

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

**MINUTES OF THE 24th MEETING OF THE BOARD OF GOVERNORS HELD
ONLINE ON 23RD DECEMBER, 2022 AT 3.00 PM**

Members Present:

Prof PremVrat, Chairperson, BOG, IIT (ISM)	: Chairperson
Prof Rajiv Shekhar, Director, IIT (ISM)	: Member
Prof Shailendra Singh, IIM Lucknow	: Member
Prof Pallab Banerji, IIT Kharagpur	: Member
Prof G Udayabhanu, IIT (ISM)	: Member
Prof Sarat Kumar Das, IIT (ISM)	: Member
Dr. Arun Kumar, Formerly Director Department of Higher & Technical Education, Govt. of Jharkhand	: Member
Prof Dheeraj Kumar, Deputy Director, IIT (ISM)	: Special Invitee
Shri P R K Sinha, Registrar (Actg.)	: Secretary

Leave of absence:

Shri Rakesh Ranjan, Additional Secretary (TE), MOE, GOI	: Member
Shri Gautam N Mehra, CMD, Sabita Technologies Oil Technologies Ltd.	: Member

The Chairperson welcomed the members of the Board of Governors. The Director expressed his gratitude to Shri P R K Sinha, Secretary, FC & BoG and Registrar (Actg.), who is going on deputation at UIDAI, New Delhi.

Comments received vide letter F.No. 23-9/2021-TS-I dated 23.12.2022 from Technical Section-I, Deptt. of Higher Education, MoE, GoI were also placed before the BoG.

The following agenda items were deliberated:

24/1 Confirmation of the Minutes of the 23rd Meeting of the BOG of IIT(ISM) held on 28.09.2022

The minutes of the 23rd BOG meeting held on 28.09.2022 were circulated to all the members. Since no comments were received or offered on the floor by any member, the BOG confirmed the minutes.

24/2 Actions taken on the decisions of the 23rd Meeting of the BOG held on 28.09.2022

Actions taken on the decisions made in the 23rd meeting of the BOG held on 28.09.2022 were noted by the Board of Governors. The Director apprised the Board that Mr Narendra Vashist, an alumnus of the Institute, has announced to donate Rs.10.00 crore for establishing the Centre for Hydrogen and CCUS technologies (CHCCUST). The Director proposed that the said Centre be named Narendra Vashist Centre for Hydrogen and CCUS technologies (NVCHCCUST). The Board of Governors approved the proposed change in the name of the Centre.



24/3 A report on pending actions on the decisions taken by the Board of Governors in its previous meetings

The agenda item on pending actions was presented and noted by the Board. Regarding gratuity, the Director apprised the BoG that letter No. FN 32-8-20-22-TS-I dated 19.12.2022 of MoE needs some clarifications before the Institute adopts the same. The BoG asked the Director to raise the matter in the IIT Council if other IITs have similar concerns.

24/4 To review the Status Report of various ongoing construction works undertaken by CPWD at IIT(ISM)

Mr M P Singh, Chief Engineer, CPWD, Ranchi and his team made a presentation on the status of ongoing construction activities. The Board of Governors was apprised that the 1000 rooms boys' hostel shall be ready by 30th December 2022. Mr Singh also assured the Board the projects should be completed as per revised target dates, and proper handing and taking over procedure shall be completed.

24/5 Director's Report on the progress of various activities

The Director presented the performance of the Institute during the last three months concerning various activities of the Institute, teaching / non-teaching appointments, sponsored research projects, achievements, etc. The BOG noted the same. The Director also informed the Board that an external peer review of 13 out of 17 departments had been completed. The review report has been sent to the respective departments for further action. The Director also proposed an overall review of the Institute, and a committee of external experts may be constituted. The Chairperson advised that the said Committee compare the key performance indicator for the Institute before it was an IIT. The Chairperson also expressed concern that the Institute is operating at 40% of sanctioned faculty strength; therefore, the hiring process needs to be accelerated. The Chairperson appreciated the Institute awarding 351 PhD degrees in the 42nd Convocation held on 12.12.2022 and asked the Institute to maintain this momentum. The Director informed the Board that the Institute is conducting interviews for admitting PhD scholars two times this year to accelerate the enrollment of PhD scholars. The Chairperson also advised the Institute that in case of any exceptional/outstanding candidates, admission to PhD programmes may be allowed at any time during the year. However, the coursework may be assigned with other PhD scholars as per the academic calendar. The Chairperson further advised the Institute that the faculty members of the Institute be encouraged to apply for fellowships for prestigious Indian and international academies such as INAE, IASc, NASI, INSA, etc.

