

**MINUTES OF THE 94th MEETING OF THE
BOARD OF GOVERNORS HELD ON
14.11.2018
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INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
MINUTES OF THE
NINETY FOURTH MEETING OF THE BOARD OF GOVERNORS
HELD ON 14th NOVEMBER , 2018

The Ninety Fourth Meeting of the Board of Governors of the Institute was held on 14.11.2018 in the Conference Room of the Institute Guest House and the following members were present:

- | | | |
|-----|-------------------------|--|
| 1. | Dr. Rajiv I. Modi | Chairman |
| 2. | Prof. Gautam Biswas | Director/Member |
| 3. | Dr. Chitra Dutta | Member |
| 4. | Mr. Vikeduosie Kehie | Member |
| 5. | Prof. S.K. Srivastav | Member |
| 6. | Prof. Varadraj B. Bapat | Member |
| 7. | Ms. Krishna Gohain | Member/Representative from the Government of Assam |
| 8. | Prof. Anoop Kr. Dass | Member |
| 9. | Prof. Bhaba Kumar Sarma | Member |
| 10. | Mr. U. C. Das | Registrar/Secretary |

Dr. S.S.Sandhu, Additional Secretary (TE), Ministry of HRD could not attend the meeting due to prior engagement and he was granted leave of absence. However the Ministry sent the comments on the agenda items, which was circulated amongst the members of the Board.

All the members of the Board were welcomed to the meeting with special reference to Prof. Varadraj B. Bapat, Faculty in Accounting and Finance, SJM School of Management, Indian Institute of Technology, Bombay & Prof. S. K. Srivastava, Vice Chancellor, North Eastern Hill University, Shillong who attended the meeting for the first time, being nominated as Council nominee to the Board.

The agenda for the day was taken up as below:

SECTION - A: Confirmation of Minute , Action Taken Report & Presentation

Item No. 1

Confirmation of the Minutes of the 93rd Meeting of the Board of Governors of the Institute held on 24.06.2018:

The Ninety Third Meeting of the Board of Governors of the Institute was held on 24.06.2018 in the Conference Room of the Institute Guest House. The Minutes of the meeting was circulated amongst the members of the Board for their comments / observations, if any. There was no comment from any of the BoG members. But comments from the Ministry was placed before the Board as there was no representation from the Ministry. However the following matter came up during confirmation of the minute.

- a. In respect of item no.6, regarding issuing Degree certificates to the graduating students periodically instead of only on the occasion of convocation, the Board was informed that the Senate of the Institute in its last meeting held on 09.11.2018, again considered the matter and requested the Board to approve the proposal citing request from some of the Universities for original PhD degree certificate of the students for their induction in the post-doctoral programme, which cannot wait till our next convocation, else they are not considered.
- b. In respect of item no.7, regarding representation of Prof. M. Jawed concerning revise date of movement of HAG scale, the Board was informed that some complicacy arose during implementation and so the Board was requested to re-write the Minute. However the Board opined that the Minute as recorded is good enough to take action and Director was requested to dispose of the matter.
- c. In respect of item no.8, regarding proposal of inclusion of a clause on Sexual Harassment/Misconduct in the Institute Conduct Rules of the employees of the Institute, the Board was informed that, as per suggestion of the Legal cell of the Institute, the definition of Sexual Harassment should be as per the section 2(n) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and

Redressal) Act, 2013 to which the Board agreed.

The Board reconsidered the matters, deliberated in details and finally decided to accept the request made by Senate. Accordingly, the Board agreed to re-write the Minute against item no 6 and 8 of the 93rd meeting of Board as below:-

In respect of item no.6: “**RESOLVED** to **APPROVE** in principle issuance of Ph. D degree certificate to the students periodically as per the suggestion of the Senate.

In respect of item no.8: “**RESOLVED** to **APPROVE** the proposal of inclusion of a clause as clause 3 (h) in the Conduct Rules of the employees of the Institute (scheduled B) of the Statute with consent of the Visitor of the Institute.

With the above changes, the Board decided to confirm the Minute of the 93rd meeting of the Board of Governors held on 24.06.2018 as below:

Resolution No:R_94BOG/01/2018:

RESOLVEDS that the Minute of the 93rd meeting of the Board of Governors of the Institute held on 24.06.2018 be **CONFIRMED** by incorporating the above changes, as enclosed at **Annexure-1**(not enclosed as already uploaded)

Item No. 2

Action taken report of the decisions of the 93rd Meeting of the Board of Governors of the Institute held on 24.06.2018:

Action taken report on the decisions of the 93rd Meeting of the Board of Governors of the Institute held on 24.06.2018 was placed before the Board for consideration .The Board discussed and on item no 8 on proposal of inclusion of a clause on Sexual Harassment/Misconduct in the Institute Conduct Rules of the employees of the Institute, the Board advised that definition of Sexual Harassment should strictly be in accordance to the definition as laid down in Sec 2(n) of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act,2013 Act leaving no ground for any ambiguity or scope for contentions issues while interpretation.

The Board thereafter resolved as below:

Resolution No:R_94BOG/02/2018:

RESOLVED that the actions taken on the decisions of the 93rd Meeting of the Board of Governors held on 24.06.2018 be **NOTED** as reported.

RESOLVED further the definition of Sexual Harassment at item no 8 of 93rd BOG should be as laid down in the in Sec 2(n) of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 as amended upto date.

SECTION- B: Administrative items requiring approval of the Board

Item No. 3

Inclusion of M/s Excelcare Hospitals , Guwahati as one of the empanelled hospital of IIT Guwahati:

The Board was apprised that, for the benefit of the employees and students, a new super speciality hospital called Excelcare, with all the modern amenities, has been proposed to be empaneled with IIT Guwahati.

The Board was informed that the matter was discussed in the Hospital Advisory Board (HoAB) meeting held on 07.06.2018. The HoAB constituted a committee which visited the hospital/laboratory and submit its report in favour of empaneling M/s Excelcare Hospitals & laboratory with IIT Guwahati.

The comment of the Ministry on this item was placed before the Board and it was made clear that this is only an addition to the already existing list of empaneled hospitals & Labs. It was also informed that all the employees of the Institute is covered under a Medical Insurance Scheme of M/s The Oriental Insurance Company Limited for all cases of hospitalisation and the medical expenditure, as admissible under the scheme is paid by M/s The Oriental Insurance Company Limited .

With these, the Board was requested to consider and approve empanelment of M/s Excelcare Hospitals & Laboratory with IIT Guwahati.

The Board discussed and resolved as below:

Resolution No:R_94BOG/03/2018:

RESOLVED to APPROVE empanelment of M/s Excelcare Hospital & Laboratory with IIT Guwahati as one of the referral hospitals of the Institute.

Item No.4

Annual Performance Appraisal Report (APAR) marks for internal promotions as per actuals:

The Board was informed that, as per approved rule in force at the Institute, internal promotions are granted to eligible employees based on availability of vacancy through a process comprising of an Interview and average of the Annual Performance Appraisal Report (APAR) marks of the previous 5 years. For computation for the final merit list for internal promotion 40% weightage comes from interview performance and 60% weightage comes from APAR marks.

The Board was also informed that this item is especially in respect of the weightage calculated for average APAR marks of the previous 5 years. Theoretically it may range for 1 to 10 in a scale of 10. However it was observed that the average marks obtained by the employee ranges from 4 to 9⁺.

As per prevailing norms, the APAR marks between 8 and 10 is given a score of 9 for the purpose of calculating average grading for promotions. Similarly, APAR scores between 6 and short of 8 will be given a score of 7 and that between 4 and short of 6 be given 5. APAR scores below 4 will be given a score of zero (0).

The matter was administratively analysed following a suggestion from some of the members of the Selection Committee and it was observed that in a number of cases, even though the actual APAR marks very slightly, the final difference, as per above rule is either very large or very small as shown in the table below:

Employee	Actual APAR out of 10	Score out of 10	Score out of 100	60% of Score	Remarks	60% of Actuals Score	Remarks
Emp - 1	8	9	90	54	very large difference	48	The difference is 0.6 which is

Emp-2	7.9	7	70	42	that is 12 even though the actual difference is 0.1	47.4	comparable to the actual score.
Emp-3	7.9	7	70	42	No difference even though the actual difference is 1.9	47.4	The difference 11.4 comparable to the actual score (which is high)
Emp-4	6	7	70	42		36.0	

In view of the above, it was proposed to consider the actual marks of their APAR for the purpose of calculating their weightage from APAR scores in case of promotion.

The Board was informed that Ministry has commented that this may be considered.

The Board was requested to consider and approve the proposal to consider the actual marks of their APAR for the purpose of calculating their weightage from APAR scores in case of promotion.

The Board discussed ,deliberated and decided as below:

Resolution No:R_94BOG/04/2018:

RESOLVED that the implication of the Government circular under reference number 21011/1/2005-Estt. (A) (Pt-II) dated 14.05.2009 as placed as **Annexure-2**(pg.40-41) be examined through a committee for possible implementation at the Institute.

RESOLVED further that, till then the earlier process considering actual APAR marks be continued for the purpose of calculating weightage from APAR scores in case of promotion.

Item No. 5

Payment of Cash Awards to staff members completing Hindi Praveen/ Pragya Courses conducted in the Institute by Hindi Teaching Scheme, Department of Official Language, Ministry of Home Affairs:

The Board was informed that as per recent directives of the Ministry of Home Affairs, it has become compulsory to have working knowledge of Hindi for all Officers/Staff members of all Central Government Offices, Undertakings, Corporations, etc. and this responsibility has been entrusted to all Office Heads. As such in IIT Guwahati also the

Hindi courses like Praveen & Pragya are conducted by the Hindi Teaching Scheme, Department of Official Language, Ministry of Home Affairs. The duration of these courses is 05 months.

According to Office Memorandum No. 21034/66/2010-OL (Training) dated 29.07.2011, the staff members passing the various courses like Praveen/ Pragya become eligible for cash awards on passing the particular examination. The cash awards to be given are at the following rates :

Course	First class (70% and above)	Second class (More than 60% and less than 70%)	Third class (More than 55% and less than 60%)
Prabodh	1600/-	800/-	400/-
Praveen	1800/-	1200/-	600/-
Pragya	2400/-	1600/-	800/-

The Board was informed that, in the session January to May 2018, out of a total of 86 staff members 24 staff members passed the Pragya course and 62 staff members passed the Praveen course. The list of names of the staff members passing the Pragya and Praveen courses along with cash awards they are eligible for was made available to the members.

In terms of the Ministry's query, the Board was informed that this is in conformity with the Ministry of Home Affairs / GOI instruction.

The Board was requested to consider and approve payment of cash awards as per norms to the employees who have successfully completed different courses under the Hindi teaching scheme Department of Official Language, Ministry of Home Affairs, as a policy.

The Board discussed and resolved as below:

Resolution No:R_94BOG/05/2018:

RESOLVED to **APPROVE** a policy for payment of cash awards as per norms to the employees of the Institute as given in the Office Memorandum No. 21034/66/2010-OL (Training) dated 29.07.2011 , who successfully completed different courses under the

Hindi teaching scheme Department of Official Language, Ministry of Home Affairs.

RESOLVED to **APPROVE** the proposal for payment of cash awards to the staff members passing the Pragma and Praveen courses as per eligibility as detailed given in **Annexure 3** (pg.42-44)

Item No. 6

Recommendation of the Committee constituted to guide the Institute in naming the various building of the Institute:

The Board was informed that, as per the decision of 88th Meeting of the Board held on 23.03.2017 and 89th Meeting of the Board held on 22.06.2017, a Committee was formed to guide the Institute in naming the various buildings including the Old and the New Students' Activity Centre. The Committee finalized some names after taking suggestion from the students and employees through mail and proposed to name a few buildings. However the Board members after considering every aspect of the matter advised to first formulate a policy regarding naming the various buildings of the Institute and placed before the Board.

The Board discussed and resolved as below:

Resolution No:R_94BOG/06/2018:

RESOLVED that a policy be first formulated for naming the various buildings of the Institute and placed before the Board for proposal.

