

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Minutes of the IAC meeting held on August 13, 2014
Time: 4:00 pm; Venue: FB-212

Members Present:

Drs. Indranil Manna, S.C. Srivastava, Deepak Gupta, Achla M. Raina, Manindra Agrawal, Dheeraj Sanghi, A.R. Harish, Onkar Dikshit, Sanjay Mittal, R. Sankar (in place of Dr. S. Ganesh), Nishith Verma, P.K. Bharadwaj, Rajesh Srivastava, Sumit Ganguly, S.P. Das, Rajiv Sinha, Surajit Sinha, Rahul Varman, Asima Pradhan, Sandeep Sangal, Y. N. Mohapatra, D. Kundu, P.K. Panigrahi, Avinash Singh, Anish Upadhyaya, Mukesh Sharma, Ashish Dutta, Mr. Munish Malik, Dr. R.K. Sachan, Mr. Abhimanyu Arora, and Dr. Purnendu Bose (special invitee).

The Chairman welcomed all the members present, introduced the new member (i.e. DOIP), and called the meeting to order.

The pending issue of the proposed revised Stores & Purchase Manual and Delegation of Financial Power Rules was taken up first and the modifications were highlighted by the Finance Officer. Concerns were raised about the proprietary certificate, changing the current 90% payment on delivery to 100% payment after commissioning, cash purchase limit of Rs. 25,000, certificate required for a dollar-purchase that the supplier has no connection with some specific countries, and the need for introduction of the new level of authority of Officer-In-Charge. Suggestions were made regarding advertisement in National Dailies, similar free websites, acquiring Corporate credit cards by the Institute, and educating faculty about the purchase guideline and procedures. It was suggested that the Finance Officer should discuss some of these issues at appropriate levels and inform the community in due course about new measures/development. IAC appreciated the work of the committee headed by Prof. K Muralidhar, constituted to review the S&P manual.

Item 1: Confirmation of Minutes of previous IAC Meeting

The minutes of the IAC meeting held on July 18, 2014, as circulated on July 27, 2014, were confirmed.

Item 2: Campus security related issues and declaration form

The Chairman stressed the security issues arising out of not having a proper headcount for the campus, especially for those living in the outhouses. A declaration form has been designed to collect information about the occupants of all houses, including those living in the outhouses, and also the pets. The format of the form, its usefulness, and some implementation issues were discussed. A separate notification from the Estate Officer will soon be issued for compliance by all employees living in the campus in licensed quarters.

Item 3: Green policy issues

The Chairman informed that all future construction projects will be routed through the Green Cell and Environmental Advisory Committee (EAC). A digital map of the campus is being prepared which will help the Green Cell ensure that the Green Area on the campus is maintained above a

minimum threshold in the designated location. A flow-chart was presented detailing the steps from conception to completion of a new project (Annexure A). All future projects should comply with the procedure laid down in this flow chart.

Several new projects are in the pipeline and the Dean of Infrastructure and Planning (DOIP) was requested to prepare a presentation on these projects and their expected timeline and present in the next IAC meeting.

Some incidences of confrontation between the tree-pruning teams and campus residents were reported and an appeal was made to the campus community to exercise restraint in the matter raised and report the issues only to appropriate authority.

Item 4: Master Plan implementation

The Chairman informed that slight tweaking of the Master Plan may be necessary time to time to accommodate the ground realities. No drastic deviations are, however, envisaged. In any case, ISPAC, Green Cell, IWD and EAC will jointly supervise all future infrastructure development projects and conform to the Master Plan.

Item 5: Responsibilities of Associate Deans

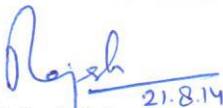
Chairman, IAC, presented the guidelines regarding the responsibilities of Associate Deans and it was decided to include these guidelines, as well as the guidelines for selection of the Associate Deans, in the minutes of the IAC (Annexure B).


It was informed that though a DOIP has been appointed, the offices/positions of Professor-in-charge (Electrical), and Professor-in-charge (Air Conditioning) would continue. Associate Dean (Physical Infrastructure) will perform the duties of PIC (Civil) until further order.