24/6 Performance evaluation against the parameters of the MoU signed between IIT (ISM) Dhanbad and MoE

Prof. Dheeraj Kumar presented the performance of the Institute against each parameter of the MoU as on 30th November 2022. The Board expressed satisfaction over several parameters where the Institute has performed well. The Institute was advised to take the necessary steps to achieve the targets as laid in the MoU. The Chairperson referred to the comments of MoE regarding NIRF ranking and advised the Institute to identify the gap areas and strive for improving the performance in respective areas, viz. consultancy earnings, etc.



24/7 Ratification & Reporting Items

The BoG ratified the approvals accorded by the Chairperson, BoG, as mentioned in Sl. Nos. 1 to 9 under heading 'A', 1 to 20 under heading 'B' and heading 'C', items 1 to 3 were reported to the BoG. The Chairperson asked the Institute to ensure that all approvals given by him are included in the agenda for ratification by the Board.

24/8 To receive and consider the recommendations made by the 24th Finance Committee meeting held on 23.12.2022 at 10.30 AM.

Recommendations made by the Finance Committee in its 24th meeting held on 23.12.2022 were received by the Board of Governors. The Board of Governors approved the recommendations of the Finance Committee with the following observations:

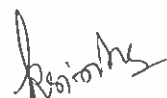
FC Agenda Item No.	Particulars	Observations/ Recommendations of the Finance Committee	Observations/ Decisions of the BoG
24/2	Actions taken on the recommendations of the 23rd meeting of the Finance Committee held on 28.09.2022	Actions taken on the recommendations of the 23 rd Finance Committee meeting held on 28.09.2022 were noted. The Director apprised the Finance Committee about the status of the matter relating to the Visitor's nominee. He informed that in the meeting with the PS to the Minister of Education, the PS assured him to expedite the matter. The Chairperson, BoG, appreciated that once the Institute receives the list of Visitors nominees, the interviews for the Professor positions may take place, and those faculty members who become eligible for the post of Professors may get the opportunity for promotion. The Chairperson also expressed his views that the Institute has the highest percentage of vacant faculty positions amongst all IITs. The same needs to be reduced by conducting faculty selection at frequent intervals.	The Board considered the views of the Finance Committee and asked the Institute to take action on them.



24/3	To consider the minutes of the 18 th Building & Works Committee (B&WC) meeting (Extended) held on 13.12.2022	<p>The Finance Committee considered the minutes of the 18th meeting of the B&WC (extended) and asked the Institute to communicate the non-compliance reports, which was sent to CPWD but not yet complied with by them for consideration and further necessary action by the Ministry of Education and Ministry of Urban Development and Housing with a copy to Director General, CPWD.</p> <p>The proposal of B&WC for awarding the work to the proposed PMC (as mentioned in item no. 18.2.4 of B&WC minutes) has been recommended by the Finance Committee for the approval of the Board of Governors.</p>	The Board considered the recommendations of the FC and approved the same.
24/4	Reporting Items	Items no. 1 to 4 placed for reporting were noted by the Finance Committee.	The BoG noted the same.
24/5	To consider and recommend the Revised Preliminary Estimate towards the work of 1000 Rooms (2000 Seats) Boys' hostel (G+10) for IIT (ISM), Dhanbad	The proposal was presented by Mr M P Singh, Chief Engineer, CPWD, Ranchi. The Finance Committee recommended that CPWD should calculate the tentative cost of completion for the project. If required, the Finance Committee may consider a sanction for an additional amount. CPWD assured the Finance Committee that work would not be slowed down or stopped and they would meet the target and hand over the hostel within the revised scheduled date (31.12.2022).	The Board considered the recommendations of the Finance Committee and approved the same. The Director apprised the Board that the scheduled target date provided by CPWD for completion of the project is 31.12.2022 so that the students can occupy the hostel by 15.01.2023.



