

**Minutes of the 3<sup>rd</sup> meeting of the Governing Body (GB) of Indian Institute of Information Technology Society Manipur held on 23<sup>rd</sup> May 2016**

The list of participants is at **Annexure – M I**.

**Item No. 1:**

**Proposed Agenda:-**

**Confirmation of the Minutes of the Second Meeting of Governing Body of Indian Institute of Information Technology Society Manipur held on 18<sup>th</sup> February, 2015 at New Delhi.**

The 2<sup>nd</sup> Meeting of the Governing Body of Indian Institute of Information Technology Society Manipur was held on 18<sup>th</sup> February, 2015 at the Conference Room of Secretary, MHRD, New Delhi. The Minutes of the meeting was circulated amongst the members of the GB for their comments / observations, if any. However no comment/ observation was received from any of the members.

The Governing Body is requested to confirm the Minutes of the Second Meeting of Governing Body of Indian Institute of Information Technology Society Manipur held on 18<sup>th</sup> February, 2015 as enclosed at **Annexure-1**.

**Decision of the Governing Body:-**

The Governing Body confirmed the Minutes.

**Item No. 2:**

**Proposed Agenda:-**

**Action taken report.**

The details of the actions taken report on the decisions of the Second Meeting of Governing Body of Indian Institute of Information Technology Society Manipur held on 18<sup>th</sup> February, 2015 are placed at **Annexure-2**.

The Governing Body is requested to consider the same and note.

**Decision of the Governing Body:-**

In regard to **Item no. 3.2** of Annexure- 2 of the Agenda, the Governing Body advised that the DPR may be reworked so that the capital cost of the project comes down to Rs. 128 crore which is the approved capital cost of each IIT PPP.

In regard to Item no. 5 of Annexure- 2 of the Agenda, the Governing Body advised the Institute to bring the proposal for recruitment of regular faculty before it for consideration and approval.

The Governing Body noted the action taken on other decisions taken in the second Governing Body Meeting.

**Item No. 3:**

**Proposed Agenda:-**

**Progress report of IIT Manipur.**

The progress report of IIT Manipur will be presented during the meeting by the Interim

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Director.

The Governing Body noted the progress of the Institute as satisfactory.

**Decision of the Governing Body:-**

The Governing Body noted the progress of the Institute as satisfactory.

**Item No. 4:**

**Proposed Agenda:-**

**Fund position of IIIT Manipur.**

A. IIIT Manipur received the following amounts from MHRD for the Financial year 2014-15:

On 04.04.2015: Rs. 48,69,000.00

B. IIIT Manipur received the following amounts from MHRD for the Financial year 2015-16:

<u>Date</u>	<u>Amount</u>
20.07.2015	Rs. 25,00,000.00
30.12.2015	Rs. 6,87,500.00
30.12.2015	Rs. 61,50,000.00
31.12.2015	Rs. 3,75,000.00
01.01.2016	Rs. 89,37,500.00
01.01.2016	Rs. 6,35,50,000.00
01.01.2016	Rs. 1,23,00,000.00
<b>Total</b>	<b>Rs. 9,45,00,000.00</b>

Out of the above, Rs. 8,00,00,000.00 has been put under "Swipe Out Swipe In" Scheme/Fixed Deposit, since construction has not started as yet.

C. IIIT Manipur also received the following amounts from State Government of Manipur for the Financial year 2014-15 on 5th April 2016.

**Rs. 2,00,00,000.00**

**Total Receipt of Fund (A+B+C) Rs. 11,93,69,000.00**

**Balance as on 31<sup>st</sup> March 2016: Rs. 3,08,67,500.00**

**(In Bank Account)**

**Total available Fund Rs. 13,08,67,500.00**

**(as on 31<sup>st</sup> March 2016)**

**(Including earlier BF from last financial year available from Private partners' contribution and students' fee received).**

The above amount also includes Registration Fees received from students in the First and Second semester as given below:

First Semester 24 students	Rs. 11,61,600.00
Second Semester 24 students	<u>Rs. 11,10,000.00</u>
<b>Total</b>	<b>Rs. 22,71,600.00</b>

The above amount is excluding refundable amounts.

The unaudited balance sheet is placed as Annexure-3.

The Governing Body is requested to consider and guide the Institute for future action plan.

