

Minutes of IRDC Meeting held on 9th August 2008 in FB-212

Members Present: Dr(s). K.Muralidhar (Chairman), B.Basu (Convener), S.Ganesh, Amalendu Chandra, T.V.Prabhakar, Ashutosh Sharma, Purnendu Bose, S.S.K.Iyer, P.M.Prasad, V.Raghvendra, Debopam Das, N.N.Kishore, R.C.Budhani, Jayanta Chattejee, B.V.Phani, S.Umesh

1. DORD announced the details of CARE proposal submission. Some members desired that the institute should consider the enhancement of CARE funds to Rs. 3 crores. The increased cost of many of the high end research equipments was cited as the justification.
2. An important suggestion was that a small amount of CARE fund be allocated for special purpose equipments of less than Rs. 10 lakhs and for maintenance of CARE equipments. A number of IRDC members expressed concern at the functioning of the internal audit.
3. DORD announced the status of revision of the *stores and purchase* manual. A number of IRDC members expressed the opinion that Stores & Purchase revision committee should have representative from IRDC or the faculty.
4. With reference to the Stores and Purchase manual, the following suggestions were made:
 - Minimum purchase without quotation needs to be boosted to Rs. 1 lakh.
 - An interface between DORD and internal audit be established to facilitate the placement of purchase orders.
 - A clear guideline of stores & proprietary items, LTAS, and procedure of write-off is required.
5. Dr. Sundar Iyer briefed IRDC on *Solar cells* initiative of DST. It seeks involvement of faculty members of various IITs in a product oriented research
6. DORD informed IRDC on Students Gymkhana initiative named Notes on Engineering Research & Development (NERD).
7. Competence and rules to handle International funding agencies needs to be set up at DORD office.
8. One statement “the numbers may not match” on DORD Online website should be removed.
9. Dr. S. Umesh briefed the need for an additional RA hostel. IRDC unanimously agreed for immediate need of a new RA hostel with 100 rooms. IRDC also suggested that the Institute should plan for another RA hostel with 300 rooms for visitors of various types (including international guests/students). New RA hostel should have at least 150 rooms with equal number of single rooms without kitchen and studio-type apartments. Possibly a few units of the VFA type can be included.
10. Dr. Ganesh presented the concept paper on DRDC formation. Some IRDC members expressed their opinion that the role of IRDC would become important if some financial power can be transferred or delegated to DRDC from DORD office. During discussion on

IRDC proposal, a few IRDC members also expressed the necessity for the position of Associate Dean, R&D. This has emerged as a parallel suggestion to DRDC formation. IRDC requested Dr.Ganesh to revise the proposal to include the following suggestions:

- DRDC may have one Research Engineer as a member
- Clarity in the role of DRDC in terms of its role on administrative and financial authority.

11. DORD requested IRDC to convey the following to faculty colleagues:

- When no advance is to be drawn, PI can send an e-mail to DORD with a copy to respective Head, for project related journey approval. However, TA can be reimbursed to PI, subject to the availability of funds.
- HOD's signature on purchase order form is not required for purchases of less than 4 lakhs.

11. Dr. P. M. Prasad briefed about the R&D document in preparation. He is requested to present a detailed/complete version in one of the future IRDC meetings.

Bikramjit Basu
Convener: IRDC

22nd August 2008