24/6	To consider and recommend the selection of a Project Management Consultant for various infrastructures at IIT (ISM), Dhanbad	The proposal was considered and deliberated by the Finance Committee. In line with the comments of AS (TE), the Finance Committee recommended the proposal for approval by the Board of Governors.	The BoG considered the recommendations of the Finance Committee and approved the proposal.
24/7	To consider and recommend the selection of a Consultant in response to the Request for Proposal (RFP) for the Campus Master Plan towards the Main Campus of IIT (ISM) Dhanbad	The proposal was considered and deliberated by the Finance Committee. In line with the comments of AS (TE), the Finance Committee recommended the proposal for approval by the Board of Governors.	The BoG considered the recommendations of the Finance Committee and approved the proposal.
24/8	To consider and recommend the proposal for one-time relaxation in the eligibility criteria for the posts of JA and JT for appointment on compassionate grounds	The Finance Committee deliberated the proposal. As there is no provision for relaxation of educational qualification and experience for considering cases of appointment on compassionate grounds, the Finance Committee did not find the proposal justifiable. Therefore, the proposal was not recommended.	In light of the comments of the FC, the BoG did not approve the proposal.
24/9	Amendment in the nomenclature of the post of Medical Officer (Pay Level-11) and Senior Medical Officer (Pay Level-12)	The Finance Committee considered the proposal and recommended the same for approval of the Board of Governors.	The BoG considered the recommendations of the Finance Committee and approved the proposal.
24/10	Clarification in provision for Promotion through Internal Assessment (Seniority Quota and Limited Departmental Competitive Examination (LDCE) Quota	The Finance Committee considered the proposal and recommended the same for approval of the Board of Governors.	The BoG considered the recommendations of the Finance Committee and approved the proposal.



24/11	Status report on the implementation of reservation policy for SC, ST, OBC and EWS in Faculty Recruitment	A report on the status of implementation of reservation for SC, ST, OBC and EWS in faculty positions at IIT (ISM) Dhanbad was presented before the Finance Committee, and the Committee noted the same.	The BoG noted the status report. The Chairperson, BoG, asked the Institute to monitor the status of nomination of Visitors nominees regularly.
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24/9 To consider and approve the Grievance Redressal Mechanism for the serving and retired employees of IIT (ISM), Dhanbad

The proposal was considered and deliberated by the Board of Governors. The BoG approved the proposal with the following changes:

- I. In case of grievances of the employees whose appointing authority is the Director, the final Appellate Authority for disposal of grievances shall be the Director.
- II. In case of grievances of the employees whose appointing authority is the Board of Governors, the final Appellate Authority for disposal of grievances shall be the Board of Governors.

After incorporating the above changes, the final version of the Grievance Redressal Mechanism / SOP is attached as **Annexure-I**.

24/10 To receive and approve the recommendations of the 25th meeting of the Senate held on 14.12.2022

24/10 (i) Proposal of new Executive M.Tech Program exclusively in the field of specialization (not in conventional engineering branch).

The Board of Governors deliberated on the proposal and suggested that the mid-semester examination, which is proposed to be conducted online, may not be appropriate. The same should be conducted offline at IIT (ISM), Dhanbad or IITF Centres in Delhi and Kolkata. If the same is not feasible, the mid-semester examination may be replaced with the project with reduced weightage.


With the above suggestions, the BoG accorded in-principle approval to the proposal. The Director apprised the Board that further details of the programme, including fee structure etc. may be submitted in the next meeting of the BoG.

24/10(ii) To consider and approve the list of 66 PhD scholars for the award of the degree

The Board of Governors approved the recommendations of the Senate.

24/11 Status report on the implementation of reservation for SC, ST, OBC and EWS in faculty positions

A report on the status of implementation of reservations for SC, ST, OBC and EWS in faculty positions at IIT (ISM) Dhanbad was presented before the Board of Governors. The Board of Governors noted the same.



AOB:

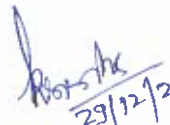
24/12(i): Appointment of Registrar (Actg.)

The Board of Governors agreed to the proposal to appoint Shri Prabodh Pandey as Registrar (Actg.) of the Institute. The Chairperson advised the Institute to explore the possibility of filling the post of Registrar.