**Decision of the Governing Body:-**

The GB considered the fund position of the Institute, as reported and advised that the accounts of the Institute should be audited by a chartered accountant.

**Item No. 5:**

**Proposed Agenda:-**

**Plan of action for construction at permanent campus and entrusting the Manipur PWD to execute the construction work.**

Government of Manipur has appointed the Architectural Firm, Design Academy of Bengaluru for the preliminary work including preparation of DPR and now Master plan has been finalised. A copy of the letter of appointment of the Architectural firm is placed as Annexure-4.

Regarding actual construction work, a Govt. of India Enterprise, Engineering Projects (India) Ltd., has shown interest for executing the construction work. Normally all institutes of this type form its own Engineering Section for construction work and executes the project. However keeping in mind, the ground realities in Manipur, it is proposed that IIIT Manipur execute the work through Manipur PWD for:

- (a) Floatation of E-Tender based on the DPR and design approved
- (b) Evaluation of Tender
- (c) Allotment of Work order
- (d) Supervision
- (e) Forwarding of bill for payment to IIIT Manipur.

The Manipur PWD will be responsible for ensuring compliance of the specification and quality standards and will be required to certify the same with recommendation for payment. IIIT Manipur will release the payment to the vendor after deduction of the statutory Government taxes upon receipt of the bill duly verified and certified by Manipur PWD. In the entire process, Interim Director and Interim Registrar of IIIT Manipur will be one of the participants.

Initially, the followings works are planned:

- I. Construction of Approach Road, Bridge and Internal road
- II. Construction of Boundary walls and Fencing with integrated storm water draining and water harvesting reservoir and levelling of ground for construction.
- III. Partial construction of Academic building, Administrative building, Departmental buildings and the security barrack as per the requirement.
- IV. Construction of one Boys Hostel, (partly to be used by boys and partly by girls Hostel with proper partition), three residential buildings for Faculty and Staff members and Director's Residence.
- V. Sewage and water supply.

The estimated cost for construction of IIIT Manipur campus at Mayangkhang, Ningthoupham Village, Senapati is about Rs. 88.61 crores, details of which is placed as Annexure-5.

The Governing Body is requested to ratify the approval of the Govt. of Manipur on appointment of the Architectural Firm, Design Academy of Bengaluru.

The Governing Body is also requested to approve the proposal of entrusting Manipur PWD to execute the construction work.

The Governing Body is also requested to approve the proposed plan of the construction work at the permanent campus at Mayangkhang, Ningthoupham Village, Senapati.

**Decision of the Governing Body:-**

The Governing Body ratified the proposal for execution of construction work through State PWD subject to fulfilment of conditions of GFR.

The Governing Body ratified the appointment of Architectural Firm, Design Academy of Bengaluru.

As regards the proposed plan of construction, the Governing Body advised the Institute to plan the building keeping in view a student strength of about 400 for the first phase. The State Government will rework and submit a separate proposal for the first phase. It was also advised to include provision for Girls Hostel in the cost estimate.

**Item No. 6:**

**Proposed Agenda:-**

**Constitution of the Building and Works Committee for IIIT Manipur.**

As per Section 6 of the Statute of IIT Guwahati, which is the Mentor Institute of IIIT Manipur, a Building and Works Committee for the Institute is required. The power and function of the Committee is defined in the said Section of the Statute, a copy of which is placed as Annexure-6. This Committee shall have the overall control of the entire Institute's construction works. As per the IIT Guwahati Statute, the Committee should consist of not less than five and not more than seven members. In terms of this, it is proposed to constitute a Building and Works Committee (shortly B&WC) with the members as below, which is, in a similar line as that of its Mentor Institute, that is, IIT Guwahati:

Director	: Chairman
Commissioner cum Secretary, DIT, Govt. of Manipur	: Member
Commissioner cum Secretary, Finance, Govt. of Manipur	: Member
Special Secretary, DIT, Govt. of Manipur	: Member
Chief Engineer, PWD, Buildings, Govt. of Manipur	: Member
Superintendent Engineer, PWD, Govt. of Manipur	: Member
Deputy Commissioner, Senapati District	: Spl. Invitee
Executive Engineer, CPWD, Manipur	: Spl. Invitee
Registrar	: Member Secretary

The Committee shall meet as often as is necessary but at least twice a year. Four members shall form a quorum for a meeting of the Committee.