Item No. 7

Approval to the proposal of increase in Institute Guest House Room Tariff :

The Board was briefed that, the current tariffs of the two Guest Houses of the Institute are very minimal. The last tariff was revised w.e.f. 01.11.2011 and the same are due for revision for a long time. Further, the Board was informed that time and again the Institutes have been asked by the Ministry to generate resources from its own facilities. Accordingly, the matter was taken up and a committee was constituted to propose the revised rates. The proposal of this Committee was placed before the Board.

The Board was requested to consider and approve the proposal as mentioned above.

The Board discussed , deliberated and resolved as below:

Resolution No:R_94BOG/07/2018:

RESOLVED to **APPROVE** the review tariff rates of both the Institute Guest House as below:

Nature of occupancy	Official (in ₹)	Semi-official (in ₹)	Semi-Private (in ₹)	Private (in ₹)
Single	500 /-	900/-	1500/-	3000/-
Double	700 /-	1100/-	1700/-	3500/-

Item No. 8

Provisional approval of the Annual Report of the Institute for the year 2017-18:

As per provision of the Statutes, Annual Report of the Institute for the year 2017-18 of the Institute was prepared and placed for approval before the Board for forwarding to the Ministry of HRD, Govt. of India for tabling before the Parliament.

The Board was requested to consider and approve the Annual Report for the year 2017-18 for forwarding to the Ministry.

The Board discussed and resolved as below:

Resolution No:R_94BOG/08/2018:

RESOLVED to **APPROVE** the Annual Report for the year 2017-18 for forwarding to the Ministry of HRD for tabling before the Parliament.

Item No.9

Enhancement of ceiling of re-imburement in case of critical diseases under Institute medical rule 6.2:

The Board was informed that, as per IIT Guwahati Medical Rule 6.2, “for prolonged and complicated nature of treatment such as kidney, ailment, bypass surgery, open heart surgery, complicated injuries/ diseases like TB, Leprosy, cancer etc. if the treatment is taken in a Institute recognized hospital, actual expenditure to be reimbursed will be subject to a ceiling for the entire treatment during the entire service of the staff member.” The ceiling limit is ₹ 2.5 Lakh. At present with the increase in cost of hospitalization, cost of tests, cost of medicine etc., the ceiling limit as mentioned above is found to very less to cover even a sizeable part of the treatment cost. However, it may be mentioned that in certain cases reimbursement beyond the ceiling was also approved by the Authority with approval from the BoG of the Institute.

In view of the above the matter of enhancement of the ceiling of Rs. 2.5 Lakh was discussed in the Hospital Advisory Board (HoAB) meeting held on 24.08.2018 at IIT Guwahati. HoAB advised to take steps for enhancement of this ceiling in consultation with the Medical Board of the Institute. The Medical Board consisting of two external members Dr. Anjana Devesh from Guwahati Medical College and Dr. Partha Pratim Barua from Fakhruddin Ali Ahmed Medical College & Hospital, Barpeta and Chief Medical Officer of the Institute Dr. Anuj Barua recommended that this limit be enhanced to ₹7.5 Lakh from the present level of ₹ 2.5 Lakh.

The Board was informed that before finalization that in terms of the Ministry's query , it will be placed before the Finance Committee.

The Board discussed , deliberated & decided as below:

Resolution No:R_94BOG/09/2018:

The Board **ADVISED** that, information regarding existing rules on maximum ceiling of re-imburement in case of critical diseases under Institute medical rule as prevalent in other older IITs be collected and put up in next BOG meeting along with yearly financial liabilities.

Item No.10

Reimbursement of medical bill in respect of Late Uday Shankar Uzir former Junior Assistant, IIT Guwahati:

The Board was informed that , one of the employee of the Institute, Late Uday Shankar Uzir, expired on 23.08.2018 who was suffering from squamous cell carcinoma in mouth. After its detection of the cancer he had undergone treatment with approval of the Authority in different hospital in and outside Guwahati. Although the Institute is guided by the Group Medical Insurance Scheme (GMIS) for any such treatment, his sum insured including the corporate buffer in GMIS for the policy period 2017-18 had been exhausted in his surgery. So all his treatment cost i.e chemo, radiotherapy, admission in GNRC, Apollo Hospital and some other treatments were borne by himself. As per the bills submitted by his family members, an amount of ₹ 6,20,216.00 details of which were placed before the Board had been spent on chemotherapy and hospitalisation till his

death, apart from the amount covered by Institute Medical Insurance meant for the employees.

Sl. No.	Particulars	Amount claimed (in ₹)	Deducted (in ₹)	Amount admissible (in ₹)
1.	Apollo Hospital, Chennai	204981.00	0	204981.00
2.	Apollo Hospital, Chennai	330325.00	0	330325.00
3.	Apollo Hospital, Chennai	27817.00	2050.00	25767.00
4.	GNRC, Silagant, North Guwahati	57182.00	2660.00	54522.00
5.	Apollo Hospital –Unit International Hospital, Guwahati	22328.00	17707.00	4621.00
	Total:	642633.00	22417.00	620216.00

The Board was requested to approve reimbursement of the full amount of the authenticated medical bills submitted by his family as he was the sole bread earner of the family and there is no other means by which they could repay the debt.

The Board was also informed that similar financial help was granted to some other employees, including cases of death, with approval of BOG.

Again in terms of the Ministry's comment, the Board was informed that, since Chairman BOG is also the Chairman, Finance Committee, the matter may be ratified in the next Finance Committee meeting.

The Board discussed and approved as below:

Resolution No:R_94BOG/10/2018:

RESOLVED to APPROVE reimbursement of the full amount of the authenticated medical bills amounting to ₹ 6,20,216.00 submitted by the family of late Uday Shankar Uzir.

RESOLVED further that this be ratified in the next meeting of the Finance Committee.

Item No.11

Increase in amount of financial assistance to the family of the employee who dies while in service from Staff Welfare Fund Scheme:

The Board was informed that, IIT Guwahati has a Staff Welfare Fund under Staff Welfare Scheme, which is used to help the employees in time of their need as financial assistance based on the norms of the scheme. As per Clause 9 (i) of the Staff Welfare Fund Scheme one time financial assistance of ₹1 Lakh is to be provided to the family of the employee who dies while in service. Recently two employees of the Institute expired and a meeting of the Staff Welfare Fund Committee was held on 04.09.2018 to decide on the financial assistance along with other benefits. The Committee opined that with the increase in cost of living, the amount of ₹ 1 Lakh needs enhancement. The committee recommended for increase of this amount to ₹2.5 Lakh w.e.f. the beginning of present financial year, that is, 1.4.2018 so that the benefit may be extended to the families of the employees who expired recently.

In terms of the Ministry's query, the Board was informed that there will be no financial liabilities on the Govt.

The Board was requested to consider and decide on the matter.

The Board discussed and decided as below:

Resolution No:R_94BOG/11/2018:

RESOLVED to APPROVE increase in amount of financial assistance to the family of the employee who dies while in service from Staff Welfare Fund Scheme from ₹1 Lakh to ₹2.5 lakh (clause 9(i) of the Staff welfare scheme) w.e.f. 01.04.2018.

Item No. 12

Appointment on compassionate ground in respect of the spouses of Late (Dr. A.N.Reddy, Assistant Professor, ME and Late Uday Shankar Uzir, Jr. Assistant):

The Board was informed that, two young vivacious employees of the Institute namely Late (Dr.) A.N. Reddy Assistant Prof. ME, Assistant professor of ME and Late Uday Shankar Uzir, Jr. Assistant died recently succumbing to their illness.

Both Late (Dr.) Reddy and Late Uzir were the only earning members of their family. The spouses of both the employees namely Ms. Penugranti Aparna wife of late Dr. A. N. Reddy and Ms. Dolina Boro wife of Late Uday Shankar Uzir have now requested the Authority of the Institute for compassionate appointment.

The Authority considered their cases under the Scheme for Compassionate Appointment prevalent in the Institute by forming a Committee. The committee which was head by Deputy Director of the Institute met on 08.10.2018 and examined both the case. After a through examination of both the case, the Committee recommended that both the ladies may be offered contractual appointment on compassionate ground as Multi-Tasking Staff (MTS) with consolidated salary of ₹ 23700/- per month .

The Board was informed that, the Institute has adopted a Scheme for Compassionate appointment basically in the same line as that of Govt. of India in the year 2006 which was approved by the Board in its 46th meeting vide Resolution no.R46/06/2006 dated 30.08.2006.

The Board was requested to consider and approve the recommendation of the aforementioned committee.

The Board discussed and approved as below:

Resolution No:R_94BOG/12/2018:

RESOLVED to APPROVE the recommendation of the Committee formed for considering appointment of Ms. Penugranti Aparna w/o Late (Dr.) A.N.Reddy and Ms. Dolina Boro w/o Late Uday Shankar Uzir on compassionate ground as Multi-Tasking Staff (MTS) with consolidated salary of ₹ 23700/- per month on contractual basis.

Item No.13

Status Report on Faculty Reservation and de-reservation of un-filled posts for the year 2018-2019:

The Board was apprised that the 2nd Meeting of the reconstituted Standing Committee of IIT Council (SCIC) held on 11/2/2008 recommended reservation for SCs, STs and OBCs in direct recruitment of Faculty. However, the Board approved the following methodology for implementing reservations for all departments of the Institute, in case exemption is not agreed to after the appeal is made by all the IITs.

- (i) In beginning of every academic year (July), the Institute will announce the number of positions to be filled up at the Assistant Professor level across all

departments in the institute in the year. This number will depend on the number of total vacancies (based on a student: faculty ratio, as specified from time to time) and the needs of positions at various levels.

- (ii) Reservations of 15%, 7½% and 27% reservation for SCs, STs and OBCs, respectively shall be applied to the positions so announced and selection committees shall interview candidates as per current norms and make appointments against the positions, keeping in mind the reservations, and the appointments already made through earlier selection committees in the year.
- (iii) At the end of the year, all reserved positions that are not filled will be “de-reserved” and be available for filling up in the general category in the next year. For the next year, besides these positions that are “de-reserved”, new positions will be declared as per (i) above.

Accordingly, Faculty positions for the year 2017-18 and proposed for the year 2018-19 is placed before the Board below. While preparing the following status of faculty positions all posts are assumed to be filled by Assistant Professors and adjustments are to be made when higher level recruitments take place.

Status Report on Faculty Reservation and de-reservation of un-filled posts for the year 2017-2018 and proposal for the year 2018-2019 was placed before the Board as below:

Year 2016-17 :

A	Number of Students (as on 30.06.16)	5496				
B	Number of Faculty Position (1:10)	550				
C	Number of Faculty as on 30.06.2016	408				
	Reservation Status					
		Total	GEN	OBC	SC	ST
D	Carry-over Positions	105	105	0	0	0
E	New Positions (B-C-D)	37	18	10	6	3
F	Available Positions (D+E)	142	123	10	6	3
G	Filled up Positions 30.06.16	33	32	1	-	-
H	Vacant Position (F-G)	109	91	9	6	3

Year 2017-18 :

A	Number of Students (as on 30.06.17)	5770				
B	Number of Faculty Position (1:10)	577				
C	Number of Faculty as on 30.06.2017	420				
Reservation Status						
		Total	GEN	OBC	SC	ST
D	Carry-over Positions	109	109	0	0	0
E	New Positions (B-C-D)	48	24	13	7	4
F	Available Positions (D+E)	157	133	13	7	4
G	Filled up Positions 30.06.17	24	22	1	1	0
H	Vacant Position (F-G)	133	111	12	6	4

Year 2018-19 :

A	Number of Students (as on 30.06.18)	5832				
B	Number of Faculty Position (1:10)	583				
C	Number of Faculty as on 30.06.2018	417				
Reservation Status						
		Total	GEN	OBC	SC	ST
D	Carry-over Positions	133	133	0	0	0
E	New Positions (B-C-D)	33	17	9	5	2
F	Available Positions (D+E)	166	150	9	5	2
G	Filled up Positions 30.06.2018	14	13	1	0	0
H	Vacant Position (F-G)	152	137	8	5	2

The Board was also informed about the reservation rules for SC/ST/OBC as forwarded by Ministry along with their comments.

The Board was requested to consider and approve.