The Chairperson and all members of the Board of Governors appreciated the services rendered by Shri P R K Sinha to the Institute and Finance Committee and Board of Governors. The Board wished him the best wishes for his future endeavours.

The Chairperson thanked the members for attending the meeting of the Board of Governors.

The meeting ended with thanks to the Chair.


29/12/2022

[P R K Sinha]

Registrar (Actg.) & Secretary, BOG

Grievance Redressal Mechanism in IIT(ISM), Dhanbad

With a view to ensure smooth handling of Grievances and Appeals thereon in IIT(ISM), Dhanbad and also to ensure uniformity in dealing with the same, a Standard Operating Procedure {SOP} for handling of Grievances and Appeals has been prepared as under:

The SOP for handling of grievances and appeals

1. What is Grievance?

- i. Grievances are expressions of resentment against specific acts of omission or commission relating to service rights or conditions that are wrong or perceived to be as wrong and require corrective action to be taken. In other words, if a grievance is received, it needs to be redressed.
- ii. For this purpose, grievances means the representations connected with the service rights or conditions by Faculty, Officers & staff (including retired) of the Institute;
- iii. The following types of grievances shall not be taken up for redress by this Institute:-

- Sub-judice cases or any matter concerning Judgement given by any Court
- Personal and family disputes
- RTI matters (non-furnishing of replies under RTI)
- APARs [As decided in the 23rd meeting of the BoG] / Six-monthly assessment reports.
- Anything that impacts upon territorial integrity of the Country or friendly relations with other countries
- Grievance involving policy matters of the Institute and/or Govt. of India/Government of any State or UT

2. Who can prefer grievance

- i. Faculty, Officers & staff (including retired) of the Institute can lodge their grievance, if any.
- ii. The person who seeks redress of his/her grievance shall submit representation/ grievance under his/her own signature or through online. Representations submitted by spouse/relatives will be considered as complaints only and will be treated accordingly. The only exceptions may be cases in which, because of the death/physical disability etc. of the employee, it is impossible for the employee himself to submit a representation; the spouse/relatives may represent.
- iii. Efforts shall be made to prefer grievance in clear & unambiguous terms by mentioning details of the individual representing and the relief sought. Copies of all the documents relevant to the case shall be enclosed.

3. Prerequisites for submission of grievance, if any

- i. Whenever an employee wishes to press a claim or seek redress of a grievance, the proper course for him/her is to address his/her immediate official superior or Head of his/her Office/Department/Centre/Unit or such authority at the lowest level as is competent to deal with the matter. A representation/grievance may not be made unless the appropriate lower authority has already rejected the claim or refused relief or unduly delayed disposal of case. A person may lodge the grievance only after exhausting the prescribed normal channels.



ii. Needless to add, submission of representations including grievances directly to the higher authorities by- passing prescribed channels are not allowed and such act can be treated as an misconduct attracting provisions of CCS (Conduct) Rules, 1964. This would include all forms of communication including through e-mails or public grievance portal etc. The DOPT OM F.No.11013/08/2013-Estt.(A-III) dated 31.08.2015 refers.

Handling of Appeals/Complaints against Disposal of Grievances – Standard Operating Procedure

1. What is Appeal against Disposal of Grievance?

i. An Appeal is an application to the Appellate Authority with the request for review or reconsideration of the decision of the Grievance officer, who had earlier considered & redressed the grievance.

2. Who can prefer Appeal?

i. Any person, who had earlier preferred a grievance which was disposed of/closed and the individual is not satisfied with the decision of the competent authority who had earlier considered & redressed the grievance, may prefer an Appeal.

3. Submission of Appeals

i. An Appeal can be made only after final disposal of the grievance initially lodged. No Appeal is allowed against a grievance which is pending.

ii The Appeal should contain details of the grievance and reply furnished to the individual in disposal of grievance. Incomplete appeals will not be considered.

4. Receipt of Appeals by the Appellate Authorities

i. Appeals can be received either through E-mail or in hard-copies.

ii. Where an appeal is received without necessary supporting documents or details of grievance initially disposed of, the same may be returned to the appellant with advice to re-submit the same with requisite details.

