



**INSTITUTE OF SCIENCE AND TECHNOLOGY(Autonomous)  
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD  
Kukatpally, Hyderabad., Andhra Pradesh.-500085**

*Technical Education Quality Improvement Programme , [TEQIP] PHASE - II*

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**Minutes of the 1<sup>st</sup> Board of Governing Council (BOG) Meeting**

The BoG meeting convened in the Meeting hall of Institute of Science and Technology, JNTUH at 11a.m, on 26<sup>th</sup> Nov., 2013.

Dr.K.Mukkanti, Director, IST, JNTUH has extended hearty welcome to The Chairperson, and members of the Board of Governing (BoG) Council.

The first meeting of the Board of Governing Council was chaired by Dr.K.V.Raghavan, Hon'ble Chairperson, BoG. With the permission of the Hon.ble Chairperson, Director, IST had briefed about TEQIP Phase II objectives of IST. He conveyed that, IST had made an MoU with the Commissioner, State Technical Education, Govt. of A.P. to the members of the Board of Governing Council. After a brief introduction by the Director, with the Chairperson's consent agenda of the meeting were placed for consideration.

As opening remarks, Hon'ble Chairperson, said that getting funds is easy, and at the same time utilization of the funds following due procedures within the time frame is the task ahead for IST. He also expressed that instruments, software and other items may be put to good and best use by the students, research scholars and staff of the institute. The resolutions of the agenda item are given below :

01/1BoG_Nov	<p><b>Briefing about IST and grant of TEQIP II</b></p> <ul style="list-style-type: none"> <li>• Dr.K.Mukkanti, Director briefed about achievements of the TEQIP I and subsequent selection of IST for TEQIP Phase II.</li> <li>• Dr.M.Lakshmi Narasu, former Director IST shared the success stories of TEQIP Phase I, to the members of the Governing Council. It was brought to the notice of the members that, ground floor, and seminar hall of the New IST building was constructed during TEQIP I. And she also stated that good research facilities were established, which resulted in improvement in research publications, joint programs and consultancy by the faculty.</li> <li>• She also felt that due to delay in getting the NBA/UGC autonomy to the Institute, IST was not included in the first cycle of selection of institutions under TEQIP II, and under <b>Centre of Excellence</b>, though IST was ranked top among the other institutes.</li> <li>• Dr.M.SivaKumaran, Member BoG, requested the important achievements and points during TEQIP phase-I may be shared among the BoG members.</li> </ul> <p><b>1.1 Formation of Institutional Level TEQIP-II committees for smooth functioning of TEQIP with faculty members</b></p> <ul style="list-style-type: none"> <li>• Dr.K. Mukkanti Director, IST has constituted institutional level committee consisting of Director, Coordinator and Nodal officers (as mentioned in the BoG Agenda Annexure I) for smooth execution of the TEQIP II.</li> <li>• Director, has written a letter to Govt. of Andhra Pradesh and UGC to nominate, as nominee members of the BoG.</li> <li>• Dr.M.Anji Reddy, has requested Hon'ble Chairperson, for consideration of inclusion of special invitees, experts and nominees to the Board of Governing Council from now onwards. He stated that, as IST has faculty of Environment, Biotechnology, Water resources and Spatial information Technology etc, experts from the relevant field of specialization may be invited as nominees and special invitees <b>for better utilization of funds.</b></li> <li>• Dr.M.SivaKumaran, expressed that the present board may be as it is considered, and additional members as experts may be <b>co-opted.</b></li> </ul>
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	<ul style="list-style-type: none"> <li>● Dr.K.V.Raghavan, Hon'ble Chairperson gave consent for inclusion of members as special invitees and experts in the Governing Council.</li> </ul> <p><b>1.2 Approval of the Bye – Laws and Allowances of the Governing Council</b></p> <p>Board of Governing Council approved institutional committee members, and the allowances to the members of the BoG. An amount of Rs 3000/- as sitting allowance and other expenditure towards local conveyance has been approved by the BoG. The Board of Governing Council approved all the above items.</p>
02/1BoG_Nov	<p><b>2.1 Presentation of the IDP proposal before the committee</b></p> <p>Chairperson and members of the Board of Governing Council welcomed the Director's presentation about IDP.</p>
03/1BoG_Nov	<p><b>3.1 Presentation on proposed academic activities under TEQIP II, before the committee for consideration in the first phase for the period Nov-2013 to June., 2014.</b></p> <ul style="list-style-type: none"> <li>● Director, IST briefed about the proposed academic activities under TEQIP II, submitted by the Heads of the Centres of IST.</li> <li>● Faculty of all Centres of IST, have submitted various academic activities like : conduction of Conferences/ workshop/ symposium/ training programs/ expert lectures under “Organizing subject area training programmes workshops, seminars and conferences”.</li> <li>● It is resolved to approve the programmes submitted by the faculty after framing the uniform guidelines, sanction of budget for national and internal events, faculty and centre's wise, spanning over one, two or three days and depending up on the number of expected participants.</li> <li>● Hon.'ble Chairperson opined that a subcommittee be constituted, with the Director, internal members of the BoG, and Coordinator, TEQIPII, to discuss and frame guidelines at the earliest.</li> </ul>