The Board discussed and resolved as below:

Resolution No:R_94BOG/13/2018:

RESOLVED that the Status Report on Faculty reservation and de-reservation of un-filled posts for the year 2017-2018 and proposed for the year 2018-2019 be **ACCEPTED** as reported.

Item No.14

Proposal seeking partial modification of Resolution no R_92BOG/14/2018 regarding re-employment of a faculty member after superannuation:

The Board was apprised that , one of the hon'ble BOG members has requested for a partial modification in the 92nd BOG resolution No R_92 BOG/14/2018 as below:

'A faculty member superannuating during the Jan-April Session Semester be automatically re-employed till 30th June, instead of 31st May as resolved.'

Originally the aforementioned BOG resolution was framed as below:-

*'**RESOLVED to APPROVE** a general policy in the interest of the students that, a faculty member engaged in academic and research work superannuating during the Semester be automatically re-employed till end of the on-going Semester in which he/she attains the age of superannuation i.e., till 31st May for Jan-April Session and 31 December for July-Dec session, so that they could complete the academic duties.'*

The Board was informed that the proposal had been made in view of this following:

1. This will maintain a parity so that faculty members engaged in teaching and research will be engaged up to 30th June or 31st December uniformly. It may be noted that in some other IITs (eg. IIT Bombay,) re-employment is made till the end of the academic year, that is, 30th June uniformly, and so one full year is given to someone born in July.
2. After the Jan-April Semester, the Convocation is held, usually in June. So if the proposal for modification is approved, then a faculty member will have the last chance to be a part of the convocation. At the time of retirement it will have emotional value.

The Board was requested to consider and approve.

The Board discussed and resolved as below:

Resolution No:R_94BOG/14/2018:

RESOLVED to APPROVE the proposal of re-employment of a faculty member superannuating during the Jan-April semester till 30th June of the year instead of May.

Item No.15

Disciplinary issue related to Dr. Rajesh Srivastava, Asstt. Professor, Department of Mathematics:

The Board was informed that, in terms of the 93rd BOG resolution No. R_93BOG/02/2018, a committee was constituted by the Director of the Institute to analyse the report of the Inquiry Committee comprising of two external members in respect of disciplinary proceeding against Dr. Rajesh Kr. Srivastava.

In terms of the above, a Committee comprising of Prof. P. S. Robi, Dy. Director, Prof. M. G. K. Prasad, Dean Academic Affairs and Prof. G. Das, Dean R&D was constituted by the Director . As such, the Committee submitted its report and opined that though two charges against Dr. Srivastava have been proved, these do not warrant major penalty. Accordingly, the Committee recommended as below:

1. Minor penalty to be imposed on Dr. Rajesh Srivastava i. e either of 15.09 (a).1 or 15.09(b)2 of page -25 of the statutes of IIT Guwahati,
2. Additionally, Dr. Rajesh Srivastava should be strictly warned that he should not send any e mails to any group of persons in IIT Guwahati which directly or indirectly offends any of the recipients and which is also defamatory in nature to any individual or the Institute as a whole or part.

The Board was requested to consider and decide.

The Board discussed and resolved as below:

Resolution No:R_94BOG/15/2018:

The Board **ADVISED** the Institute to examine the matter by a High Power Committee consisting of three members and submit their recommendations to the Board. Some of

nominees to the Board. Director briefed the Board on the outcome of the above discussion he had with Dr. Rai in the presence of Prof. Robi and Prof. Sarma.

The Board was requested to consider and decide:

The Board discussed and resolved as below:

Resolution No:R_94BOG/16 (B)/2018:

The Board **ADVISED** the Institute to examine the matter by a High Power Committee consisting of three members and submit their recommendations to the Board.

SECTION- C : Items for Ratification and Reporting

Item No. 17

Ratification of the approvals accorded by the Chairman, BOG:

Following items approved by the Chairman are placed before the Board for ratification.

- A.** Release on Deputation in respect of Dr. Pinakeswar Mahanta, Professor in the Department of Mechanical Engineering, IIT Guwahati
- B.** Approval to the recommendation of the Selection Committee for the post of Additional Superintendent Engineer (Internal recruitment)
- C.** Approval to the recommendation of the Selection Committee for the post of Executive Engineer (Internal recruitment)
- D.** Reinstatement of Dr. B.K.Rai, Assistant Professor, EEE
- E.** Approval to the recommendation of the Selection Committee for Faculty positions in the Department of Chemical Engineering (CL)
- F.** Approval to the recommendation of the Selection Committee for Faculty positions in the Department of Mechanical Engineering (ME)

The Board was clarified on internal recruitment as internal promotion and on pay fixation, eligibility criteria etc.

The Board **NOTED** as reported and resolved as below:

- A) Release on Deputation in respect of Dr. Pinakeswar Mahanta, Professor in the Department of Mechanical Engineering, IIT Guwahati** with immediate effect for a period of 5 years or till your superannuation at IIT Guwahati to enable you to join NIT Arunachal Pradesh as Director under the standard terms and conditions.

- B) Approval to the recommendation of the Selection Committee for the post of Additional Superintendent Engineer (Internal recruitment) as under:**

SI.NO	Name	Recommended for	Initial Pay
1.	Mr. Nirupom Roy	Additional Superintendent Engineer	As per rules
2.	Mr. Dipayan Bhagawati	Additional Superintendent Engineer	As per rules

- C) Approval to the recommendation of the Selection Committee for the post of Executive Engineer (Internal recruitment) as under:**

SI.NO	Name	Recommended for	Initial Pay
1.	Mr. Aditya Gogoi	Executive Engineer	As per rules

- D) Reinstatement of Dr. B.K.Rai, Assistant Professor, EEE with effect from 23.10.2018**

- E) Approval to the recommendation of the Selection Committee for Faculty positions in the Department of Chemical Engineering (CL) as under:**

Recommendation for the posts of Professor:

SI.NO	Name	Recommended for	Initial Pay	Remarks
1.	Dr. Vimal Katiyar	Professor	As per rules	-
2.	Dr. Dipankar Bandyopadhyay	Professor	As per rules	-
3.	Dr. Chandan Das	Professor	As per rules	-
4.	Dr. Animesh Golder	Professor	As per rules	-
5.	Dr. Vaibhav Vasant Goud	Professor	As per rules	-
6.	Dr. Nanda Kishore	Professor	As per rules	-
7.	Dr. Tapas Kumar Mandal	Professor	As per rules	-

Recommendation for the posts of Associate Professor:

SI.NO	Name	Recommended for	Initial Pay	Remarks
1.	Dr. Anki Reddy Katha	Associate Professor	As per rules	-
2.	Dr. Raghvendra Gupta	Associate Professor	As per rules	-
3.	Dr. Prabhu Vairakannu	Associate Professor	As per rules	-
4.	Dr. Pankaj Tiwari	Associate Professor	As per rules	-

5.	Dr. Prasanna V. Rajaraman	Associate Professor	As per rules	-
6.	Dr. Nageswara Rao Peela	Associate Professor	As per rules	-
7.	Dr. Anandalakshmi R	Associate Professor	As per rules	-

Recommendation for the posts of Assistant Professor:

SI.NO	Name	Recommended for	Initial Pay	Remarks
1.	Dr. Himanshu Sharma	Assistant Professor	RESTRICTED TO PUBLIC DOMAIN	-
2.	Dr. Reshmi Suresh M.P.	Assistant Professor	RESTRICTED TO PUBLIC DOMAIN	-

F) Approval to the recommendation of the Selection Committee for Faculty positions in the Department of Mechanical Engineering (ME) as under:

Recommendation for the posts of Associate Professor:

SI.NO	Name	Recommended for	Initial Pay	Remarks
8.	Dr. Poonam Kumari	Associate Professor	As per rules	-
9.	Dr. Deepak Sharma	Associate Professor	As per rules	-
10.	Dr. Dipankar Narayan Basu	Associate Professor	As per rules	-
11.	Dr. Manas Das	Associate Professor	As per rules	-

Recommendation for the posts of Assistant Professor:

SI.NO	Name	Recommended for	Initial Pay	Remarks
8.	Dr. Sudeep Reddy Basireddy	Assistant Professor	RESTRICTED TO PUBLIC DOMAIN	-
9.	Dr. Sajan Kapil	Assistant Professor	RESTRICTED TO PUBLIC DOMAIN	-
10.	Dr. Jay Dhariwal	Assistant Professor	RESTRICTED TO PUBLIC DOMAIN	-

Item No. 18

Items approved by the Director:

The following items are approved by the Director

- a. Attendance of Conference / Seminar etc. abroad
- b. New Appointments and/or Extension of period of appointment of some of the officials in the existing positions
- c. Confirmation of Faculty Members
- d. Confirmation of Non- Faculty Members

- e. Approval to the recommendation of the Selection Committee for appointment to the post of Junior Assistant in the Pay Matrix Level = 3 [PB-1: ₹ 5200-20200, Grade Pay ₹ 2000/- (Pre revised)]:
- f. Approval to the recommendation of the Selection Committee for internal recruitment to the various non-faculty posts
- g. Lien in respect of Dr. Vikash K. Dubey, Department of Biosciences and Bioengineering
- h. Lien in respect of Dr. Avinash Shamrao Shende, Department of Design
- i. Lien in respect of Dr. Swati Pal, Department of Design
- j. Short Leave with pay in respect of Dr. Kusum Kumari Singh to visit the University of Cologne, Germany for availing Overseas Associate ship of DBT for the scientists of North Easter Region
- k. Holiday List for the Calendar year 2019
- l. Extension of relaxation of CCS (LTC) Rules to travel by air to North East Region Jammu & Kashmir (J&K) and Andaman & Nicobar Islands (A&N) for another period of two years, w.e.f. 26th September 2018 till 25th September, 2020 as per O.M. no.31011/3/2018-Estt. (A-IV) dated September 20,2018

Resolution No:R_94BOG/18/2018:

- a. **Attendance of Conference / Seminar etc. abroad:**
- b. **New Appointments and/or Extension of period of appointment of some of the officials in the existing positions as below:**

Sl. No	Name	Position	Period of appointment	
			From	To
1.	DR.ABHISHEK KUMAR, DEPARTMENT OF CE	Warden, Hostel MANAS	01.07.2018	31.03.2019
2.	DR.SALIL KASHYAP, DEPARTMENT OF EEE	Associate Warden, Hostel MANAS	01.07.2018	31.03.2019
3.	DR. NELSON MUTHU, DEPARTMENT OF ME	Associated Warden, Hostel DIHING	01.07.2018	31.03.2019
4.	DR.CHANDAN KARFA, DEPARTMENT OF CSE	Associate Warden, Hostel DIBANG	01.07.2018	31.03.2019
5.	PROF. P. K. IYER, DEPARTMENT OF CHEMISTRY	Prof. In-Charge, PRIR	04.07.2018	30.06.2020
6.	PROF. S. BORBORA, DEPARTMENT OF HSS	Director of Public & Staff Grievances	Term is extended till 25.05.2019	
7.	PROF. S. K. KAKOTY, DEPARTMENT OF ME	Dean, IPM	Term is extended till 31.12.2018	
8.	PROF. RAVI MOKASHI PUNEKAR, DEPARTMENT OF DESIGN	Dean, AER	Term is extended till 31.12.2018	
9.	PROF. P. K. PADMANABHAN, DEPARTMENT OF PHYSICS	Associate Dean, Academic Affairs	For a period of three years with effect from 01.08.2018	

10.	PROF. UTPAL BORA, DEPARTMENT OF BSBE	Associate Dean, Faculty Affairs	For a period of three years with effect from 01.08.2018
11.	DR. BULU PRADHAN, DEPARTMENT OF CE	Chairman, Cultural Affairs Board	Extended till march 31, 2019
12.	PROF. S. K. KHIJWANIA, DEPARTMENT OF PHYSICS	Head, CET	Extended till December 31, 2018
13.	PROF. N. SRINIVASAN, DEPARTMENT OF MATHEMATICS	Chairman, JEE (Advanced) - 2019	
14.	PROF. D. C. DALAL, DEPARTMENT OF MATHEMATICS	Vice Chairman, JEE (Advanced) - 2019	
15	BIMAN BIHARI MANDAL, DEPARTMENT OF BSBE	Chairman, Students' Welfare Board	Extended till 31, March, 2019

c. Confirmation of Faculty Members as mentioned below:

Sl. No.	Name	Post
1.	PROF. SHREEMAYEE BORA	Professor, Department of Mathematics
2.	PROF. KALPESH KAPOOR	Professor, Department of Mathematics
3.	DR. BIKASH BHATTACHARJYA	Associate Professor, Department of Mathematics
4.	DR. CHANDAN PAL	Assistant Professor, Department of Mathematics
5.	PROF. SHYAMANTA MONI HAZARIKA	Professor, Department of Mechanical Engineering
6.	DR. PRASENJIT KHANIKAR	Assistant Professor, Department of Mechanical Engineering
7.	DR. SUDARSHAN KUMAR KENETTINKARA	Assistant Professor, Department of Mathematics
8.	DR. DEBAYAN DHAR	Assistant Professor, Department of Design
9.	DR. ASHOK SINGH SAIRAM	Associate Professor, Department of Mathematics
10.	DR. SOUPTICK CHANDA	Assistant Professor Gr. - I, Department of Biosciences & Bioengineering

d. Confirmation of Non- Faculty Members as mentioned below:

Sl. No	Name	Post against which service is confirmed	Dept./Centre/Section
1.	Dr. Surojit Majumdar	Medical Officer	Medical Section
2.	Dr. Pallabi Sarmah	Medical Officer	Medical Section
3.	Mr. Chandraswami Bhaskar Bora	Technical Officer Gr. II	Centre for Educational Technology
4.	Mr. Basab Bijoy Purkayastha	Technical Officer Gr. II	Dept. of Physics
5.	Mr. Aditya Kalita	Technical Officer Gr. II	Dept. of Physics

6.	Mr. Sandhan Sarma	Junior Technical Superintendent	Centre for Nanotechnology
7.	Mr. Pranjal Bhuyan	Junior Technical Superintendent	Centre for Energy
8.	Mr. Tenison Basumatary	Junior Technical Superintendent	Centre for Nanotechnology
9.	Mr. Kaustubh Rakshit	Junior Technical Superintendent	Centre for Environment
10.	Mr. Anand Swarup S	Junior Technical Superintendent	Centre for Nanotechnology
11.	Mr. Saiful Alam	Junior Technical Superintendent	Dept. of Chemical Engineering
12.	Mr. Pranab Jyoti Boro	Junior Technical Superintendent	Dept. of Mathematics
13.	Ms. Radha Narzary	Junior Technical Superintendent	Dept. of Physics
14.	Mr. Bikash Jyoti Nath	Junior Technician	Centre for Educational Technology
15.	Mr. Dibyajyoti Lahkar	Junior Technician	Centre for Educational Technology
16.	Ms. Rekha Hazarika	Junior Technician	Centre for Educational Technology
17.	Mr. Kaushik Kumar Sarma	Junior Technician	Centre for Educational Technology
18.	Mr. Priya Nanda Saikia	Technical Superintendent	Dept. of Civil Engineering

- e. **Approval to the recommendation of the Selection Committee for appointment to the post of Junior Assistant in the Pay Matrix Level = 3 [PB-1: ₹ 5200-20200, Grade Pay ₹ 2000/-(Pre revised)] as under::**

A: UNRESERVED CATEGORY

Sl. No.	Name	Category	Pay
1.	DHANMONI KALITA	GEN	As per rules
2.	KAUSHIK RAJBONGSHI	GEN	As per rules
3.	AYUSH CHAKRABORTY	GEN	As per rules
4.	ANKITA BHATTACHARYYA	GEN	As per rules
5.	PARAG SARMA	GEN	As per rules
6.	BANDITA BAISHYA	GEN	As per rules
7.	MANASH JYOTI MAHANTA	OBC(NCL)	As per rules
8.	SYED NAIMUDDIN AHMED	GEN	As per rules
9.	SARLONGKI ENGTI	ST	As per rules
10.	KALLOL SAIKIA KASHYAP	GEN	As per rules
11.	KISHORE KUMAR MEDHI	GEN	As per rules

B: OTHER BACKWARD CLASSES (NCL) CATEGORY

Sl. No.	Name	Category	Pay
1.	SHANU NATH	OBC(NCL)	As per rules

2.	MUKUNDA MADHAB KHANIKAR	OBC(NCL)	As per rules
3.	RAVI KUMAR	OBC(NCL)	As per rules
4.	SAJAL MANI PATHAK	OBC(NCL)	As per rules
5.	MANJIT DAS	OBC(NCL)	As per rules
6.	NISHIT CHOWDHURY	OBC(NCL)	As per rules
7.	RAHUL SAXSENA	OBC(NCL)	As per rules

C: SCHEDULED CASTE CATEGORY

Sl. No.	Name	Category	Pay
1.	MS. MANISHA DAS	SC	As per rules

D: SCHEDULED TRIBE CATEGORY

Sl. No.	Name	Category	Pay
1.	MR. RUPAM PATIRI	ST	As per rules

It is to be noted that in the above mentioned list A., person at Sl. No.4 i.e., Ms. Ankita Bhattacharyya vide a mail dated 18.09.2018 informed that she is not interested to join the post of Junior Assistant under UR category. As such Ms. Pragya Sharma (Roll No 1765) is offered the post under the same category i.e. UR category.

Again, due to unfortunate death of late Uday Shankar Uzir, one post of Junior Assistant is lying vacant under ST category. As such Ms. Khanthai Mala Basumatary who was in the first position in the waiting list under schedule tribe category is offered the post with the approval of the Director.

The Committee recommends that this waiting list is to be kept valid for two (02) years and may be used for filling up vacancies of Junior Assistants that may fall vacant during this period.

- f. **Approval to the recommendation of the Selection Committee for internal recruitment to the various non-faculty posts** as mentioned below:

1. Technical Superintendent

Sl. No.	Name	Pay
1.	MR. MRINAL SARMA	As per Rule
2.	MR. MINESH CH. MEDHI	As per Rule

3.	MR. DILIP CHETRI	As per Rule
4.	MR. MANOJ KR. BAISHYA	As per Rule
5.	MR. HARI RAM UPADHYAYA	As per Rule
6.	MR. ACHYUT CH. SARMA	As per Rule
7.	MR. PAYODHAR PATHAK	As per Rule
8.	MR. PRANPRATIM BORGOHAIN	As per Rule
9.	MR. PRANAB HAZARIKA	As per Rule
10.	MR. CHITTA RANJAN MEDHI	As per Rule
11.	MR. PARTHA PROTIM BAKAL	As per Rule
12.	MD. SAIFUDDIN AHMED	As per Rule
13.	MR. CHANDAN BANIKYA	As per Rule
14.	MR. MONURANJAN DOWARAH	As per Rule
15.	MR. DEBAJIT BORAH	As per Rule
16.	MR. IMDADUL ISLAM	As per Rule

2. Superintendent

Sl. No.	Name	Pay
1.	MS. SHAMSHAD BEGUM	As per Rule
2.	MR. MUKUT BARUAH	As per Rule
3.	MR. ALOK MAZUMDER	As per Rule
4.	MR. SRIDHAR SAMAL	As per Rule
5.	MR. SOUVIK CHOUDHURY	As per Rule
6.	MS. KAKALI ROY	As per Rule
7.	MR. DIPUMONI HAZARIKA	As per Rule
8.	MR. JAYANTA KR. KALITA	As per Rule
9.	MR. DIBAKAR PRATIM DEB	As per Rule
10.	MR. MOHAN CH. NATH	As per Rule
11.	MR. KUMUD DEKA	As per Rule
12.	MR. ARABINDA DEWRY	As per Rule
13.	MS. SANKARI DUTTA	As per Rule
14.	MR. BABLU DAS	As per Rule
15.	MR. NABA KR. MALAKAR	As per Rule
16.	MR. GANESH KALITA	As per Rule
17.	MR. DHIREN CH. SARMAH	As per Rule

3. Senior Attendant (Senior Grade Scale)

Sl. No.	Name	Pay
1.	MR. KRISHNA RAM DAS	As per Rule

2.	MR. ABDUL JABBAR	As per Rule
3.	MR. RANJAN PATOWARY	As per Rule
4.	MR. NRIPEN CH. KALITA	As per Rule
5.	MS. MONIKA SUPRAMHARI	As per Rule
6.	MR. TILAK DAS	As per Rule
7.	MR. LAKHYAN MANDAL	As per Rule

- g. Lien in respect of Dr. Vikash K. Dubey, Department of Biosciences and Bioengineering** for a period of 13 (thirteen) months w.e.f. 16.05.2018 (A.N.) to enable him to join IIT (BHU) as Professor.
- h. Lien in respect of Dr. Avinash Shamrao Shende, Department of Design** for a period of 13 (thirteen) months w.e.f. 17.09.2018 (A.N.) to enable him to join IIT Bombay as Associate Professor.
- i. Lien in respect of Dr. Swati Pal, Department of Design** for a period of 13 (thirteen) months w.e.f. 03.10.2018 (A.N.) to enable her to join IIT Bombay as Assistant Professor.
- j. Short Leave with pay in respect of Dr. Kusum Kumari Singh to visit the University of Cologne, Germany for availing Overseas Associate ship of DBT for the scientists of North Easter Region** with effect from 27.08.2018 to 01.03.2019.
- k. Holiday List for the Calendar year 2019 as below:**

Sl. No.	Holidays	Month and Date	Day of the Week
1.	Makar Sankranti / Magh Bihu (Uruka)	14.01.2019	Monday
2.	Magh Bihu /Pongal	15.01.2019	Tuesday
3.	Republic Day	26.01.2019	Saturday
4.	Holi / Dolyatra	21.03.2019	Thursday
5.	Bohag Bihu	15.04.2019	Monday
6.	Mahavir Jayanti	17.04.2019	Wednesday
7.	Good Friday	19.04.2019	Friday
8.	Buddha Purnima	18.05.2019	Saturday

9.	Idu'l Fitr *	05.06.2019	Wednesday
10.	Idu'l Zuha *	12.08.2019	Monday
11.	Independence Day	15.08.2019	Thursday
12.	Muharram	10.09.2019	Tuesday
13.	Mahatma Gandhi's Birthday	02.10.2019	Wednesday
14.	Dussera (Maha Nabami)	07.10.2019	Monday
15.	Dussehra (Vijay Dashmi)	08.10.2019	Tuesday
16.	Diwali (Deepavali)	27.10.2019	Sunday
17.	Prophet Mohammad's Birthday (ID-e-Milad)	10.11.2019	Sunday
18.	Guru Nanak's Birthday	12.11.2019	Tuesday
19.	Christmas Day	25.12.2019	Wednesday

- I. Extension of relaxation of CCS (LTC) Rules to travel by air to North East Region Jammu & Kashmir (J&K) and Andaman & Nicobar Islands (A&N) for another period of two years, w.e.f. 26th September 2018 till 25th September, 2020 as per O.M. no.31011/3/2018-Estt. (A-IV) dated September 20,2018 of The Department of Personnel & Training under Ministry of PPG & P, Govt. of India ,**

Item No.19

Items for Reporting to the Board:

The following items are reported to the Board for noting.