5. Levels of Appellate Authorities:

There shall be two levels of appellate authorities – The First Appellate Authority and Final Appellate Authority. In case of serving/retired Group – B and Group – C employees, the Director shall be the final appellate authority and in case of serving/retired faculty members/ Group – A Officers, the Board of Governors shall be the final Appellate Authority.

6. Details of Grievance Officers and Appellate Authorities and procedure for handling of grievances and appeals:

The escalation matrix containing details of Grievance Officer, First Appellate Authority and Final Appellate Authority and the procedure for handling of grievances and appeals preferred are mentioned in **Annexure-A** [for Group – B and Group-C] and **Annexure-B** [for Faculty and Group-A Officers].



Escalation Matrix for Staff Grievances (Serving/retired Group-B and Group-C employees in whose case Director is the appointing Authority)

Sl. No.	Grievance Pertaining to		Grievance Officer	First Appellate Authority	Final Appellate Authority*
1.	Establishment Section (Non-Faculty)		Registrar	Dean (Admin)	Director
2.	Vigilance		CVO	Dy. DT	Director
3.	Purchase & Store Section.		Registrar	Dy. DT	Director
4.	Purchase & Stores (Projects)		Registrar	Dean (R&D)	Director
5.	Finance & Accounts Section		Registrar	Dy. DT	Director
6.	Project Accounts Section		Associate Dean(RI)	Dean (R&D)	Director
7.	Audit Section		Registrar	Dy. DT	Director
8.	Central Library		PIC (Library)	Dy. DT	Director
9.	Vehicle Section		Registrar	Dy. DT	Director
10.	Computer Centre		Assoc. Dean (N&S)	Dean (IS)	Director
11.	Automation Centre		Assoc. Dean (Automation)	Dean (IS)	Director
12.	O/o Dean (Academic)		Assoc. Dean (UG)	Dean (Acad.)	Director
			Assoc. Dean (PG)	Dean (Acad.)	Director
			Assoc. Dean (AC)	Dean (Acad.)	Director
13.	Sports & Physical Education Centre		Assoc. Dean (SA) [i.e. President (SPEC)]	DSW	Director
14.	O/o Dean (Students Welfare)		Assoc. Dean (HM)	DSW	Director
			Assoc. Dean (SIW)	DSW	Director
			Assoc. Dean (SA)	DSW	Director
15.	Campus Administration	Security	Registrar	Dy. DT	Director
		Estates	Dean (Infra)	Dy. DT	Director
		Horticulture	Dean (Infra)	Dy. DT	Director
16.	DT Secretariat and Monitoring & Review		Assoc. Dean (M&R)	Dy. DT	Director
17.	Health Centre		CMO-in-charge	Dean (Admin)	Director
18.	O/o Dean (IRAA)		Dean (IRAA)	Dy. DT	Director
19.	O/o Dean (R & D)		Assoc. Dean (SRIC)/RI	Dean (R&D)	Director
20.	All Academic Departments / Centres/ CRF/CIIE		Concerned HoD/HoC	Concerned Dean	Director
21.	O/o Registrar		Dean (Admin)	Dy. DT	Director



Action by Grievance Officer

i. On receipt of a grievance, the same shall be examined by the Grievance Officer for further necessary action. In case the same is NOT covered under the definition of 'grievance', the same shall be considered as a representation/complaint only & processed for further necessary action as deemed fit. The individual shall be intimated suitably.

ii. In cases other than (i) above, the issue raised in the grievance shall be examined and necessary corrective action taken. The action taken may be intimated to the individual concerned through the letter/email.

iii. In case where the higher authority is required to be consulted for further action or clarification, the Grievance Officer may further refer the matter, to the appropriate authority. After completion of action, the same shall be intimated to the individual concerned through the letter/email.

iv. The issue(s) raised in the grievance should be redressed by the Grievance Officer at the earliest and preferably, within 30 working days. In case redressal is not possible within the prescribed time-frame due to any valid reasons, an interim reply shall be given to the petitioner.

v. After resolving the issue raised in the grievance, the individual concerned shall be intimated through a letter to be sent by post/email.