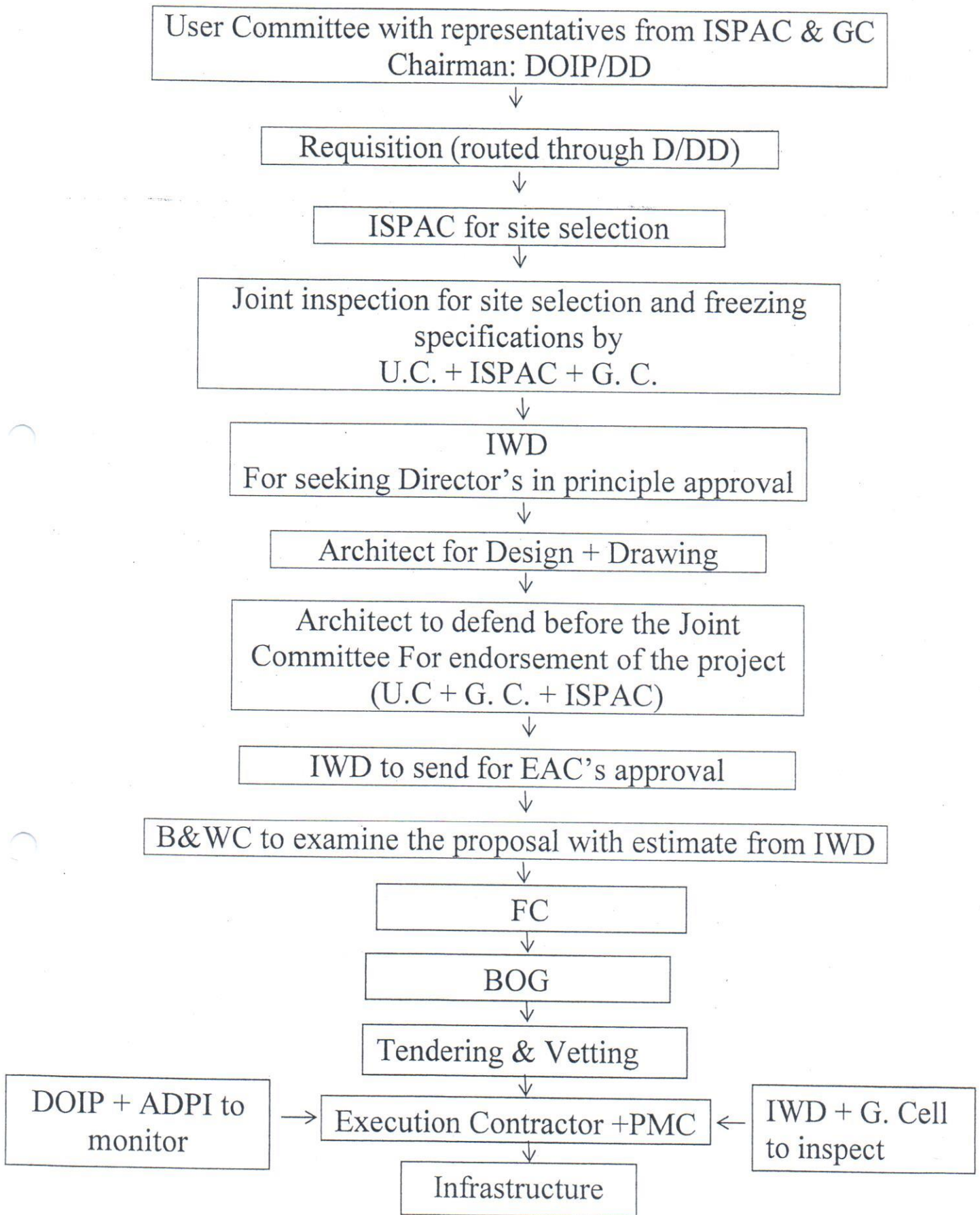
Item 6: Any Other Item with Permission of the Chair

- (a) The Chairman informed that a space audit of the Institute has been done. Although the information about usage is available, no discussion on utilization or reallocation has taken place. Contingent measures are needed to deal with the immediate space crunch. Some action on this matter will soon be reported to IAC.
- (b) The Chairman conveyed that the Institute is keen to augment its income through sponsored projects. A consultant, with the title of Industry Liaison Officer, would be appointed to help in marketing (including pilot scale or field trials) the technology/product/know how developed by the Institute to the interested industry/agency.

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


(Rajesh Srivastava)
Convenor


(Indranil Manna)
Chairman



Sl. No.	Deans	Associate Dean – Title and selected Assignments
1)	DORD	<p>Associate Dean for Innovation and Incubation (ADII)</p> <ul style="list-style-type: none"> • Filing and managing patent applications and portfolios • Promote commercialization of intellectual property • Promote translational research and incubation of companies by IITK faculty and scholars • Manage SIDBI Innovation and Incubation Complex (SIIC) as the Coordinator (additional charge) • Facilitate appointment and research activities of post-doctoral fellows <p>Associate Dean for Industrial Collaboration (ADIC)</p> <ul style="list-style-type: none"> • Facilitate industry – IIT Kanpur interaction and cooperation • Coordinate and arrange visits by industry peers to IITK and arrange/organize lectures and short courses for industry • Liaise with placement office for increasing interaction with industries for placement and training/internship • Act as the Convener of Industrial Collaboration Advisory Group (ICAG) (additional charge) • Assist DORD in managing MHRD funded (internal) research projects and externally funded research projects/consultancy
2)	DOSA	<p>Associate Dean for Hall Affairs (ADHA)</p> <ul style="list-style-type: none"> • Ensure smooth running of Halls of Residence (mess, infrastructure) and liaise with Wardens • Oversee the functioning of Hall Offices (administration, maintenance, and financial activities) • Facilitate maintenance of Maintain overall discipline, hygiene, safety and welfare of the inmates in Halls of Residence (through Wardens) <p>Associate Dean for Student Activities (ADSA)</p> <ul style="list-style-type: none"> • Supervise all student activities (including festivals) as per Institute guideline • Promote and coordinate cultural, technical and sports activities of the students including inter-IIT competitions/meets • Facilitate academic activities and improve general infrastructure of the hall

6)	<p>DOIP/DD/ Director</p> <p>Associate Dean for Physical Infrastructure (ADPI)</p> <ul style="list-style-type: none"> • Provide active support to plan and implement major/minor civil construction, maintenance and renovation projects • Oversee master plan implementation, supervise green and safety policy initiatives, modernize key infrastructure and assist authority in CAG audit and contract labour issues • Liaise with IWD and PICs for all on-going projects including outreach centres <p>Associate Dean for Digital Infrastructure (ADPI)</p> <ul style="list-style-type: none"> • Supervise functioning of Information Cell (website, publicity, public relation, information inflow/outflow) • Coordinate maintenance of HPC, CC, Telephone and Internet services with concerned Heads • Implement and maintain institute automation system
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