The BoG constituted a subcommittee with the following members:

1. Dr.K.Mukkanti , **Chairman**  
Prof. of Chemistry and Director, IST, JNTUH
2. Dr.M.Lakshmi Narasu, **Member**  
Prof. of Biotechnology, CBT, IST, JNTUH
3. Dr.B.Venkateswar Rao, **Member**  
Prof. of Water Resources, & Director, SCDE, JNTUH
4. Dr.M.Anji Reddy, **Member**  
Prof. of Environment, & Director, UFR, JNTUH
5. Dr.T.Vijaya Lakshmi, **Convener**  
Asst. Professor, EST, CEN, IST & Coordinator-TEQIP

### 3.2 Ratification of training programs attended by Faculty of the institute

The workshops attended by the IST faculty members were ratified by the BoG. As the faculty members attended these programs from the IST funds, it is also agreed to transfer the expenditure incurred to IST, after sanction and release of funds from SPFU.

### 3.3 Ratification of Faculty & Staff Development Programs planned in the first phase for the period Nov-2013 to June., 2014.

- It is resolved to set the common guidelines, number of training programs a faculty to attend during the TEQIP phase, faculty deputation, number of days and other guidelines by the Sub-committee.
- Faculty having oral presentation in the International conferences / workshops are only allowed to participate and poster presentations are not accepted **for funding.**
- Hon.'ble Chairperson expressed that in special cases, a faculty can be sent up on 3 months duration for getting trained on any of the focused areas., with the consent from the BoG. **He also stated that ratifications (post facto) after the visits are not welcomed. Advised to avoid such situations.**
- Therefore, faculty are to be advised and requested to submit their plans pertaining to international visits well in advance by duly submitting all the necessary documents (invitation letter/ acceptance etc) to the BoG for approval and later SPFU's consent

### 3.4 Ratification of the Remedial classes for first year students under Equity Action Plan (EAP)

- It is agreed to provide academic support to **needy** students by conducting Remedial classes, English classes and Soft skills under Equity Action Plan.
- It is resolved that an amount of Rs 1000/- (Rupees One thousand Only) for 100 mins session, may be paid towards remuneration to the faculty involved **instead of Rs 500/-**. Faculty may be drawn from IST or from reputed institutions.
- BoG also advised to identify the students in the respective Centres, and submit the list of students who desires to take special classes. Heads of the Centers are requested to send the list of students, for conduct of the classes and learning of soft skills.

**The BoG has ratified the action taken by Director, IST.**

### 3.5 Ratification of the Teaching and Research Assistanceship for P.G. & Ph.D. Programmes and to call for advertisement.

Few points were **discussed and approved by** the members of the BoG.

Dr.M.Siva Kumaran expressed that teaching and research assistanceship can be extended to the students by duly following the norms and guidelines set by SPFU.

Dr.M.Anji Reddy said, the fellowships can be based on the requirements of the Centres and faculty and the courses accredited.

Dr.G.K.Viswanadham, enquired about the status of the accreditation of the courses.