The Governing Body is requested to approve constitution of the Building and Works Committee for IIIT Manipur as proposed.

**Decision of the Governing Body:-**

The Governing Body approved the following composition of the Building and Works Committee :

- |  |                    |
|--|--------------------|
| i. Director  | : Chairman         |
| ii. Commissioner cum Secretary,<br>DIT, Govt. of Manipur               | : Member           |
| iii. Commissioner cum Secretary,<br>Finance, Govt. of Manipur          | : Member           |
| iv. Chief Engineer, PWD, Buildings,<br>Govt. of Manipur or his nominee | : Member           |
| v. Dean / Sr. Faculty member<br>(to be nominated by Director)          | : Member           |
| vi. Executive Engineer, CPWD, Manipur                                  | : Member           |
| vii. Deputy Commissioner, Senapati District                            | : Spl. Invitee     |
| viii. Registrar  | : Member Secretary |

The BWC shall meet as often as necessary but at least twice a year. Four members shall form a quorum for the meeting.

**Item No. 7:**

**Proposed Agenda:-**

**Constitution of the Finance Committee for IIIT Manipur.**

As per Section 5 of the Statute of IIT Guwahati, which is the Mentor Institute of IIIT Manipur, a Finance Committee for the Institute is required. The power and function of the Committee is defined in the said Section of the Statute, a copy of which is placed as Annexure-7. This Committee shall have the overall control of all the Institute's financial matters including budget. As per the IITG Guwahati Statute, the Committee shall consist of the following persons, namely:

- a) The Chairman, ex-officio, who shall be the Chairman of the Committee
- b) Two persons nominated by the Central Government
- c) Two persons nominated by the Board, and
- d) The Director

As per provision of the Institute of Technology Act, 1961 as amended up to date, which is applicable for its Mentor Institute, that is, IIT Guwahati, the Registrar is the Secretary of the Committee

The Committee shall meet at least once a year.

Three members shall form a quorum for a meeting of the Committee.

The Governing Body is requested to approve constitution of the Finance Committee for IIIT Manipur as proposed and nominate two persons to the Committee.

**Decision of the Governing Body:-**

The Governing Body approved the following composition of the Finance Committee :

- a) The Chairman, ex-officio, who shall be the Chairman of the Committee

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- b) Two persons nominated by the Central Government
- c) Two person nominated by the State Government and
- d) The Director

The Registrar will be the Secretary of the Committee. The Committee shall meet at least once a year. Three members shall form a quorum for the meeting.

**Item No. 8:**

**Proposed Agenda:-**

**Conduct of regular appointment process for faculty members and staff members.**

Till now, IIIT Manipur has appointed 6 faculty members, 4 technical staff and 4 administrative staff, all on contractual basis. In case of faculty members, the period of contractual appointment is one year and the period will expire at different time for each faculty members starting from 30th June 2016 onwards. Again 4 technical staff and 4 administrative staffs are also appointed and they are also on contractual basis, but for 6 months. However, in the interest of smooth functioning of the Institute, these staffs were reappointed after expiry of their contractual terms. While doing so, the benefit of the existing DA rates of Central Government employees were provided to these staff by increasing their consolidated pay.

It is now proposed to conduct open interview for faculty positions. The structure of the Selection Committee for the purpose shall be the same, as that applicable to the Mentor Institute, that is, IIT Guwahati.

It is also proposed to renew/extend the contractual appointment of faculty members for another period of one year and of other staff (both technical and administrative) for another period of six month in the similar manner as in force now.

The Governing Body is requested to consider and approve renewal/extension of the contractual appointment of faculty members for another period of one year and of other staff (both technical and administrative) for another period of six months in the similar manner as in force now as proposed above.

The **Governing Body** is also requested to consider and approve repetition of the above process of renewal/extension of the contractual appointment of faculty members for one year and of other staff (both technical and administrative) for six months in the similar manner till regular appointments are made based on performance of the faculty/staff.

**Decision of the Governing Body:-**

The Governing Body approved that the list of Experts of IIT- Guwahati may be used for conducting interviews of the faculty. The Recruitment Rules of IIIT-Guwahati may be adopted for recruitment in IIIT-Manipur.