The Board considered and resolved as below:

Resolution No:R_94BOG/19/2018:

A. Awards & Achievements for the Institute:

i. MHRD-NIRF India Rankings 2018:

A major achievement for the Institute came through the announcement of the MHRD's National Institutional Ranking Framework (NIRF), India Rankings 2018 in which IIT Guwahati ranked **seventh** among top Engineering Institutions and **twelfth** among all the participating Universities and Institutions in the country.

ii. SWACHHATA RANKING:

IIT Guwahati is the **Second Cleanest Government Educational Institution** in the country to be featured in the second Swachhata ranking launched in the year 2018 by the MHRD.

iii. **QS-BRICS Ranking:**

Quacquarelli Symonds (QS) has launched the 2019 BRICS ranking and India Specific University rankings. IIT Guwahati is ranked 48 in BRICS and ranked 10 in India.

iv. **Conferment of Honorary Doctorate to Prof. Gautam Biswas, Director IIT Guwahati by Aristotle University of Thessaloniki:**

Aristotle University of Thessaloniki, the largest University in Greece and Balkan conferred Honorary Doctorate on Prof Gautam Biswas, Director IIT Guwahati on November 02, 2018 in a solemn ceremony at the University following the rich traditions of conferring the degrees in Greece.

v. **Signing of MOU between IIT Guwahati and CSIR-Central Drug Research Institute (CDRI), Lucknow:**

The Director of IIT Guwahati had taken the initiative to sign a Memorandum of Understanding with one of the reputed CSIR laboratories, namely CSIR-Central Drug Research Institute (CDRI), Lucknow. The effective date of the MoU is 24.09.2018. The scope of the MoU is as follows:

1. Collaborative research program in specific fields of interest,
2. Sharing of Instrumentation facilities,
3. Submission of Joint Projects and
4. Student and faculty Exchange Programs.

vi. **Organization of Japan Education Fair on 31.10.2018:**

IIT Guwahati organized the Japan Education Fair in coordination with the University of Tokyo, New Delhi Office, on 31.10.2018. The University of Tokyo, India office, is the designated office chosen by the Ministry of Education, Spots, Culture & Technology, Japan, to coordinate the event. The Japanese Government was represented by the Mr. Masahiro Kobayashi, First Secretary (Education), Embassy of Japan in India. Representatives from the University of Tokyo, Yokohama National

University, Saitama University, Ritsumeikan University, Gifu University and industry representatives from organizations like Hitachi participated in the Education Fair which highlighted the benefits of studying and collaborating with institutions in Japan. The Japan Education fair was preceded by the one-day Bilateral Symposium with Yokohama National University, Japan on 30.10.2018.

vii. **Successful organization of Inter IIT Aquatics Meet in the month of October 2018:**

IIT Guwahati conducted 34th Inter IIT Aquatics Meet 2018 at IIT Guwahati during 3rd October - 7th October 2018. Altogether 147 participants and 26 team officials from 11 IITs has participated in the said meet. This is the biggest Inter IIT Aquatics Meet ever as maximum number of IITs have participated this year and the no of participants are also more than ever. The Meet was organizes very successfully. The Inter IIT Sports Meet will also be held in this Institute in the month of December 2018 and all the arrangements are being made.

- B. Extension of tenure of Prof. Gautam Biswas, Director of IIT Guwahati** till 30th June of the academic year in which he concludes the period of 5 years of service or till he attains the age of 70 years, whichever is earlier in terms of the Ministry of Human Resource Development's (MHRD) letter no. F. No. 3- 3012011-TS.1 dated 08.08.2018, read with MHRD's letter no. F. No. 3-30/2011ffs.1 dated 31.07. 2018 . However, any future notification/orders from MHRD in this regard shall be applicable.
- C. Nomination of Prof. Saurabh Basu, Department of Physics as Officiating Director of IIIT Bhagalpur** which is being mentored by IIT Guwahati.
- D. Nomination of Prof. Sudip Talukdar as a member of the BOG of Tripura Institute of Technology, Narsingarh, Tripura.**
- E. Extension of Tenure of Prof. Anil D Sahasrabudhe as Chairman, AICTE** as per Ministry of HRD's order Nos.1-12/2018-T.S.II dated 16.07.2018 and

18.07.2018. for a term of three years w.e.f 17.07.2018 to 16.07. 2021 or till attaining the age of sixty five years or until further orders, whichever is earlier.

- F. Release of Dr. Anup Kr. Gogoi, Professor, Department of Electronics & Electrical Engineering, IIT Guwahati on superannuation** on 28.02.2018(A.N), he was re-employed as professor in the Department of Electronics and Electrical Engineering w.e.f. 01.03.2018 to 31.05.2018 with the approval of BoG. However, his term of re-employment after superannuation from the Institute has been also been completed. As such he was released from the Institute w.e.f. 31.05.2018 (A.N).
- G. Release of Mr. Sunil Kumar Barua, Academic Registrar, IIT Guwahati on superannuation** with effect from 31.03.2018(A.N).
- H. Honorary Doctorate on Prof. Gautam Biswas, Director of the Institute by “ Aristotle University of Thessaloniki” the largest University in Greece and Balkans** on November 02, 2018 in a solemn ceremony at the university following the rich traditions of conferring the degrees in Greece.
- I. Director’s visit to Taiwan during November 15-20, 2018** to attend the General Assembly, hosted by National Cheng Kung University scheduled after receiving invitation from President’s Forum of South Asia and Taiwan Universities (SATU) on November 16-17, 2018.

Director, Prof Gautam Biswas also visited the Ming Chi University of Technology (MCUT) after receiving invitation to visit the same to establish relation for both school and find some opportunity for research cooperation and to deliver a talk during November 18-19, 2018.

SECTION- D: Minutes of meetings of Statutory bodies for reporting to the Board
Item No. 20

Minutes of the One Hundred Thirty Fourth (134th) & One Hundred Thirty Fifth (135th) meeting of the Senate of the Institute held on 08.06.2018 and 07.09.2018 respectively:

The Board **CONSIDERED** the Minutes of the One Hundred Thirty Fourth (134th) and One Hundred Thirty Fifth (135th) meeting of the Senate of the Institute held on 08.06.2018 and 07.09.2018 respectively and **RESOLVED** as below:

Resolution No:R_94BOG/20/2018:

RESOLVED that the Minutes of the One Hundred Thirty Fourth (134th) & One Hundred Thirty Fifth (135th) meeting of the Senate of the Institute held on 08.06.2018 and 07.09.2018 respectively as placed before the Board in terms of Section 4(10) of the Statute be **NOTED**.

Item No. 21

Minutes of the Eighty Fourth (84th) meeting of the Building & Works Committee of the Institute held on 08.09.2018 :

The Board **CONSIDERED** the Minutes of the Eighty Fourth (84th) meeting of the Building & Works Committee of the Institute held on 08.09.2018 and **RESOLVED** as below:

The Board was informed that in respect of HEFA proposal for Loan of ₹209.76, the observation of IF Division of the Ministry vide their letter dated 05.11.2018 has been clarified vide Institute letter under reference no. IITG/F&A/HEFA-2/2018-19/184 dated 27.11.2018.

This is placed before the Board in terms of the Section 6(8) of the Statute.

Resolution No:R_94BOG/21/2018:

RESOLVED that the Minutes of the Eighty Fourth meeting of the Building & Works Committee of the Institute held on 08.09.2018 in terms of section 6(8) of the Statute be **NOTED**.

The following items were taken up with permission from the Chairman:

Item No.22

Approval to start an International Joint Degree Programs between IIT Guwahati and Gifu University, Japan:

The Board was informed about the initiatives taken by the Institute to start Joint Masters and PhD programs with Gifu University, Japan. This was also noted by the Board of Governors in its 86th meeting (R_86BOG/03/2016) and 88th meeting (R_88BOG/03/2017) respectively.

Now, both the institutes i.e. Gifu University and IIT Guwahati are in final stage to sign Memorandum of Agreement (MOA) to commence the following joint degree programs.

Name of the Academic Program	Title of the Degree	Month & Year of Commencement
International Joint Master's Degree Program in Food Science and Technology	International Joint Degree of Master of Technology in Food Science and Technology	Admission process at Gifu will commence in December 2018. Admission process at IITG will commence in March 2019. First Batch at Gifu will join in April 2019. First Batch at IITG will join in July 2019.
International Joint Ph.D. Program in Food Science and Technology	International Joint degree of Doctor of Philosophy	Admission process at IITG and Gifu will commence in December 2018. First Batch at IITG and Gifu will join in April 2019.
International Joint Ph.D. Program in Integrated Mechanical Engineering	International Joint degree of Doctor of Philosophy	Admission process at IITG and Gifu will commence in December 2018. First Batch at IITG and Gifu will join in April 2019.

The Senate in its 136th meeting held on 09.11.2018 approved Memorandum of Agreement (MOA) and its Annexure / Coordinator's Notes that are to be signed in this regard as given in **Annexure-4** (pg.45-61) and recommended to the Board of Governors for approval.

The Board was requested to consider the matter and grant approval to start the above mentioned three Joint Degree Programs with Gifu University.

The Board discussed , deliberated and decided as below:

Resolution No:R_94BOG/22/2018:

RESOLVED to **APPROVE** commencement of the Joint Degree Programme with Gifu University.

Item No.23

Approval to the forwarding of a panel consisting of names of five eminent persons for nomination of next Chairperson of BOG at IIT Guwahati :

The Board was informed that ,the term of Dr. Rajiv I. Modi, Chairman and Managing Director, Cadila Pharmaceuticals Limited, Ahmedabad as Chairperson of BOG of the Institute is due to expire on 07.02.2019. The Additional Secretary (TE) MHRD , GOI vide his DO letter no.6-11/2009-TS-1 dated 17.09.018 had requested the Director, IIT Guwahati, to forward urgently a panel consisting of names of five eminent persons of national/international stature after obtaining the recommendation/approval of the Board of Governors.

As requested the Additional Secretary (TE) MHRD, GOI through his DO letter referred above, Director of the Institute has prepared a list of five eminent persons of national /international stature with their short bio-data for consideration of nomination for the position of next Chairperson of BOG of IIT Guwahati, which is placed in the table during the Board meeting for consideration. The name of the present Chairman BOG also appears in the list. Since his name has also appeared in the list, Dr.Rajiv I Modi, Chairman BOG did not participate in the discussion.

The Members discussed and unanimously resolved as below:

Resolution No:R_94BOG/23/2018:

RESOLVED to forward the list of five eminent persons of national /international stature to the Ministry of HRD, GOI as submitted during the Board meeting, for consideration of nomination for the position of next Chairperson of BOG of IIT Guwahati.

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

(U. C. Das)
Registrar & Secretary
Board of Governors, IIT
Guwahati

ANNEXURE-1

NOT ENCLOSED AS ALREADY UPLOADED

ANNEXURE-2

No. 21011/1/2005-Estt (A) (Pt-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, 14th May, 2009

OFFICE MEMORANDUM

Subject:- Maintenance and preparation of Annual Performance Appraisal Reports-
communication of all entries for fairness and transparency in public
administration.


The undersigned is directed to invite the attention of the Ministries/Departments to the existing provisions in regard to preparation and maintenance of Annual Confidential Reports which inter-alia provide that only adverse remarks should be communicated to the officer reported upon for representation, if any. The Supreme Court has held in their judgement dated 12.5.2008 in the case of Dev Dutt vs Union of India (Civil Appeal No.7631 of 2002) that the object of writing the confidential report and making entries is to give an opportunity to the public servant to improve the performance. The 2nd Administrative Reforms Commission in their 10th Report has also recommended that the performance appraisal system for all services be made more consultative and transparent on the lines of the PAR of the All India Services.

2. Keeping in view the above position, the matter regarding communication of entries in the ACRs in the case of civil services under the Government of India has been further reviewed and the undersigned is directed to convey the following decisions of the Government:-

- (i) The existing nomenclature of the Annual Confidential Report will be modified as Annual Performance Assessment Report (APAR).
- (ii) The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue. Where Government servant has only one supervisory level above him as in the case of personal staff attached to officers, such communication shall be made after the reporting officer has completed the performance assessment.
- (iii) The Section entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon.
- (iv) The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.

- (v) The new system of communicating the entries in the APAR shall be made applicable prospectively only with effect from the reporting period 2008-09 which is to be initiated after 1st April 2009.
- (vi) The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.
- (vii) The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.

All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.


(C.A. Subramanian)
Director

To

All Ministries/Departments of Government of India

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

- (a) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (b) Establishment Officer and Secretary, A.C.C (10 copies).
- (c) All officers and Sections in the Department of Personnel and Training.
- (d) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- (e) All Staff Members of Departmental Council (JCM).
- (f) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (g) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T.
- (h) Hindi Section for Hindi version of the O.M.