Hon.'ble Chairperson opined that everybody can be accommodated with in the available and sanctioned budget head. To meet so, the institution can have a flexibility of assigning the number of working hours in classroom and laboratory assignments during project period, per say 4- 5 hours. **This may be referred to the subcommittee and the subcommittee will recommend the number of Teaching Assistanceships /Ph.D fellowships under each faculty / Centre and relevant guidelines for sanctioning.**

**3.6 Registration Fees for PG Students attending National/International Conferences within India for presenting Research Paper**

It is approved to have a limited financial support of **Rs. 5000/-** for a P.G. student to present his/her research work for oral presentation, in a conference held within India, towards meeting the registration fees and travel expenses. Maximum Three P.G. students from each Center may be supported through this scheme.

**3.7 Ratification of the Honorarium to be Provided for Resource Persons of Various Training Programs / Workshops/ Conferences/ Expert Lectures and amount to be Spent on Expenditure for Organizing Workshops/ Conferences and Other Technical Events**

As per the advice of Hon.'ble Chairperson, subcommittee will discuss and frame guidelines, including sanction of budget, number of programs and other technical events. Members of the Governing Council appreciated the advice of the Chairperson.

04/1BoG_Nov	<p><b>4.1 Formation of Industry Institute Interaction Cell with internal committee members</b></p> <p>The BoG discussed about various aspects of III Cell.</p> <ul style="list-style-type: none"> <li>• It is resolved to constitute a subcommittee, with Director, Coordinator, two members of the BoG (industry) and two Head's of the Centres as members.</li> </ul> <p>The BoG resolved to constitute IIIC with the following members:</p> <ol style="list-style-type: none"> <li>1. Dr.K.Mukkanti , <b>Chairman</b> Prof. of Chemistry and Director, IST, JNTUH</li> <li>2. Dr.M.Siva Kumaran, <b>Member, BoG</b> Prof. of Biotechnology, CBT, IST, JNTUH</li> <li>3. Dr.Murali K.Tummuru, <b>Member, BoG</b> Prof. of Water Resources, &amp; Director, SCDE, JNTUH</li> <li>4. Two Heads of the Centres (may be nominated by Director, IST)</li> <li>5. Dr.T.Vijaya Lakshmi, <b>Convener</b> Asst. Professor, EST, CEN, IST &amp; Coordinator-TEQIP</li> </ol> <ul style="list-style-type: none"> <li>• <b>Members of the BoG</b>, felt that a brain storming session to the faculty and associated industry partners may be organized to discuss strategic approach, sort of activities to be taken up through IIIC, for fruitful Industry Institute Interaction.</li> <li>• Head of the Centre may be called in for a presentation covering the actions plans through IIIC during the next BoG.</li> <li>• <b>Members of the</b> expressed that a circular can be sent to all the Centres to identify relevant and potential industry partners.</li> <li>• Hon.'ble Chairperson, expressed that, utilization of funds can be framed by the BoG.,and subcommittee. He also emphasised up on the role of Industry in research and product development. Outcome of the III is envisaged with number of joint research and development programs and product development ,and applying for Patents through IIIC.</li> </ul> <p>BoG has approved.</p>
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	<p><b>4.2 To consider and approve IIIC Partners</b></p> <p>Apart from , Industries, Govt organizations, national laboratories and other reputed R&amp; D institutes may be approached to identify IIIC partners.</p>
05/1BoG_Nov	<p><b>5.1 Presentation on proposed procurement plans under TEQIP II, before the committee for consideration in the first phase for the period Nov-2013 to June., 2014.</b></p> <p>It is resolved that subcommittee, may re-look in to the procurement plans proposed by the Centres and budget allotments.</p> <p><b>5.2 To consider and approve the procurement of books, e books, journals and text books for P.G.Programs.</b></p> <p><b>It is resolved that the</b> subcommittee, may discuss budget sanctions for Procurement of Books &amp; LRs Software under Improvement in Teaching, Training and learning facilities, as per the requirement of the P.G. programs.</p> <p>Heads of the Centres may furnish the list of the above items along with name of the publishers , year of publishing etc at the earliest for placing the order.</p> <p><b>5.3 Approval and consideration for establishment of TEQIP Office .</b></p> <p><b>BoG considered the proposal of Director, and resolved that there is a need for</b> establishment of TEQIP office at room No 312, New IST building has been put forward to the BoG, for consideration by the Director and amount of Rs 4.5 lakhs, has been approved by the committee.</p> <p><b>5.4 To consider and Approve imprest amount to TEQIP II Coordinator.</b></p> <p>It is resolved that an amount of Rs 10,000/- (Rupees Ten Thousands only) may be given to Coordinator, TEQIP II, as imprest amount towards day to day expenditure.</p>
06/1BoG_Nov	<p><b>6.1 Ratification of Expenditure incurred during TEQIP II orientation program at IST. , to the faculty and staff on 10<sup>th</sup> October 2013.</b></p> <p>BoG approved the expenditure incurred in connection with the orientation program</p>