The Governing Body further approved the extension of contractual appointment of faculty members for another period of one year subject to provisions of four tier flexible cadre scheme. The non faculty may be given extension of contract for further six months subject to condition that there continuous engagement on contract shall not exceed 11 months at a time.

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**Item No. 9:**

**Proposed Agenda:-**

**Intake of students to be admitted in the next Academic Year 2016-17.**

The Governing Body in its 2<sup>nd</sup> meeting held on 18.02.2015 granted approval for stating 2 (two) branches of Engineering i.e Computer Science & Engineering (CSE) and Electronics & Communication Engineering (ECE) with a intake / seat capacity of 50 students each. However, since the infrastructure was not fully ready, same Governing Body in the same meeting held on 18<sup>th</sup> February, 2015 recommended admitting only 60 students for the Academic Year 2015-16. Against this recommendation, only 35 students took admission and later 11 students left the Institute leaving behind only 24 students. Keeping this in view and in the same line with approval of the 2<sup>nd</sup> GB meeting, it is proposed to announce 100 seats for admission, 50 in each branch, for the academic year 2016-17.

Further to avoid any unexpected situation both man-made and natural, it is proposed that in the event of any uncertainty, students allotted to IIIT Manipur by JoSSA and CSAB will be directed to report at IIT Guwahati for admission and arrangement will be made with IIT Guwahati to provide these students temporary accommodation for a few days and then moved to Imphal by chartered vehicle.

The Governing Body is requested to consider and approve the proposed intake of 100 seats for admission, 50 in each branch, for the academic year 2016-17.

The Governing Body is also requested to consider and approve the proposal that, in case of any uncertainty, students be directed to report at IIT Guwahati for admission and they be moved to Imphal by chartered vehicle.

**Decision of the Governing Body:-**

The Governing Body approved a proposal for intake of 100 seats for admission, 50 in each branch, for the academic year 2016-17.

The Governing Body also advised that the students may be directed to report at IIIT-Gawahati for admission in case of any uncertainty and they may be shifted to Imphal by chartered vehicle.

**Item No. 10:**

**Proposed Agenda:-**

**Approval for purchase of Gypsy vehicles for security of Interim Director.**

Interim Director has been provided personal security cover by Indian Reserve Battalion by the State Government keeping in view the safety of the incumbent and also to thwart any effort by anti-social elements for extortion etc. For this purpose, the Interim Director is required to be accompanied by full complement of 10 Security personals in two vehicles. Presently DIT Manipur has provided one Eco vehicle (having 5 seats including the driver). On the other hand, a Scorpio Vehicle is hired for exclusive use of the Interim Director. However, while visiting permanent campus in Senapati district, office of DIG, Manipur has been insisting on providing 2 nos. of Gypsy vehicle for the security personals. In terms of this, IIIT Manipur is required to have at least one Gypsy vehicle which needs to be purchased immediately, since construction will start very soon at permanent campus. In respect of driver of the vehicle, it is proposed that, as in the case of Eco vehicle, driver will be out sourced from the private security agency providing security services to IIIT

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Manipur. It is viewed that this arrangement will have no adverse effect on permanent recurring expenditure of the Institute in future.

The Governing Body is requested to consider and approve the proposal to purchase at least one Gypsy vehicles for security personnel assigned to Interim Director.

The Governing Body is also requested to consider and approve the proposal of outsourcing the services of the driver for the vehicle from the Security Agency, who is providing the security service to the Institute.

**Decision of the Governing Body:-**

The Governing Body approved the proposal to purchase one Maruti Gypsy vehicle for security personnel assigned to Interim Director. The services of the driver for this vehicle may be outsourced through the existing Security Agency of the Institute.

**Item No. 11:**

**Proposed Agenda:-**

**Budget for the Financial Year 2016-17.**

The Institute is required to have an Annual Budget which should reflect the activities of the Institute and plans for the future development. This is also a statutory requirement of such national level institutions.

Annual Budget for the Institute for the Financial Year 2016-17 is prepared and is placed at Annexure-8. It may be mentioned that since the institute is still in the project mode, the proposed budget is fully under Plan account head.

In fact, the proposal of the budget is supposed to be processed through the Finance Committee of the Institute before placing in the Governing Body. But since the Institute does not have a Finance Committee yet, the budget is directly placed before the Governing Body.