Action by the First Appellate Authority

i. On receipt of an appeal by the First Appellate Authority, the same will be examined in the Office of the First Appellate Authority for further necessary action. After obtaining approval of the First Appellate Authority, a suitable reply in the form of speaking order will be issued to the appellant through post/mail.

ii. The appeal at the level of First Appellate Authority should be redressed at the earliest, and preferably within 30 working days.

Action by the Final Appellate Authority

An appropriate standing committee may be constituted by the Final Appellate Authority., i.e. the Director, comprising of the members from the Institute and external members (if found necessary). Report of the committee will be presented to the Director for his consideration and decision.



Escalation Matrix for Staff Grievances (Serving/retired Faculty Members / Group-A Officers in whose case BoG is the appointing Authority)

Sl. No.	Grievance Pertaining to		Grievance Officer	First Appellate Authority#	Final Appellate Authority*
1.	Faculty Affairs		Dean (Faculty)	Director	BoG
2.	Establishment Section (Non-Faculty)		Dean (Admin)	Director	BoG
3.	Vigilance		CVO	Director	BoG
4.	Purchase & Store Section.		Dy. DT	Director	BoG
5.	Purchase & Stores (Projects)		Dean (R&D)	Director	BoG
6.	Finance & Accounts Section		Dy. DT	Director	BoG
7.	Project Accounts Section		Dean (R&D)	Director	BoG
8.	Audit Section		Dy. DT	Director	BoG
9.	Central Library		Dy. DT	Director	BoG
10.	Vehicle Section		Dy. DT	Director	BoG
11.	Computer Centre		Dean (IS)	Director	BoG
12.	Automation Centre		Dean (IS)	Director	BoG
13.	O/o Dean (Academic)		Dean (Acad.)	Director	BoG
			Dean (Acad.)	Director	BoG
			Dean (Acad.)	Director	BoG
14.	Sports & Physical Education Centre		DSW	Director	BoG
15.	O/o Dean (Students Welfare)		DSW	Director	BoG
			DSW	Director	BoG
			DSW	Director	BoG
16.	Campus Administration	Security	Dy. DT	Director	BoG
		Estates	Dy. DT	Director	BoG
		Horticulture	Dy. DT	Director	BoG
17.	DT Secretariat and Monitoring & Review		Dy. DT	Director	BoG
18.	Health Centre		Dean (Admin)	Director	BoG
19.	O/o Dean (IRAA)		Dy. DT	Director	BoG
20.	O/o Dean (R & D)		Dean (R&D)	Director	BoG
21.	All Academic Departments / Centres/ CRF/CIIE		Concerned Dean	Director	BoG
22.	O/o Registrar		Dy. DT	Director	BoG

Action by Grievance Officer

i. On receipt of a grievance, the same shall be examined by the Grievance Officer for further necessary action. In case the same is NOT covered under the definition of 'grievance', the same shall be considered as a representation/complaint only & processed for further necessary action as deemed fit. The individual shall be intimated suitably.



ii. In cases other than (i) above, the issue raised in the grievance shall be examined and necessary corrective action taken. The action taken may be intimated to the individual concerned through the letter/email.

iii. In case where the higher authority is required to be consulted for further action or clarification, the Grievance Officer may further refer the matter, to the appropriate authority. After completion of action, the same shall be intimated to the individual concerned through the letter/email.

iv. The issue(s) raised in the grievance should be redressed by the Grievance Officer at the earliest and preferably, within 30 working days. In case redressal is not possible within the prescribed time-frame due to any valid reasons, an interim reply shall be given to the petitioner.

v. After resolving the issue raised in the grievance, the individual concerned shall be intimated through a letter to be sent by post/email.

Action by the First Appellate Authority

i. On receipt of an appeal by the First Appellate Authority, the same will be examined in the Office of the First Appellate Authority, i.e. Director for further necessary action. After obtaining approval of the First Appellate Authority, a suitable reply in the form of speaking order will be issued to the appellant through post/mail.

ii. If on any appeal the first appellate authority (i.e. the Director) desires to form a committee, she/he may constitute the committee for consideration and recommendations for facilitating the redressal of grievance and disposal of appeal.

Action by the Final Appellate Authority

An appropriate standing committee may be constituted by the BOG comprising of one of the members of the BoG and one or two external members (may be present/former Directors of other institutes/other eminent persons). Recommendations of such Committees will be presented to the BoG for its consideration and decision.