	<p>organized at IST with the members of the SPFU Committee. It is also agreed to transfer the expenditure incurred to IST, after sanction and release of funds from SPFU.</p>
07/1BoG_Nov	<p><b>7.1 Permission and ratification of appointment of (i) MIS officer (ii) Accountant (iii)Clerk (iv) Attender for duration of the project TEQIP at the institute.</b></p> <p>It is resolved that the recruitment of the TEQIP II staff may be taken up by the internal committee., consisting of Director, and two internal members of BoG as members of the committee.</p> <p>The BoG has approved the proposal.</p>
08/1BoG_Nov	<p><b>8.1 Guidelines for foreign visits by faculty members attending training / conferences under TEQIP-II: national and international</b></p> <ul style="list-style-type: none"> <li>• Dr.M. Lakshmi Narasu has expressed that Lecturers (on Contract) may also be encouraged to participate and present papers in the International conferences and may also be sent for training.</li> <li>• Dr.M.Anji Reddy expressed that participation and deputation of faculty for foreign visits need to be evaluated case by case and permanent faculty may be given priority.</li> <li>• Hon.'ble Chairperson opined that first priority may be given to the permanent faculty members and may be consulted with other project institutes and SPFU for further clarifications. It is also resolved that the subcommittee may frame the guidelines.</li> <li>• It is also reiterated that faculty with proper documents and invitation / acceptance letters may be approached well in advance for approvals by the BoG.</li> </ul> <p>The BoG approved the above.</p>
09/1BoG_Nov	<p><b>9.1 Permission to revise procurement plan as and when necessary with the consent of the Chairperson, to be approved in the next BoG</b></p> <p>Based on the subcommittee approvals, it can be recommended for BoG permission.</p>
10/1BoG_Nov	<p><b>10.1 Permission to revise TNA plan in the IDP as and when necessary with the consent of the Chairperson, to be approved in the next BoG</b></p> <p>Based on the subcommittee, it can be recommended for BoG approvals.</p>
11/1BoG_Nov	<p><b>11.1 Any other item with the permission of the Chairperson</b></p> <p>No additional items were placed before the Board of Governing Council.</p>

As concluding remarks, Dr.K. V.Raghavan, Hon.'ble Chairperson, congratulated IST and expressed his good wishes to IST for implementation of TEQIP II within the time frame, successfully.

- Dr.M.Siva Kumaran, brought to the notice of the members , that monthly action taken report may be submitted in advance to the members before convening the next BoG meeting. He appreciated the IST member's transparency , openness to discuss the points. He expressed his desire to extend all the cooperation for the project.
- All the members of the Board of Governing Council expressed their support and cooperation for smooth implementation of the TEQIP -II project.
- A request is placed before the subcommittee members to meet at the earliest and frame guidelines and procedures for all the activities under consideration.
- **The next BoG meeting may be scheduled either on 20 or 21<sup>st</sup> of December 2013.**
- **The members are requested to give their consent.**

The meeting ended at 1.00pm, with a formal vote of thanks to the Hon.'ble Chairperson and members of the BoG, by Dr.T.Vijaya Lakshmi, Coordinator, TEQIP II.