Governing Body is requested to consider and approve submission of the Annual Budget of the Institute for the Financial Year 2016-17 for an amount of Rs. 9800 lakhs as per the Annexure-8.

**Decision of the Governing Body:-**

The Governing Body considered the proposal submitted by Institute. It was decided that Rs. 30 crore may be allocated towards construction work in place of the proposed sum of Rs. 90 crore keeping in view the pace of expenditure so far and the financial appetite of the Institute. The Governing Body approved the budget of Rs. 38 crore for the financial year 2016-17. (Annexure - M II)

**Item No. 12:**

**Proposed Agenda:-**

**Introduction of the scheme of Professional Development Allowance (PDA) for the faculty members of IIIT Manipur.**

The Government of India, Ministry of HRD vide letter no. F No.23-1/2008-TS,II dated 18/08/2009 provided a few service conditions for the faculty members of the Centrally Funded Technical Institutes (CFTIs). One of them was cumulative Professional Development Allowance (PDA) according to which an amount of Rs. 3.00 lakhs for every block period of 3 years (Rs. One lakh per year) may be made available to every members of the faculty on reimbursement basis to meet the expenses for participating in both national and international conferences, paying the membership fee of various professional bodies



and contingent expenses.

A copy is placed as Annexure-9. The basis objective to the PDA is professional development of the faculty members. This has been accepted by almost all CFTIs including IIT Guwahati, which is the Mentor Institute of the IIIT Manipur. Accordingly, to this scheme the allowance is provided for the following purpose at the Mentor Institute i.e. IIT Guwahati.

- a. Attending international conference/symposium abroad
- b. Attending conference/symposium in India
- c. Registration fees of e-conference
- d. Payment for publication in Open Access Journals and payment for pages and colour photographs in Journals and Conferences
- e. Membership of professional bodies
- f. Books
- g. Chemicals
- h. Contingency
- i. Travel costs for Pursuing Research Work

Since IIIT Manipur, which is at its nascent stage, is on the most eastern side of the country, it is very essential to give incentives for the faculty members to attract them to join the Institute. Since such provision exists at CFTIs nationally, it is also proposed to implement at IIIT Manipur in the same line as that of its mentor Institute that is IIT Guwahati. The revised rules for PDA of IIT Guwahati are at Annexure-10.

The Governing Body is requested to consider and approve the proposal to introduce the PDA scheme for the faculty members of the Institute in the same line as that of IIT Guwahati, which is its mentor Institute.

**Decision of the Governing Body:-**

The Governing Body decided to defer the agenda item.

**Item No. 13:**

**Proposed Agenda:-**

**Re-imburement of the telephone charges of the faculty members and some of the Officials of the Institute.**

The Institute is running from the temporary premises at Mantripukhuri, Imphal. There is no proper communication system. The faculty members generally communicate with others over their mobile phone. Some of the officials also do the same as and when they are requested to make some communication outside the campus. The Director and the Registrar also make such communication sufficiently.

There is already provision in the other Centrally Funded Technical Institutes, including its Mentor Institute that is, IIT Guwahati, for reimbursement of telephone bills to faculty members. At its mentor Institute, i.e. IIT Guwahati, the maximum amount of telephone charges to the faculty members is Rs. 750/-. This amount is as old as 2002. A copy of the Circular is placed at Annexure-11. It is known that the amount is under revision at IIT Guwahati.

Implementation of this provision for the faculty members will be an incentive to attract them to this Institute. It is also felt essential to provide such reimbursement of telephone bills to some of the officials who are required to communicate with others over phone for official purposes.

In terms of the above, it is proposed to reimburse to telephone bills to the faculty members at the rate as below:

- |   |                    |
|---|--------------------|
| (i) Director                                      | Rs. 1500 per month |
| (ii) Registrar and all faculty members            | Rs. 1000 per month |
| (iii) Two officials to be decided by the Director | Rs. 500 per month  |

The Governing Body is requested to consider and approve the above proposal of reimbursement of telephone bill as above.

**Decision of the Governing Body:-**

The Governing Body approved the limits for reimbursement of expenditure on telephone bills as proposed above.

