

Indian Institute of Information Technology Kota
Mentored by MNIT Jaipur
3rd Executive Committee Meeting,

Date: Friday, June 5, 2015,

Time: 11:00am,

Venue: Board Room, MNIT Jaipur

The following attended the meeting:

1. Prof. I.K.Bhat, Director
2. Dr.M.S.Gaur, Coordinator, IIIT Kota
3. Genpact
4. Cairn India
5. SE, CPWD
6. Ex-Eng, CPWD
7. C.M.Saini, Asst Exen, MNIT Jaipur

Agenda Item	Recommendations
3.1 Minutes of 2 nd Meeting	Minutes confirmed.
3.2 Reporting Items	<ol style="list-style-type: none"> 1. Formation of Senate noted and approved. The members suggested to include one boy student and one girl student having highest CGPA may be included in the Senate. The constitution of Senate (2015-16) is enclosed as Annexure -1. 2. Outsourcing of additional work of plantation, track around the wall and security guard for next one year outsourced to CPWD. 3. Draft financial position of IIIT Kota is reported and attached as Annexure -2. 4. New Camp office of IIIT Kota at II Floor of Prabha Bhawan. Furnishing shall be done shortly for this space. 5. Desktop computers procured. Two lab spaces are under refurbishment shortly at CSE Department.
3.3 Assets and RC adoption for furnishing of IIIT Kota	<ol style="list-style-type: none"> 1. One seminar cum meeting room shall be created for IIIT Kota. 2. RC adopted at MNIT Jaipur shall also be used for procurement of furniture for labs and classes as per GFR. 3. Offices for contractual faculty and office should be created at the earliest. 4. Space provided by MNIT Jaipur with facilities must be charged at the regulated space charges (CPWD or independent consultant may advise on the same). 5. All the expenditure and expenses should be maintained transparently through a full time accountant in electronic mode.

<p>3.4 Attracting Faculty for IIIT Kota</p>	<p>1. Discussed attractive starting packages for contract faculty members to attract the best of the available talent. A step up of up to 5 increments on fixed emoluments by the committee on the basis of the qualification and merit. Fresh PhD shall be paid Rs. 70000/= per month and Rs. 55000/= per month for those who have submitted PhD (only for circuit branches candidates).</p> <p>2. In the two step process, an approved committee shall shortlist the candidates for personal interview. Those who shall be called for interview shall be paid TA upto III Tier AC train fare and stay at MNIT Guest house.</p> <p>3. The contract shall be for up to one year and it expected that regular selections shall take pace before the end of one year of contract period.</p>
<p>IRG Corpus creation</p>	<p>From the interest earned from the industrial partners a corpus shall be created. 80% of the interest earned shall be used for supporting the following activities at IIIT Kota:</p> <ol style="list-style-type: none"> 1. Industrial tours and interactions of the students. The support shall include students' and accompanying faculty TA as per Institute rules. 2. Outside faculty visits for teaching/ academic interactions. They will be provided with Air fare from their respective cities to Jaipur and back in economy class air fare, local hospitalities and honorarium for the teaching offered. 3. Merit cum need scholarships to the students. The scrutiny shall be done by a standing committee to be proposed by the Coordinator with approval of Mentor Director.
<p>3.5 Visiting Faculty for IIIT Kota (Foreign and PSUs)</p>	<p>The proposal of inviting faculty from outside India for part of semester/course offering at IIIT Kota was discussed. Eminent faculty members currently collaborating with MNIT shall be invited. They will be covered with their air travel (economy class) at actuals, stay at Institute guest house at the rate applicable to MNIT guests, subsistence for upto Rs.1000/= per day.</p>