ANNEXURE-3

STATEMENT FOR DISBURSAL OF CASH AWARDS AS PER RULES OF DEPARTMENT OF OFFICIAL LANGUAGE (MHA)

Sl. No.	Employee No.	Name of the employee	Designation	Exam Passed	Percentage of marks obtained	Admissible amount
1.	653	Bhaskar Jyoti Saloi	Senior Assistant	Pragya	81.5%	2400
2.	655	Siddhartha Kr. Saikia	Senior Assistant	Pragya	84.5%	2400
3.	660	Basab Bhattacharjee	Senior Assistant	Pragya	79%	2400
4.	691	Ananta Saharia	Senior Assistant	Pragya	83.5%	2400
5.	702	Manashi Sarkar	Senior Assistant	Pragya	83%	2400
6.	652	Kalyan Boro	Senior Assistant	Pragya	82%	2400
7.	661	Jyoti Chhetri	Senior Assistant	Pragya	83.5%	2400
8.	909	Soma Das	Junior Assistant	Pragya	85%	2400
9.	915	Parichita Langthasa	Junior Assistant	Pragya	87%	2400
10.	918	Riju Mahato	Junior Assistant	Pragya	87.5%	2400
11.	919	Avishek Dutta	Junior Assistant	Pragya	85%	2400
12.	1033	Mithu Lakra	Junior Assistant	Pragya	86.5%	2400
13.	1060	Bhupendra Nath Bora	Junior Assistant	Pragya	77.5%	2400
14.	1064	Susanta Kr. Sarma	Junior Assistant	Pragya	80%	2400
15.	1069	Manas Protim Das	Junior Assistant	Pragya	79.5%	2400
16.	1070	Smriti Rekha Das	Junior Assistant	Pragya	87%	2400
17.	1074	Supriyo Kr. Das	Junior Assistant	Pragya	83%	2400
18.	1075	Amar Nath Panjiyar	Junior Assistant	Pragya	83.5%	2400
19.	1077	Gauri Khutiya Deori	Junior Assistant	Pragya	82.5%	2400
20.	1078	Saurav Choudhury	Junior Assistant	Pragya	71.5%	2400
21.	1090	Karishma Rubab	Junior Assistant	Pragya	80%	2400
22.	1103	Nabajit Rajbongshi	Junior Assistant	Pragya	81.5%	2400
23.	1114	Ruthi Nemhoikim Vaiphei	Junior Assistant	Pragya	83%	2400
24.	1180	Vishal Chetry	Junior Assistant	Pragya	80.5%	2400
			TOTAL			Rs.57600/-

Sl. No.	Employee No.	Name of the employee	Designation	Exam Passed	Percentage of marks obtained	Admissible amount
25.	649	Kishore Kr. Basumatary	Senior Assistant	Praveen	80.5%	1800
26.	656	Jayanta Das	Senior Assistant	Praveen	78%	1800
27.	658	Binoy Das	Senior Assistant	Praveen	73%	1800
28.	664	Nabajyoti Barua	Senior Assistant	Praveen	67.5%	1200
29.	666	Dhrubajyoti Sarma	Senior Assistant	Praveen	78%	1800
30.	731	Bibekananda Pathak	Senior Assistant	Praveen	72.5%	1800
31.	755	Udayan Mahanta	Senior Assistant	Praveen	74%	1800
32.	759	Abha Rani Nath	Senior Assistant	Praveen	80%	1800
33.	791	Jumi Barman	Senior Assistant	Praveen	78%	1800
34.	906	Gautam Barman	Junior Assistant	Praveen	77%	1800
35.	907	Trishna Choudhury	Junior Assistant	Praveen	72.5%	1800
36.	912	Aditi Hazarika	Junior Assistant	Praveen	73%	1800
37.	914	Biju Jyoti Pathak	Junior Assistant	Praveen	75%	1800
38.	920	Mridusmita Sharma	Junior Assistant	Praveen	78%	1800
39.	925	Prashanta Kalita	Junior Assistant	Praveen	75%	1800
40.	938	Gourish Mazumder	Junior Assistant	Praveen	80.5%	1800
41.	947	Pranjal Kr. Bhattacharyya	Junior Assistant	Praveen	74%	1800
42.	951	Manash Protim Dutta	Junior Assistant	Praveen	72%	1800
43.	960	Joydeep Chakraborty	Junior Assistant	Praveen	78.5%	1800
44.	963	Himangshu Bharadwaj	Junior Assistant	Praveen	77%	1800
45.	967	Rijumoni Dutta	Junior Assistant	Praveen	69.5%	1200
46.	971	Syeda Fahmida Tasneem	Junior Assistant	Praveen	78%	1800
47.	1022	Krishanoo Kr. Bhattacharyya	Junior Assistant	Praveen	81.5%	1800
48.	1023	Nilakshi Goswami	Junior Assistant	Praveen	83%	1800
49.	1024	Chinmayee Pathak	Junior Assistant	Praveen	75.5%	1800
50.	1025	Maradona Moshahary	Junior Assistant	Praveen	62.5%	1200
51.	1026	Manash Pratim Barman	Junior Assistant	Praveen	70.5%	1800
52.	1027	Tapu Ghosh	Junior Assistant	Praveen	70.5%	1800
53.	1028	Amarendra Das	Junior Assistant	Praveen	82.5%	1800
54.	1029	Parag Jyoti Kalita	Junior Assistant	प्रवीण	77.5%	1800

55.	1031	Mithumoni Kalita	Junior Assistant	प्रवीण	72%	1800	✓
56.	1032	Bhaskar Jyoti Sonowal	Junior Assistant	प्रवीण	73%	1800	✓
57.	1034	Pranab Rajbongshi	Junior Assistant	प्रवीण	78%	1800	✓
58.	1035	Binod Upadhyaya	Junior Assistant	प्रवीण	77.5%	1800	✓
59.	1036	Nilotpal Sarma	Junior Assistant	प्रवीण	76.5%	1800	✓
60.	1038	Dipangkar Sarma	Junior Assistant	प्रवीण	70%	1800	✓
61.	1040	Himanku Dutta	Junior Assistant	प्रवीण	68%	1200	✓
62.	1042	Bhaibyajit Borgohain	Junior Assistant	प्रवीण	71%	1800	✓
63.	1044	Minakshi Borah	Junior Assistant	प्रवीण	77.5%	1800	✓
64.	1045	Jnanendra Ballav Goswami	Junior Assistant	प्रवीण	79%	1800	✓
65.	1046	Raju Talukdar	Junior Assistant	प्रवीण	76%	1800	✓
66.	1053	Gouri Singh Munda	Junior Assistant	प्रवीण	88%	1800	✓
67.	1061	Munmi Roy Choudhury	Junior Assistant	प्रवीण	83.5%	1800	✓
68.	1063	Deep Jyoti Sinha	Junior Assistant	प्रवीण	66%	1200	✓
69.	1065	Bristi Barnalee Deka	Junior Assistant	प्रवीण	81.5%	1800	✓
70.	1066	Narmada Deka	Junior Assistant	प्रवीण	77%	1800	✓
71.	1068	Rajib Chandra Kalita	Junior Assistant	प्रवीण	68%	1200	✓
72.	1071	Dhanjit Talukdar	Junior Assistant	प्रवीण	65%	1200	✓
73.	1072	Prasanta Deka	Junior Assistant	प्रवीण	65%	1200	✓
74.	1073	Nitimoyee Mahanta	Junior Assistant	प्रवीण	74.5%	1800	✓
75.	1076	Jinti Saikia	Junior Assistant	प्रवीण	77.5%	1800	✓
76.	1079	John Sangma Dangou	Junior Assistant	प्रवीण	75.5%	1800	✓
77.	1084	Mishu paul	Junior Assistant	प्रवीण	70%	1800	✓
78.	1095	Purabi Das	Junior Assistant	प्रवीण	75%	1800	✓
79.	1098	Sundeeep Borah	Junior Assistant	प्रवीण	67%	1200	✓
80.	1100	Pulak Rajbongshi	Junior Assistant	प्रवीण	72%	1800	✓
81.	1101	Madhusmita Gogoi	Junior Assistant	प्रवीण	77.5%	1800	✓
82.	1159	Moushumi Rabha	Junior Assistant	प्रवीण	82.5%	1800	✓
83.	1182	Dinamani Talukdar	Junior Assistant	प्रवीण	76%	1800	✓
84.	1183	Basanta Pegu	Junior Assistant	प्रवीण	70%	1800	✓
85.	1186	Kukil Kanta Saikia	Junior Assistant	प्रवीण	75%	1800	✓
TOTAL							Rs. 1,04,400 /-



International Joint Master's Degree Program Agreement
between



Indian Institute of Technology Guwahati, India

and

Gifu University, Japan

Indian Institute of Technology Guwahati, India (hereinafter referred to as "IITG"), an autonomous body incorporated under the Institute of Technology Act 1961, as amended up to date and established in 1994, having its office at Guwahati, India (postal code: 781039), hereby represented by its Director, and Gifu University, Japan (hereinafter referred to as "Gifu-U"), a Japanese national university founded in 1949, approved and certified as a national university corporation under the Act of National University Corporations (Act No. 112, est. as of July 16, 2003) of Japan, and with its principal educational facilities and research establishments registered at the address of 1-1 Yanagido, Gifu City, Gifu, Japan (postal code: 501-1193) signed the Memorandum of Understanding on September 21, 2014 in order to foster the exchanges of students, researchers and faculty members between the two institutions. On the basis of the Memorandum of Understanding, this Agreement is made by and between IITG and Gifu-U for the purpose of establishing an **International Joint Master's Degree Program**.

It is agreed that:

Article 1 Design of Curriculum

1.1 International Joint Master's Degree Program in Food Science and Technology:

The program name is "**International Joint Master's Degree Program in Food Science and Technology**" and hereafter it is referred to as "**JMD Program**". This JMD program is jointly offered and conducted by IITG and Gifu-U as per the terms and conditions stated in this agreement and as mutually agreed and amended time to time.

1.2 Academic Year

The academic year begins in accordance with each institution's academic calendar.

At IITG, the academic year normally starts in the fourth week of July and ends in the third week of July of the following calendar year. IITG holidays principally consist of:

national holidays, Saturdays, Sundays, Summer Break (from the second week of May through the third week of July), and Winter Break (December).

The Director of IITG, in the capacity as the Chairman of the Senate, reserves the right to modify the Summer and/or Winter Break(s), regardless of the above stated dates.

At Gifu-U, the academic year starts on April 1 and ends on March 31 of the following calendar year. University holidays basically consist of:

national holidays, Saturdays, Sundays, Spring Break (from April 1 through April 10), Summer Break (from August 1 through September 30), and Winter Break (from December 23 through January 10 of the succeeding calendar year).

The President of Gifu-U reserves the right to modify the Spring, Summer, and/or Winter Break(s), following consultations with the Education and Research Council of Gifu-U, regardless of the above stated dates.

1.3 Academic Term

The academic year in both IITG and Gifu-U is divided into two semesters.

IITG applies a semester calendar, which consists of:

- First Semester: a period to be decided annually from the fourth week of July through the last week of November, and
- Second Semester: a period to be decided annually from the first week of January through the first week of May.

The Director of IITG, in the capacity as the Chairman of the Senate, reserves the right to alter the starting dates of the semesters.

Gifu-U employs both quarter and semester systems as follows:

- Spring Semester: a period to be decided annually from April through September consisting of the first and second quarters, and
- Autumn Semester: a period to be decided annually from October through March of the succeeding calendar year consisting of the third and fourth quarters.

The President of Gifu-U reserves the right to alter the Spring and/or Autumn Semester(s) dates following consultations with the Education and Research Council of Gifu-U.

1.4 Date of Establishment

Establishment of the JMD Program in FST is April, 2019.

1.5 Enrollment Date

IITG and Gifu-U shall plan their admission or enrolment dates into the JMD Program in accordance with their respective academic year as follows:

IITG: Fourth Week of July

Gifu-U: April

1.6 Terms of Study

Two (02) years [four (04) semesters and one (01) incubation period] shall be required to complete this Master's program.

1.7 Maximum Period of Enrollment

Students may not continue to be enrolled in the JMD Program longer than four (04) years.

1.8 Management of Operations and Administration of the JMD Program

1.8.1 Management of program operations is jointly conducted by IITG and Gifu-U. Such collaborative management shall refer specifically to the coursework and dissertation work of the students. Management of program operations and administration in India and Japan shall be complied by the related laws, acts and ordinances of India and Japan, respectively.

