDO sought a presentation on the procedure being followed for recruitment at the DIAT at the next BoM meeting. The issue of allotting residential accommodation to faculty on contract was brought out. Addl FA was of the view that regular faculty should be given first preference while contract faculty can wait. VC explaining the need for accommodating faculty in the campus for closer interactions with the students, stated that there was a special need for housing faculty in the campus which is far away from the city and is poorly connected. This provision will also attract highly qualified faculty returning from abroad and settling down in India. Decision was accordingly taken to consider allotments when there is no wait list of regular faculty and quarters are lying vacant.

Other Issues

19. Consultancy Services. Prof Girish Kumar stated that DIAT should look at extending Consultancy Services to industry to increase visibility and increased interactions with the Industry. CCHR/DRDO clarified that DIAT was mainly for meeting Defence needs and it may not be prudent to venture into area of consultancy for the time being. Addl FA (R&D) and JS also stated that scope of DIAT activities be limited to fields with direct or indirect bearing on Defence Technology. Accordingly, it was evolved that this field could be a future growth area for the DIAT. Prof Girish Kumar emphasized that DIAT to start thinking and working in that direction even if it wants to implement after two years.

20. Entrepreneurship. Prof Girish Kumar stated that with a view to focus on indigenization, it may be desirable to encourage Entrepreneurship by following the IIT Bombay model where soft loan facility is extended in addition to transfer of IPR/Technology. CCHR/DRDO stated that DIAT is yet to reach a stage where we can offer such facility to faculty or the student(s). VC stated that DIAT is associated with various DRDO labs for such an activity to identify Technology Challenge areas and that Five DRDO labs have already responded. After

discussion, It was evolved that developing Entrepreneurship could be studied further as a future growth area.

21. VC thanked all for bringing up various issues and frank expression of the views. He expressed the hope that today's discussions would result in institutionalisation of effective and efficient BoM functioning in the times to come.

22. There being no further points, meeting was adjourned.



(VS Batra)
Rear Admiral(Retd)
Registrar

Enclosures: Appendices A and B

Distribution:

All Members

Copy to:-

Chancellor, DIAT Through CC(R&D) HR/DRDO Hqrs,

MHRD (for Secretary Higher Education), Secretary UGC

POWERS OF THE BOARD OF MANAGEMENT(BoM)

Sl	Power of the BoM as per UGC Guidelines of Feb 2010	Decision of BoM
1	To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the institution deemed to be University and to allocate areas of study, teaching and research to them.	To be exercised with prior approval of the BoM
2	To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee	To be exercised with prior approval of the BoM
3	To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee	To be appointed within approved sanctioned strength and put up to the BoM for ratification.
4	To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the institution deemed to be university in consultation with the Academic Council	To be ratified by the BoM.
5	To provide for appointment of Visiting fellows and Visiting Professors	Prof Girish Kumar stated that the present rates were low and warrant upwards revision. Addl FA fully agreed with observation and stated that differential rate structure, to be decided by the VC. After discussions it was decided that maximum permissible numbers and honorarium to be paid etc to be put for BoM approval at the next meeting.
6	To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee	To be exercised by VC and put up to BoM for ratification.
7	To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of	To be exercised by VC and ratification by the BoM. Details of Policies in vogue to be presented at the next BoM

	Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Institution deemed to be university	meeting
8	To regulate and enforce discipline among the employees of the institution deemed to be university and to take appropriate disciplinary action	To be exercised by the VC and put up for ratification by BoM.
9	To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the institution deemed to be university	A Grievance Redressal Committee may be formed and details presented to the BoM once a year.
10	To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence;	As per UGC guidelines on offg: arrangements
11	To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;	To be exercised by the VC, and put up for ratification by the BoM.
12	To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and Finance Committee.	Proposal to be put uo BoM after a detailed study of rates existng in a Central University, IIT and IISc.
13	To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose	Fellowship rates of the DST/MHRD to be examined and policy to be put up for BoM approval
14	To advise the Holding Trustees (if any) on matters regarding acquisition, management and disposal of any immovable property on the behalf of the institution deemed to university	To be exercised with prior approval of the BoM
15	To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the institution deemed to be university, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work (s)	To be exercised with prior approval of the BoM
16	To transfer or accept transfers of any movable property on behalf of the institution deemed to be university;	To be exercised with prior approval of the BoM
17	To execute in consultation with the Holding Trustees (if any) conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the institution deemed to be university or to be	To be exercised with prior approval of the BoM