	<p>Honorarium of Rs.2000/= per hour for each hour of lab/lecture shall be payable with a limit of Rs.5000/= per day. The proposal for inviting foreign national/faculty shall be approved by the Director on case by case basis. Expenses met out of part interest earned out of partners contributions. Proposals under MHRD GIAN scheme shall also be explored for the similar scheme.</p>
3.6 Contractual faculty appointment mechanism	<p>Process for selection of contract faculty members. Skype or in person presentation for shortlisting of the candidates. The shortlisted candidates are interviewed by the truncated selection committee. Once the recommendations of the selection committee gets approved by the Director, offer of contract appointment for upto one year at the salaries defined earlier (3.4)</p>
3.7 Online flow for regular faculty	<ol style="list-style-type: none"> 1. Online standing advertisement shall be hosted at IIIT Kota and MNIT site for faculty selections. Each cycle shall be proceeded by a cut off date for interview and selection cycle. 2. It is proposed to adopt completely online workflow for selection of faculty and staff for IIIT Kota. This process flow shall start with inviting online applications till offer letters issued to the applicants. A team of MNIT staff/faculty members shall be created to formalize the details of the flow and implemented in project consultancy mode for IIIT Kota. 3. Advertisement for regular appointment may be released in prominent news papers and employment sites as well for wider publicity. 4. First cycle of selection should be targeted to be completed by October 31, 2015
3.8 Selection of Director for IIIT Kota	<p>Request may be sent to MHRD to start the process at the earliest from the mentor Director.</p>
3.9 Nomination of Chairman for IIIT Kota	<p>Request may be sent to MHRD to start the process at the earliest by the mentor Director.</p>
3.10 Revisions of Faculty positions	<p>The EC noted the revisions so that faculty members are recruited only in the core engineering branches on contract basis (vide point 3.6 of EC) as the earliest. This will be reported to in next GC meeting.</p>

3.11 New Programs	This may be deferred to the point till the full time regular director is appointed. The current strength is stabilised as 120 UG students having 60 students in each branch.
3.12 Inviting some reputed PSU for IIIT Kota having presence at Kota	This will explored for some reputed PSU having large presence at Kota like NPC and NTPC. This will be explored by the mentor Director.
3.13 Remuneration revision	1. In place of current per hour basis payment for the faculty of MNIT Jaipur for the courses offered for IIIT Kota, the remuneration may be offered a fixed amount per credit of the subject. The details may be prepared by the coordinator and shall be reported to Senate of IIIT Kota. 2. For the support services and staff, the remuneration shall be finalized by the mentor Institute after due deliberations at mentor Institute.
3.14 Master Plan of IIITK	Net zero plan be explored. Exercise may be started for the master plan but should be frozen after first full time Director is appointed.
3.15 Plan to shift at Kota	Target December 2016 or March 2017.
3.16 Institute linkages	MoU with sister institutes within India and abroad may be signed to increase and encourage collaboration and best practices.
3.17 Next Meeting of EC	1. EC meeting may be scheduled more frequently, may be every month for making real progress. 2. Next meeting may take place at the site of IIIT Kota.
3.14 Teaching of subjects from MNIT Jaipur faculty, foundation program and IIIT Kota Logo	Any faculty member of MNIT Jaipur who is invited to teach any subject of IIIT Kota shall be paid as per proposed credit based remuneration. Since this need be over and above their existing teaching load (up to 12 hours per week having two subjects). The figure of merit for teaching load shall be 12 hours per week for all faculty cadres. For the foundation/immersion program which is proposed to run in 2-3 weeks for the first year of IIIT Kota (on the lines of IIT Gandhinagar and MNIT Jaipur), each faculty associated shall be compensated as per one course credit, since it will be accelerated effort for developing and offering the program to new students. This will be a attendance based audit course and shall be

	<p>designed and developed by HSS and management department of MNIT Jaipur. IIIT Kota logo shall explored through participative exercise in this foundation course through suitable external inputs and theme may be developed through Industry partners feedback. Once the initial theme is identified, the mentor Institute may hire a firm for developing the ideas for the theme for IIIT Kota through corpus of the Institute.</p>
<p>3.15 Delegation of financial power</p>	<p>To improve the efficiency of disbursal, it is proposed that the following financial delegation (cheque signing authority) may be adopted for IIIT Kota on the lines of MNIT Jaipur:</p> <ol style="list-style-type: none"> 1. Director, MNIT Jaipur: All powers 2. Registrar, MNIT Jaipur: Amount up to Rs.1.0 lacs 3. Coordinator, IIIT Kota: Amount up to Rs.50000/=. 4. Assistant Registrar (Accounts): Amount up to Rs.15000/=