1.8.2 IITG shall be responsible for education conducted in India, and Gifu-U shall be responsible for education conducted in Japan. Both institutions share the data and information pertaining to the content of instruction provided to the students, the status of credits earned by the students, and other related matters pertaining to the Program.

1.8.3 The organization frame work of JMD Program is as follows:

At IIT Guwahati	At Gifu-U
Chairperson	Chairperson
Academic Coordinator	Academic Coordinator
Affiliated Faculty Members	Affiliated Faculty Members
Joint Admission Committee	Joint Admission Committee
Joint Coordination Committee	
Steering Committee	

1.8.4 IITG shall assign one (01) full-time faculty member to serve as an Academic Coordinator of the JMD Program (hereafter referred to as “Coordinator”). Likewise, Gifu-U shall assign one (01) full-time faculty member to serve as a Coordinator. These Coordinators shall cooperate together to run the JMD Program smoothly.

1.8.5 Both IITG and Gifu-U shall work cooperatively to support implementation of the JMD Program through their established academic affairs offices.

1.9 Competencies of Graduates (Program Policy)

The JMD Program aims to nurture highly-skilled professionals in food and related industries, who have mastered the fundamental knowledge and skills of food science and technology, and acquired the skills in design thinking (or creative thinking) as well as a global mindset (adaptation to different cultures and cooperation with global partners). The Program is structured to foster leaders in food and related industries in the North-eastern region of India as well as the Tokai-region of Japan, and contribute to identifying solutions for sustainable society, enabling optimal utilization of the resources in both regions, and benefiting both regions.

1.10 Curriculum Constitution

The educational curriculum offered through the JMD Program focuses on two fields:

- The study of “Food Science”, which provides fundamental knowledge and skills needed for food production, processing and logistics as well as finding novel functionality of food, with a special importance placed on a systematic understanding of food-related theories and technologies, and
- The study of “Food Technology”, which provides enrolled students with opportunities to learn about methodology and advanced technologies needed for processing, packaging, and storage of food as well as designing new food products with high values.

The specialized courses in Food Science and Food Technology will be offered by Gifu-U and IITG, respectively.

First Year: Each student will complete the required courses at his/her “Home Institution” for one semester, before moving to the “Partner Institution” to complete other required courses for one semester, where “Home Institution” shall mean the institution at which students and researchers are currently enrolled, and “Partner Institution” shall mean the institution that has agreed to receive students from the Home Institution. In addition, the Incubation period shall be implemented at the respective institutions to take required courses and undertake his/her dissertation work. Each student will undertake his/her dissertation work in both the

Home Institution and the Partner Institution, and receive research instructions from faculties of both IITG and Gifu-U.

Second Year: Each student will complete the courses required for graduation at his/her Home Institution. During this period, the student will receive instructions from faculty members of both IITG and Gifu-U for the purpose of completing their dissertation works and finalizing his/her Master's Thesis.

1.11 Form of Education and Research Guidance

1.11.1 Students shall take courses offered by both institutions.

1.11.2 Students shall take courses jointly designed by both institutions.

1.11.3 Research guidance shall be provided in both institutions. Faculty members from both institutions will be identified as “Joint Supervisors” for each JMD student. The minimum number of Joint Supervisors is two (02) for IITG and three (03) for Gifu-U as described below:

- i. Joint Supervisor from the Home Institution (Primary/Main supervisor; hereafter referred to as “Joint Supervisor-1”)
- ii. Joint Supervisor from the Partner Institution (Primary/Main supervisor; hereafter referred to as “Joint Supervisor-2”)
- iii. Joint Supervisor-3 from the Home Institution (Secondary/Co supervisor; hereafter referred to as “Joint Supervisor-3”)

The Joint Supervisor-1 is a faculty member involved in the JMD Program. If needed, another Joint Supervisor (*i.e.* Joint Supervisor-4) can be assigned additionally. A team of Joint Supervisors shall guide the student for the Master's thesis.

1.11.4 The Joint Supervisors of both institutions shall assume responsibility for providing appropriate guidance to students, as well as for providing the students with the opportunities to access and utilize the necessary research facilities required for their research activities at their respective institutions.

1.11.5 Both institutions shall employ an online system to facilitate communication between each student and his/her Joint supervisors at the Partner Institution for the purpose of confirming and sharing the data and information pertaining to the content of guidance and the status of credits.

1.12 Jointly-Designed Courses

1.12.1 IITG and Gifu-U shall jointly establish courses involving practical exercises.

1.12.2 The students shall complete the jointly designed courses as compulsory components of the Program.

1.12.3 The faculty members of the two institutions shall work cooperatively, for example, to make necessary arrangements, to teach, train and evaluate the performance of the students.

1.13 Acquisition of Credits

The JMD Program implements the international credit counting system (Table 1). Credit is defined as follows: 14-16 hours of either lecture or tutorial per semester [one (01) lecture hour per week, 14-16 weeks per semester] is one (01) credit; 28-30 hours of practice per semester [two (02) practice hours per week, 14-15 weeks per semester] is one (01) credit.

Table 1: Credit equivalence and mapping based on international credit counting

Institution	L	T	P	Time per class (h) [†]	Class(es) per week	Weeks per semester	International credit	IITG credit [‡]	Gifu-U credit [‡]
Intl University	1	0	0	1	1	14-16	1	–	–
Intl University	2	0	0	1	2	14-16	2	–	–
Intl University	0	0	2	2	1	14-15	1	–	–
IITG	3	0	0	1	3	14	3	6	–
IITG	0	0	3	3	1	14	1.5	3	–
IITG	0	0	6	3	2	14	3	6	–
IITG	0	0	6	3	2	7	1.5	3	–
Gifu-U	2	0	0	2	1	8 [#]	1	–	1
Gifu-U	2	0	0	2	1	16 [#]	2	–	2
Gifu-U	0	0	2	2	1	15	1	–	1

Note: L, lecture; T, tutorial; P, practice.

† At IITG, one class (01) of lecture has 55 minutes of lecture, corresponding to one (01) lecture hour. At Gifu-U, one (01) class of lecture has 90-minute lecture followed with 30-minute time frame for discussion, corresponding to two (02) lecture hours.

‡ Calculated by the current credit counting system at each institution.

At Gifu-U, one (01) semester consists of two (02) quarters, and one (01) quarter consist of eight (08) classes of lecture.

1.14 Grade and Accreditation

1.14.1 Grade and accreditation in each course shall be conducted by the faculty members in charge at the institution where the taught course is implemented.

1.14.2 Grade and accreditation in the jointly designed course(s) shall be jointly conducted by both institutions.

1.14.3 The faculty members in charge of each course shall accredit their course during the same period of time when the credit grading decisions are made at the institutions where the courses are delivered.

1.14.4 Academic performance of each student shall be evaluated based on the grade point average (GPA) system/ cumulative performance index (CPI). The GPA/CPI system proposed for the JMD Program is as follows:

Table 2: GPA/CPI system proposed for the JMD Program

Gifu-U Scale (Grade Points)	Gifu-U Letter Grade	Gifu-U Description	IITG Scale (Grade Points)	IITG Letter Grade
4	S	EXCELLENT	10	AA
3	A	GOOD	9	AB
2	B	AVERAGE	8	BB
1	C	PASS	7	BC
0	D	FAIL	6	CC
			5	CD
			4	DD
			0	F

Table 3: Conversion table of letter grades from Gifu-U to IITG

Gifu-U	IITG
S	AA
A	BB
B	CC

C	DD
D	F

Table 4: Conversion table of letter grades from IITG to Gifu-U

IITG	Gifu-U
AA, AB	S
BB, BC	A
CC, CD	B
DD	C
F	D

Note: To pass a course, the student has to secure minimum letter grade C /DD (Pass).

For award of degree, the minimum required GPA is 2.25 out of 4 or CPI 5.5 out of 10. For the students admitted to JMD program, the grading system of Home Institution is to be followed (which includes the courses done at Partner Institution), and the final Grade Card will also be issued in terms of letter grades and points of Home Institution.

1.14.5 Both institutions shall clarify the performance standards. The faculty members from both institutions shall mutually confirm students' academic scores and apply rigorous academic assessments while ensuring transparency and objectivity.

1.15 Requirement of Completion

For the purpose of completing the JMD Program, essentially all students must comply with the applicable requirements prescribed by the laws, acts and ordinances of India and those of IITG as well as similar types of conditions established by the laws, acts and ordinances of Japan and Gifu-U.

1.15.1 JMD Program Completion Requirements are defined as follows:

A student must fulfill a minimum of forty-eight (48) international credits, which should include at least fifteen (15) international credits for the courses conducted at the Home Institution (either IITG or Gifu-U), and at least ten (10) international credits for the courses conducted at the Partner Institution (either Gifu-U or IITG).

For the award of the degree, the student must pass in all courses (including Master's thesis examination) prescribed in the approved curriculum and complete the program with the minimum final GPA of 2.25 out of 4 or final CPI of 5.5 out of 10.

1.15.2 Master's thesis must be written in English.

1.15.3 The student must fulfill twenty-four (24) international credits in the “Dissertation work” course. Each student must obtain twenty (20) international credits for dissertation work done at the Home Institution and four (04) international credits for dissertation work performed at the Partner Institution.

Article 2 Organization of Educational Framework

2.1 Chairperson of the JMD Program

On behalf of IITG, the Dean of Academic Affairs or Associate Dean of Academic Affairs-Postgraduate will be the Chairperson of the JMD Program as ex-officio. The chairperson of the JMD Program at Gifu-U is assigned among Gifu-U faculty members who are involved in the JMD Program. The Gifu-U Chairperson holds one-year term of office and may be reappointed upon expiration of the term.

2.2 Faculty Affiliation and Assignment

The JMD Program is implemented by the faculty members belonging to both IITG and Gifu-U. Under the related laws, acts and ordinances of either India or Japan, each institution shall assign an appropriate number of faculty members, depending on the program capacity as well as the number of courses offered by the JMD Program. The number of faculties shall be determined by the Chairperson of JMD Program of the respective Institution.

2.3 Program Capacity

The total number of students per academic year will be ten (10). The number of students in each year is determined by consultation between both institutions.

Article 3 Selection of Students for Admission

3.1 Students Recruitment

Information about the JMD Program should be widely publicized prior to selection process.

3.2 Eligibility for Admission

Applicants to the JMD Program must satisfy the minimum eligibility requirements for admission prescribed by JMD Program given below and mutually agreed and amended:

IIT Guwahati/ Indian Nationals	Gifu-U/ Japanese Nationals
Minimum Eligibility: <u>Qualifying Degree for Applying:</u> Four Year Bachelors Degree in Engineering/ Technology/ Science or equivalent in one of the	Minimum Eligibility: <u>Qualifying Degree for Applying:</u> Four Year Bachelors Degree or equivalent in the following disciplines (or in related disciplines)

following disciplines (or in equivalent disciplines) Chemical Engineering Biotechnology/ Biosciences / Bioengineering/ Life Sciences Food Sciences/ Food Processing/ Food Technology / Food Engineering Agricultural Sciences/ Engineering OR Two Years/ Five Years integrated Master of Science in one of the following discipline: Chemistry, Biochemistry, Biology, Zoology, Botany, Any Disciplines of Life Sciences Food Sciences/ Food Processing/ Food Chemistry	Biological Science
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In addition to meeting the above mentioned minimum eligibility requirements, it is required to satisfy other requirements prescribed by Gifu-U or IITG or both based on mutual consent between IITG and Gifu-U.

3.3 Candidate Selection Procedure

3.3.1 A Joint Admission Committee (JAC), consisting of the faculty members from IITG and Gifu-U, shall be constituted for the purpose of screening and selecting candidates for admission into the JMD Program.

3.3.2 Candidates wishing to study in the JMD Program must submit applications to either IITG or Gifu-U. These candidates are subjected to examination(s) at the institution to which they applied. Each institution will apply respective testing methods and standards to evaluate the candidates. If needed, a faculty from the Partner Institution will participate in the selection process through video conferencing.