**Item No. 14:**

**Proposed Agenda:-**

**Items approved by the Interim Director.**

Following items approved by the Director are being reported to the Board:

- a) **Opening of a Savings Bank Accounts in Canara Bank:** One Savings Bank account has been opened with Canara Bank, Imphal with Interim Director and Interim Registrar as joint signatories. This is with a view to have second bank as banking partner and also to facilitate student's educational loans to students of IIIT Manipur. Rs. 2.00 Crores have been placed with Swipe in Swipe out provision to earn interest on the amount deposited at rates comparable to Fixed Deposit scheme.
- b) **Opening of another Savings Bank Accounts in ICICI Bank for Corpus fund:** Being in PPP mode, it is essential to have corpus fund. To facilitate this, another Savings Account has been opened in ICICI bank with Interim Director and Interim Registrar as joint signatories. Earning from various activities by IIIT Manipur including interest earned on the Private Partner's share amount is deposited in this account.
- c) **Opening of another Savings Bank Accounts in ICICI Bank for Students Mess deposit:** Students Mess deposit is collected from students for one semester. This amount is not any revenue deposit and having this amount in IIIT Manipur's main account creates audit objection. To streamline this, account has been opened in ICICI Bank's Mantripukhri branch with Interim Director as Signatories. Single signatory was decided to facilitate timely payment to the service providers.
- d) **Opening of an Savings Bank Accounts for R&D and Consultancy activities:** IIIT Manipur has received an amount of Rs. 30,71,665.00 from DIT, Manipur for providing training in IT areas to local youths for making them employable by local IT companies in consultation with these industries to take into account, their actual requirements. Since amount received from Consultancy and for Research and Development is not to be deposited in the Institute's main account, it was decided to open a separate account in a scheduled bank to be operated by Interim Director and Interim Registrar.
- e) **Medical Insurance Scheme for student, faculty and staff members:** Medical facilities to student and faculty and staff members are essential, but it is also expensive. Being essential service, to benefit IIIT Manipur community, IIIT Manipur, in the last financial year, signed an MoU with a reputed private hospital,

Shija Hospital, Langol for providing cashless indoor treatment to students, faculty and staff members for any medical emergencies. However the medical treatment in Manipur is comparatively expensive and to tide over this, a Medical Insurance Scheme has been initiated for the students, faculty and staff members with ICICI Lombard. The Insurance Agency was selected by a process of tendering followed by scrutiny and examination by a Committee of the Institute comprising of faculty and staff members. The premium amount for faculty and staff members and their dependents (of existing strength) is Rs. 1,05,072.00 and for students (existing strength) is Rs. 59,827.00 per annum. The assured amount for the faculty and staff members is Rs. 3.00 Lakhs and for students is Rs. 1.00 Lakh. IIIT Manipur will pay the premium and from coming semester, Students will be required to pay this amount to IIIT Manipur during the semester Registration time. For faculty and staff members, premium will be borne by the institute.

- f) **Leave Rules of Administrative and Technical staff on contractual service:**  
Earlier all contractual staffs were given only 4 days Casual Leave in their 6 months contract. The rule has now been modified based on the rule in force in the Mentor Institute, that is, IIT Guwahati. A copy of the rule is placed as Annexure-12. As per this rule, an Administrative and Technical staff on contractual service will earn one (01) day of leave for every ten (10) days of work, subject to maximum accumulation of 30 days. Such leave will not be encashable.
- g) **Use of official vehicle by the faculty and staff members on payment basis:**  
Keeping into view, availability of Taxi or hired vehicle in Imphal, IIIT Manipur has allowed its employees to use the institute's Eeco vehicle to travel to and fro to airport and for requisition for use on personal ground while their family members visit Imphal on payment basis. The amount charged for each trip between Imphal Airport and the Institute is Rs. 500.00
- h) Appointment of Mr. U.C. Das, Registrar IIT Guwahati as the Interim Registrar of the Institute: Mr. T.T. Haokip, Asst. Registrar of IIT Guwahati was appointed as the Interim Registrar of the Institute. But Mr. Haokip, vide his letter dated 25.08.2015, citing personal reasons requested the Director of IIT Guwahati, who is the Mentor Director of the Institute, to relieve him from the position and this was accepted on 27.08.2015. Since without a Registrar, the Institute was facing problems in payments of salary and others, the Interim Director proposed that Mr. U.C. Das, Registrar of the Mentor Institute, that is, IIT Guwahati be appointed as the interim Registrar in terms of the approval of the 1<sup>st</sup> meeting of the Governing Body of the IIIT Manipur. Accordingly, the Mentor Director, that is, Director of IIT Guwahati appointed Mr. U. C. Das as the Interim Registrar of the Institute vide IIITG letter under reference No. DIR/IIIT Man/2014/2722 dated 03.09.2015.