	acquired for the purposes of the institution deemed to be university;	
18	To issue appeals for funds for carrying out the objectives of the institution deemed to be university and, consistent with the provisions of the objectives, to receive grants, donations contributions, gifts, prizes, scholarship, fees and other money, to give grants and donations, to award prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc	To be exercised with prior approval of the BoM
19	To raise and borrow in consultation with the Holding Trustee (if any) money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institution deemed to be university, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the institution deemed to be university, all expenses incidental to the raising of money and to repay and redeem the money borrowed	To be exercised with prior approval of the BoM
20	To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments	To be exercised with prior approval of the BoM
21	To maintain a fund to which shall be credited : (a) All moneys provided by the Central or State / UT Government (s) / University Grants Commission; (b) All fees and other charges received by the institution deemed to be university; (c) All money received by the institution deemed to be university as grants, gifts, donations, benefactions, bequest or transfer and (d) All money received by the institution deemed to be university in any other manner or from any other source	To be exercised by VC and put up to BoM once in a year alongwith audited accounts
22	To open account or accounts of the institution deemed to be university with anyone or more scheduled banks and to lay down the procedure for operating the same	To be exercised by VC and put up to BoM once in a year alongwith audited accounts
23	To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee	To be exercised by VC and put up to BoM once in a year alongwith audited accounts
24	To invest the funds of the institution deemed to be university or money entrusted to the institution deemed to	Investment committee to be formed for evolving a policy as

	be university in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment	per PSB guidelines and the proposal presented at the next BoM meeting
25	To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations / Bye-Laws;	To be put up to BoM alongwith audited accounts once in a year.
26	To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the institution deemed to be university and for that purpose to appoint such agent or agents as it may deem fit	Delegated to the Finance Committee and presented to the BoM once in a year
27	To provide building, premises, furniture, fittings equipments, appliances and other facilities required for carrying on the work of the institution deemed to be university	To be exercised by the VC
28	To establish, maintain and manage residencies for faculty and staff and hostels for the students of the institution deemed to be university;	To be exercised by the VC
29	To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the institution deemed to be university and to rescind such recognition;	To be exercised by the VC
30	To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;	To be exercised with prior approval of the BoM
31	To appoint in order to execute an instrument or transact any business of the institutions deemed to be university, any person as attorney of the institutions deemed to be university with such powers as it may deem fit;	To be exercised by the VC
32	To appoint Auditor(s) for the ensuing year;	To be exercised with prior approval of the BoM after the proposal has been evaluated by the FC
33	To select an emblem and to have a common seal for the institution deemed to be university and to provide for the custody and use of such seal;	To be exercised with prior approval of the BoM.
34	To delegate all or any of its powers to any Committee or Sub-Committee constituted by it or the Vice Chancellor of the institution deemed to be university or any other person;	To be exercised with prior approval of the BoM
35	To conduct all administrative affairs of the institution	To be exercised by the VC
36	To take all necessary decisions for the smooth and efficient functioning of the institution	To be exercised by the VC

PRESENTATION ON BUDGET

BUDGETARY APPROACH

- 1 **Bottom Up Approach**
 - * The requirement of each Dept. for lab equipments and infrastructure is projected by HODs.
 - * The proposals will be vetted by Finance Officer and additional inputs, if any, will be obtained from laboratories.
 - * Then the budget proposals will be submitted to Vice Chancellor for review and approval.

- 2 **Top Down Approach**
 - * Based on Policy Guidelines and directives received from DRDO HQrs, proposals for the developmental activities will be finalized under the guidance of Vice Chancellor.

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BUDGETARY PROCESS

- ❖ For Capital Equipments, the requirements forwarded by all the HODs are consolidated and scrutinized by Finance Dept. The same is also reviewed by Vice Chancellor and the budget requirement is finalized.

- ❖ For the Revenue Expenditure, actual expenditure for the last year is considered for precedence. The budget is estimated based on some percentage increase (due to inflation etc.) and some known items of anticipated expenditure.

- ❖ The proposed budget is put up for approval to the Finance Committee and after approval, it is referred to BOM before submitting to DRDO HQrs.

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