3.3.3 The JAC will make a final selection from the potential candidates recommended by each institution.

3.3.4 The JAC will consist of the following persons:

- i. Academic Coordinators from IITG and Gifu-U
- ii. Two (02) faculty members nominated by the Coordinators of IITG
- iii. Two (02) faculty members nominated by the Coordinators of Gifu-U

Additional faculty members with relevant expertise can be inducted in the JAC as per the requirement.

Article 4 Thesis Examination and Evaluation

4.1 Thesis Examination and Evaluation

4.1.1 To qualify for their master's degree, students must, after enrolling in the JMD Program for two (02) years or more and fulfilling the requisite credits, pass their Master's thesis examination. The thesis examination consists of:

- **Thesis Evaluation by Examiners**
- **Thesis Defense Oral Examination**

4.1.2 For each JMD student, a **Joint Master's Thesis Evaluation-cum-Defense Examination Committee** with the following composition, is formed to do **Thesis Evaluation as Examiners** and also conduct **Thesis Defense Oral Examination**:

- One (01) Faculty Member (other than Supervisors) with adequate expertise at Home Institution with adequate expertise - Chief Examiner
- Another Faculty Member (other than Supervisors) with adequate expertise at Home Institution or Partner Institution - Examiner
- All Supervisors - Examiners

The Joint Master's Thesis Evaluation-cum-Defense Examination Committee will be proposed by the Supervisor(s) recommended by the Academic Coordinator and approved by the Chairpersons of JMD program (at IITG and Gifu-U).

4.1.3 All examination and review for conferment of degrees must be conducted in compliance with the Program Policy of the JMD Program (Paragraph 1.9).

4.2 Awarded Degree

A student completing all requirements prescribed for the JMD Program will be awarded the **International Joint Degree of Master of Technology in Food Science and Technology**.

4.2.1 The degree is jointly awarded by both institutions with the signatures of the Director of IITG and the President of Gifu-U as well as the crest/logo of both institutions on a single paper.

4.2.2 The degree is handed to the student at the student's Home Institution.

4.2.3 The content of the degree certificate shall be written in English, Hindi and Japanese. However the grade card/ transcript shall be according to the Home Institution.

Article 5 Maintenance and Management of Students' Registration and their Safety and Security

5.1 Record of Enrolment

The enrollment record for each student shows a dual enrollment, which means that the student is simultaneously enrolled at both institutions, IITG and Gifu-U.

5.2 Leave of Absence, Re-enrollment, and Withdrawal

A student wishing to take a leave of absence from school, resume study or withdraw from school shall comply with the policies, rules and regulations set forth by his/her Home Institution. During the period of visit to Partner Institution, the students need to follow the leave of absence rules of Partner Institution. In case of any deviations, the decisions of Joint Coordination Committee are to be followed.

5.3 Procedures in the Event the JMD Program is Terminated

5.3.1 When either institution wishes to terminate the JMD Program, the institution shall provide a written notice of intent to terminate to the other institution at least two (02) years in advance.

5.3.2 Notification of termination shall not affect the status of students who have already been accepted and enrolled in the JMD Program prior to the termination of this Agreement. The Program cannot be terminated until all enrolled students have completed the Program.

5.3.3 To protect students in the event of natural disaster or other extenuating circumstances arising in the country to which the institution belongs, which might result in cancellation of the Program, both institutions shall determine alternative measures and formulate necessary policies. These policies and measures ensure that the institution terminating the JMD Program shall take responsibility for transferring students to a comparable existing and available program, and ensure any credits that the students have earned through the program be validated and applied to their degree requirements. The institution shall make full restitution for any courses cancelled as a result of irregular termination of the Program.

5.3.4 Both institutions shall maintain student enrollment records and academic transcripts under the laws, acts and ordinances of each country.

5.4 Student Responsibilities

5.4.1 The students must comply with the regulations and other rules of both institutions. During the stay at India, the students should abide the laws of India. During the stay in Japan, the students should abide the laws of Japan.

5.4.2 The students need to purchase their travel insurances and health/accident insurances, for their stays at the Home Institution and Partner Institution.

5.5 Distribution of Funds

Regarding the expenses necessary to operate the JMD Program, no funds are to be distributed or solicited. All expenses incurred at an institution are to be borne by the institution which incurred them.

5.6 Tuition and Fees

5.6.1 The candidate applying for the JMD program is required to pay the application fee and / or (entrance/selection) examination fee, etc. prescribed by the institution to which he/she applies.

5.6.2. The students enrolled in the JMD Program shall pay the prescribed semester fee/ tuition fee to the home institution in every semester as stated below:

- Each IITG student shall pay semester/ tuition fee and other required fees to IITG. Each IITG student is exempted from payment of tuition fee and other required fees at Gifu-U.
- Each Gifu-U student shall pay tuition fee and other required fees to Gifu-U. Each Gifu-U student is exempted from payment of semester/ tuition fee at IITG.

Article 6 Financial Support, Student Welfare and Well-being

6.1 Financial Assistance and Welfare Programs for Students

6.1.1 IITG shall offer scholarships to each IITG student registered in the JMD Program as per its norms/rules. Home Institution shall provide a framework of exemption of admission and/or tuition fees as per its norms/rules to Partner students.

6.1.2 Gifu-U can employ students of IITG registered in the JMD Program as a teaching assistant, student assistant, or tutor during their visit. Similarly, IITG can employ Gifu-U students registered in the JMD Program as a teaching assistant, student assistant, or tutor during their visit.

6.1.3 The students registered in the JMD Program can utilize the health services provided by both institutions, and any hospitals or medical care facilities in either India or Japan. However, all pertinent costs relating to such provisions of health services and medical prescription are to be borne by the students themselves.

6.1.4 The travel costs of IITG students for a round-trip between IITG and Gifu-U are to be borne by their Home Institution, IITG. The travel costs of Gifu-U students for a round-trip between Gifu-U and IITG are to be borne by Gifu-U students themselves. All the extraneous costs incurred in participation in the JMD Program are to be borne by the students themselves; these costs include transportation fare, accommodation fee, food expenses, travel insurance, health/accident insurance, living expenses, books, and stationary products.

6.1.5 Travel grant from higher authorities (Japanese and Indian Ministries, and any other funding sources) is to be acquired to provide expenditure for travel, travel insurance and health/accident insurance, by efforts of IITG and Gifu-U. Any additional funding support to run the JMD Program needs to be taken, and both IITG and Gifu-U should make every endeavor to obtain other funding sources.

6.1.6 For emergency situations, both IITG and Gifu-U shall establish an emergency contact network among faculty members and related administrative personnel from both institutions.

6.1.7 Both institutions shall endeavor to support the students' academic, financial and personal affairs during their enrollment in the JMD Program.

Article 7 Evaluation of Educational Environment and Research Activities

7.1 Evaluation and Quality Assurance

7.1.1 When implementing the JMD Program, both institutions shall publicize any information regarding the Program promptly to the students and the public, including foreign countries.

7.1.2 Both institutions shall establish their respective permanent steering committees or relevant bodies to review the JMD Program from time to time for the sole purpose of quality assurance of the Program.

The permanent steering committee on behalf of IITG comprises of the following members:

- i. Dean of Academic Affairs - Chairperson
- ii. Associate Dean of Academic Affairs-Postgraduate
- iii. Dean of Alumni & External Relations
- iv. Associate Dean of Alumni & External Relations
- v. Heads of the Participating Academic Departments and Centers
- vi. Academic Coordinator of JMD Program
- vii. Head of Section, Alumni & External Relations (Non-Member Joint Secretary)
- viii. Assistant Registrar/ Deputy Registrar of Academic Affairs who is handling Postgraduate Programs (Non-Member Joint Secretary)

The permanent steering committee on behalf of Gifu-U will be composed of the suitable persons comparable to those in IITG.

Article 8 Others

8.1 Campus, Facilities and Equipment

8.1.1 Both institutions must comply with the requirements set forth by the laws, acts and ordinances of each country, and cooperate to provide appropriate facilities and equipment necessary for the fulfillment of education and research in the JMD Program.

8.1.2 The students in JMD Program are allowed access to the facilities and equipment installed on campuses of both institutions.

8.1.3 In operating any facilities or equipment during their overseas work, students must comply with the regulations and other rules of the institution where the students are going to study under any instruction provided by the personnel at the institution.

8.2 Responsibility for the JMD Program

All responsibilities for implementation of the JMD Program rest with both the Director of IITG and the President of Gifu-U.

8.3 Language

The common working language used in the JMD Program is English.

8.4 Intellectual Property Rights

Both institutions recognize that the JMD Program may result in the creation and/or development of various types of intellectual property and technology. Both institutions shall negotiate in good faith and shall agree in a definitive written agreement on the terms and conditions, including ownership, protection, commercialization, use, publication and confidentiality, relating to any intellectual property or technology, on a case by case basis, if and when such a case arises during the course of executing the JMD Program.

8.5 Joint Coordination Committee

IITG and Gifu-U shall establish a Joint Coordination Committee (JCC) as a framework for consultation and execute the following arrangements:

8.5.1 The JCC will consist of faculty members and related administrative personnel of both institutions. The members on behalf of IITG are as follows:

- i. The Head of the Academic Department/ Center vested with the responsibility to run the program for that batch of students - Chairperson
- ii. Heads of all Participating Academic Departments and Centers - Ex-officio Members
- iii. Academic Coordinator of JMD Program
- iv. At least two (02) faculty members involved in JMD Programs proposed by the Academic Coordinator of JMD Program and approved by the Dean of Academic Affairs

The JCC members on behalf of Gifu-U will be the suitable persons comparable to those in IITG.

8.5.2 The JCC will convene meetings once or twice every year.

8.5.3 The principal agenda of the JCC will oversee the following matters:

- i. Design of Curriculum (regarding **Article 1**),
- ii. Educational Framework (regarding **Article 2**),
- iii. Selection of Students for Admission (regarding **Article 3**),
- iv. Thesis Examination and Evaluation (regarding **Article 4**), and
- v. Other related matters in **Articles 5-7**

The JCC is expected to provide a framework for the practical mutual exchange of concrete opinions.

8.6 Director and President Meeting

The Director of IITG and the President of Gifu-U may have a meeting for mutual interests on the JMD Program.

8.7 Confidentiality

8.7.1 Both institutions, in accordance with their regulations on personal information protection, shall ensure that all student records and personal data relating to the students enrollment in the JMD Program are held securely and confidentially, and further ensure that no data is to be used or disclosed for any purpose other than is necessary in connection with the administration of the JMD Program.

8.7.2 Both IITG and Gifu-U shall comply with the laws, acts and ordinances of India and Japan as well as other rules and regulations governing the handling of students' personal information.

8.7.3 With respect to any personal information and/or data belonging to individual students, IITG and Gifu-U shall formulate appropriate safeguard measures to prevent any leakage, tampering, falsification, or loss of said information and/or data. Both parties shall work to eliminate any mismanagement risks.

8.8 Terms and Implementation of the Agreement of the JMD Program

8.8.1 To the extent possible, the JMD Program between the two institutions is based upon the principle of reciprocity.

8.8.2 This Agreement, as well as changes in this Agreement, is to be undertaken based on mutual written consent. Either institution may propose revision of this Agreement. Any revision(s) must be mutually agreed upon in writing.

8.8.3 This Agreement shall be effective for a period of five (05) years from the date of the last signature by the Director of IITG and the President of Gifu-U. Either institution may terminate this Agreement at any time during the five-year period, provided a two (02) year written notice of such intent has been given to the other institution.

8.8.4 Any difficulties or problems that arise in administering this Agreement are to be settled by mutual consultation between the institutions.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective, duly authorized representatives whose signatures are affixed hereon and executed in duplicate. The Agreement becomes effective as of the date of the last signature, with each party retaining one copy of this Agreement.

Signatures

For and on behalf of

For and on behalf of

Indian Institute of Technology Guwahati Gifu University

.....

.....

Professor Gautam Biswas, FNA

Hisataka Moriwaki, MD, PhD

Director

President

Date: ____/____/____
Month Day Year

Date: ____/____/____
Month Day Year

Signature of Witness:

1.
Dean of Alumni & External Relations, IITG

1.
Vice President, Gifu University

2.
Dean of Academic Affairs, IITG

2.

End

