

## **Minutes of the IRDC meeting held on 30<sup>th</sup> Nov. 2011**

**Members presents:** Dr. A. K. Chaturvedi, Dr. S. Verma, Dr. A. Kushari, Dr. M. Banerjee, Dr. N. Kaistha, Dr. S. N. Singh, Dr. P. Kulshreshtha, Dr. P. Venkitanarayanan, Dr. A. Bandopadhyay, Dr. T. K., Sengupta, Dr. Utpal Das, Dr. Sumit Ganguly, Mr. Karthik Balasundarm, Dr. R. K. Sachan

1. Convener welcomed all IRDC members, including new members, to the meeting.
2. Dean R&D introduced the new members. The Dean also acknowledged the contribution of the outgoing members and placed the appreciation on record.
3. Dean R&D announced the changes in the R&D forms that are being incorporated in line with the office order regarding the financial authority.
4. The minutes of the meeting held on 16<sup>th</sup> September 2011 were confirmed.

**5. Re-constitution of IRDC**

The item was presented by Dean R&D which was followed by a discussion. It was felt that the IRDC should be re-constituted in line with the document presented to the BOG (AP-131). Therefore, the IRDC should now have:

- i. A convener elected among the members
- ii. IRDC should have one representative from each of the academic departments and IDP's and two/three additional members from centers/ labs/ facilities (to be nominated by DORD in consultation with respective Head/ Convener.
- iii. Members of IRDC shall have a two year term beginning October 1. However, half of the members shall retire every year and shall be replaced by new members.

**6. Policies regarding PDA/DPA accounts:**

The item was presented by Dr. Kushari which was followed by detailed discussion. IRDC approved the proposal (attached in Appendix I) regarding the policies to govern the PDA/DPA accounts.

**7. Formation of Industrial Liaison Board:**

The item was presented by DORD. The IRDC members unanimously agreed that there is a need to have such a consultative board to improve the interaction with the industry and authorized Dean R&D to form a small steering group to prepare a document detailing the constitution and function of such a body.

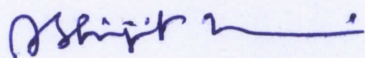
**8. Norms for LDA projects**

The item was presented by DORD. A subcommittee, consisting of the following members, was formed to come up with a proposal document:

Dr. S. Verma (convener)  
Dr. Utpal Das  
Dr. A. K. Chaturvedi

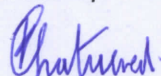
9. Dr. S. Verma took over the charge of IRDC convener from Dr. A. Kushari.
10. Meeting ended with a vote of thanks to the chair.

Prepared by:



A. Kushari

Forwarded by:



A. K. Chaturvedi  
Dean R&D



## Appendix I

### Proposal for the modalities for PDA/DPA accounts

Members: Profs. A. K. Chaturvedi, P. Munshi, Utpal Das and A. Kushari.

Preamble: PDA is a budget head of R&D funds to which individual project investigators are permitted to charge some of their professional expenses. When a person retires or leaves the institute, the account is automatically merged with R&D funds. Contributions to PDA will arise from the following sources:

- a) Overheads of sponsored projects (as per approved disbursement);
- b) Contributions from JEE, GATE, JAM, JMET and other similar examinations of the institute;
- c) Amount transferred from continuing (or self-financing) courses or workshop/ conferences that is not drawn as honorarium;
- d) Full or a portion of the balance amounts of consultancy/ testing projects; and
- e) Any other income with the approval of DORD.

The account thus generated can be utilized by the investigator on par with consultancy projects though no honorarium to the investigator is admissible from PDA. Thus, the following are permitted:

- i. Purchase of equipment and consumables;
- ii. Travel for PI/ students/ co-authors/ collaborators (within the country and abroad) for attending conferences, for research or related discussion. It can also be used to cover expenditure for institute approved journey, not reimbursed from other sources;
- iii. Conference related payments for PI/ students/ co-authors;
- iv. Purchase of books, journal subscription, and professional membership;
- v. Purchase of teaching material and teaching aids;
- vi. Expenses related to promotion of professional activities;
- vii. Recruitment of project staff;
- viii. Payments to interns/ students for research work;
- ix. Bridge salary payment for project employees;
- x. Hosting of professional visitors;
- xi. Any other expenditure as permitted from the consultancy project account except honorarium payment to any academic staff of IIT Kanpur;
- xii. Any other expenditure with the prior approval of DORD.

### **Department Promotional Account (DPA)**

Head of the Department operates DPA.

The following may be credited into the DPA:

1. Overheads of sponsored/ consultancy/testing projects (as per approved disbursement);
2. Contributions from JEE, GATE, JAM, JMET and other similar examinations of the institute;
3. Conference balance
4. Any other fund with the approval of Dean R&D.

The DPA can be utilized for the following purposes:

- i. Purchase of equipment and consumables;
- ii. Travel for faculty/ students/ staff (within the country and abroad) for attending conferences, for research or related discussion. It can also be used to cover expenditure for institute approved journey, not reimbursed from other sources;
- iii. Conference related payments for faculty/ students/ staff;
- iv. Purchase of books, teaching material and teaching aids;
- v. Expenses related to promotion of professional activities of the faculty/ students/ staff;
- vi. Recruitment of project staff and contractual payment of work assignment;
- vii. Payments to interns/ students for research work;
- viii. Bridge salary payment for project employees;
- ix. Hosting of professional visitors and payment of honorarium to professional visitors;
- x. Any other expenditure as permitted from the consultancy project account except honorarium payment to any academic staff of IIT Kanpur;
- xi. Any other expenditure with the prior approval of DORD.