

Minutes of the IRDC meeting held on March 8th 2011

Members present: Drs. A. K. Chaturvedi, A. Kushari, S. Verma, B. Basu, N. Kaistha, A. Garg, A. Bandyopadhyay, T. V. Prabhakar, K. Ravi Priya, P. Venkitanarayanan, B. V. Phani, P. Minshi, D. Gupta, U. Das, R. K. Sachan, Ashsis, Mr. S. Nayak

1. Announcements by Dean R&D

- a. **Cash advance limit increased to Rs. 10,000/-**
- b. **Efforts to reclaim student scholarships from projects (from Account 1 to DPA):**
The office of DORD is discussing the issue with the institute authorities to finalize the modalities. There was a suggestion that if the scholarship for a PhD student can be paid for some duration from a project then that amount should be rolled over to pay future scholarship (beyond 4 yrs. of MHRD scholarship). The office of DORD is to keep track of such transactions.
- c. **New form for upgradation of project employees in an ongoing project** is being developed. Some members of IRDC suggested that there should be a provision for transferring a project employee from one project to another under the same PI without going through the selection process again. This issue to be discussed as an agenda item in an IRDC meeting.
- d. **Efforts to allow admission of project employees in M.Tech program:** There has been discussion with the Chairman SPGC on this issue. This needs to be followed up.
- e. **Efforts to provide accidental insurance cover to project employees:** The office of DORD is exploring the possibility of either group insurance or individual insurance for project employees. Discussions are being held with various insurance providers.

2. The minutes of the IRDC meeting held on 7th Feb. 2011 were confirmed.

3. Amendment of Terms & Conditions of Employment (DORD/IITK/2009/01 dt: 1/ 8/ 2009) regarding the increments to be given to project employees.

Following amendments were approved by IRDC:

Clause 2: *At the time of selection, the selection committee can recommend a higher start by offering a maximum of five increments in case of experienced candidates. The higher start from the initial level of the scale can be calculated duly counting the*

number of years of past experience and offering one increment each for each year of service already put in, over and above the minimum number of years required towards applicable experience. However, for candidates to be employed in sponsored/consultancy projects, even higher number of increments can be given to candidates with exceptional records on specific recommendation of the selection committee.

Clause 3: *In case of satisfactory performance, there can be one increment on completion of one year. However, in case of deserving and excellent performance, there can be upto two increments for each year or one increment at the end of six months based on the specific recommendation and justification provided by the Principal Project investigator for sponsored/consultancy projects.*

4. **Party payments from projects:** In order to reduce the cash transactions, the PI's should be encouraged to opt for direct payments to the vendor through the DORD office as much as possible.
5. **Suggestions for improving the DORD online system:** Dean R&D informed the IRDC members about his meeting with the Office Automation group. It was felt that there is an urgent need to remodel the DORD online system. Following additional suggestions emerged after the discussion:
 - a. Purchase order number should appear in the ledger
 - b. The purpose of advance (equipment, consumables, etc.) should appear in the bank transfer email
6. **Formation of IRDC sub-committee to remodel the DORD website (including DORD forms):**

Following sub-committee was constituted to remodel the DORD website:
Dr. Bikramjit Basu, Dr. T. V. Prabhakar, Dr. Nitin Kaistha, Dr. Deepak Gupta, Dr. A. Kushari, Dean R&D

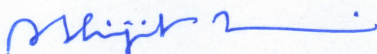
The same committee will suggest the changes in the online system (item no. 5).

Note: Prof. Deepak Gupta had communicated his interest to be part of the sub-committee to revamp the online system. Therefore, his name was included in the sub-committee after the meeting.

7. Any other matter:

- a. Prof. Prabhakar raised the issue of deduction of tax on the honorarium deposited in PDA account. The Dean R&D informed the members that he is aware of this issue but he has to find out why this was done in the past and whether it is possible to bring a system which restores the benefits of the earlier system.
- b. Bank Transfer of advances: Some IRDC members suggested that the option of opening project accounts in SBI/UBI for individual PI's should be explored (similar to the institute accounts used for conducted QIP courses/ workshops/ conferences). Prof. Phani has kindly agreed to discuss this issue with the banks.
- c. Negative balance in projects: A sub-committee was constituted to propose modifications in the existing procedure of operating projects with negative balance. The members of the sub-committee are: Dean R&D, Dr. A. Kushari, Dr. S. Varma and Dr. B. V. Phani. The committee is to submit its proposal for discussion in the next meeting of IRDC.

Prepared by



Abhijit Kushari

Convener - IRDC

Forwarded by



Dean, R&D