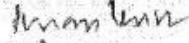

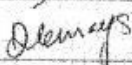
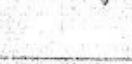
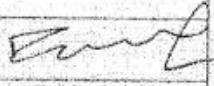
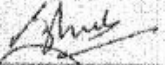

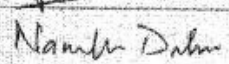
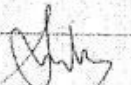

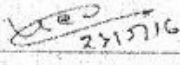
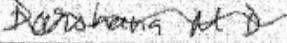
**Decision of the Governing Body:-**

The Governing Body noted the reporting items.  
The Institute was advised to inform the Governing Body about the process of tendering adopted in the selection of medical insurer in respect of item (e) - Medical Insurance Scheme for student, faculty and staff members.  
The Institute was also advised to adopt the Leave Rules of NITs.

The meeting ended with a vote of thanks to the Chair.

## ATTENDANCE SHEET

3<sup>rd</sup> meeting of the Governing Body of the Society of IIT-PPP, Manipur under the Chairmanship of Secretary (HE) at 03:00 PM on 23/05/2016, in the Conference Hall (Room No.112 'C' Wing) Deptt. of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi.

Sl.No.	Name & Designation	Signature
1.	<b>Shri Vinay Sheel Oberoi</b> Secretary, D/o. HE, MHRD, New Delhi	
2.	<b>Shri Rakesh Ranjan</b> Joint Secretary (ICC&TE), D/o. HE, MHRD, New Delhi	
3.	<b>Smt Darshana M Dabral</b> Joint Secretary & Financial Advisor, MHRD, New Delhi	
4.	<b>Smt Tripti Gurha</b> Director (TE), D/o. HE, MHRD, New Delhi	
5.	<b>Shri P.K Singh,</b> Commissioner, D/o IT, Govt. of Manipur	
6.	<b>Dr. S. Birendra Singh,</b> Director, NIT Manipur	
7.	<b>Prof. Anarendra Kumar Das,</b> Interim Director, IIT Manipur	
8.	<b>Shri Namban Deben,</b> Additional Director, D/o IT, Govt. of Manipur	
9.	<b>Shri Y. Ningthem Singh,</b> Project Director, Manipur Development Society (MDS)	
10.	<b>Shri N Subhas,</b> Superintendent Engineer, PWD, Govt. of Manipur	
11.	<b>Shri Uttam Chandra Das,</b> Interim Registrar, IIT Manipur	
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**Annexure-M II**

**Budget for the Financial year 2016-17:**

Srl. No.	Plan / Non-Plan	Account Heads	Total Amounts (Rs. in lakh)
1	<b>Recurring / non-Plan</b>	Pay, Allowance and Honorarium	125
2		Electricity and Power	30
3		Water	6
4		Repair and Maintenance	10
5		Departmental Operating Cost (Consumables, Contingency etc)	16
6		Miscellaneous Office Expenditure	10
7		Travelling Expenses (Office)	12
8		Advertisement, Printing & Publication	10
9		Recruitment (Travel, Honorarium etc)	10
10		Student Scholarship	5
11		Security Service	35
12		Cleaning Service	2
13		Horticulture & Gardening	6
14		Guest house Maintenance	6
15		Hostel Maintenance	2
16		Gymkhana Expenses	10
17		Professional Development Assistance (PDA)	10
18		Transportation & Conveyance	7
19		Medical Expenses	5
20		National Programme	2
21		Legal expenses	7
22		Postal, Telephone & Communication	8
23		STSP and TSP Programme	10
<b>Sub Total</b>			
<b>344</b>			
24	<b>Non-recurring / Plan</b>	Construction	3000
25		Miscellaneous Minor Works	70
26		Equipment (Office, Departments, Hostels etc)	250
27		Furniture (Office, Department, Hostels etc)	100
28		Library Books & Journals	20
29	Vehicle	16	
<b>Sub Total</b>			
<b>3456</b>			
<b>GRAND TOTAL</b>			<b>3800</b>

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