

## **Minutes of the IRDC meeting held on September 16<sup>th</sup> 2011**

**Members present:** Drs. A. K. Chaturvedi, A. Kushari, M. Banerjee, A. Subramanian, N. Kaistha, A. Bandyopadhyay, S. N. Singh, K. Ravi Priya, P. Venkitanarayanan, P. Munshi, U. Das, R. K. Sachan, Mr. S. Nayak

### **1. Announcements by Dean R&D**

- a. A new feature is added to the DORD website in which a user can search by keywords regarding all the R&D activities in the institute.
- b. UPAG team has audited the project accounts and the institute team has answered all the queries. It was advised that the travel bills be settled within a month after the completion of the travel as per the government norms.

### **2. The minutes of the IRDC meeting held on 17<sup>th</sup> August 2011 were confirmed (with two minor changes in the proposed new salary structure).**

### **3. Discussion on the Negative balance policy**

The item was presented by Prof. A. K. Chaturvedi, which was followed by a detailed discussion. IRDC approved the proposal with minor changes. The approved proposal is attached in Appendix -I.

### **4. Formulation of guidelines for DPA and PDA usage**

Dean R&D discussed the need for a relook at the usage of DPA and PDA accounts. IRDC constituted a sub-committee to prepare a document outlining the usage of these accounts. The committee is to have the following members:

Prof. A. K. Chaturvedi

Prof. P. Munshi

Prof. U. Das

Prof. N. Kaistha

Prof. A. Kushari (convener)

**5. Policy for the maintenance and use of major equipments funded by the institute**

The item was presented by Dr. Kushari and a proposal was circulated to the IRDC members. After deliberations, IRDC approved the proposal with some changes. The approved proposal for the use of major equipments is attached in Appendix – II.

**6. Discussion on the formation of DRDC**

This item was circulated to all the departments for their feedback. Most of the departments (except AE and ME) are in favor of the formation of DRDC. The IRDC requested the DORD to recommend the item to the Director for further action.

**7. Discussion on the proposal for PG admission for project employees**

Dr. Amitabha Bandyopadhyay presented the item and also pointed out the possible changes required in PG manual to implement the policy. After the detailed discussion, IRDC approved the proposal and requested the IRDC convener to forward the proposal to SPGC. The approved proposal is attached as Appendix – III.

**8. The meeting ended with a vote of thank to the chair.**

Prepared by

Abhijit Kushari

Convener - IRDC

Forwarded by

Dean, R&D

## Appendix - I

### Guidelines on negative balance in projects

Often there are delays in receiving money from the funding agencies after the receipt of the sanction letter. This leads to PIs encountering negative balance in their project accounts if they wish to embark on their projects right away. Current practice in this regard causes problems in hiring of personnel, ordering of equipment, travel etc which affects time dependent project milestones. An IRDC sub-committee comprising of DORD, Prof. A. Kushari (AE), Prof. B.V. Phani (IME) and Prof. S. Verma (CHM) was constituted to look into this matter and to come up with guidelines that would address the concerns of PIs and create a financial framework conducive for unencumbered research. The committee has proposed the following guidelines:

#### 1. Sponsored Projects:

- a) First year: 100% of the sanctioned amount for the first year (excluding institute overhead charges), subject to a maximum of Rs. 15 lakhs will be allowed as negative balance. Overhead will be deducted only when the money is received.
- b) Second year: If the funds sanctioned for the first year have been received, 50% of the sanctioned amount for the second year, subject to a maximum of Rs. 8 lakhs will be allowed as negative balance. However, once the UC for the first year has also been sent, 100 % of the sanctioned amount for the second year, subject to a maximum of Rs. 15 lakhs will be allowed as negative balance.
- c) Third year onwards: If the funds for the previous years have been received, the guideline for the second year will be used for the successive years.

Honorarium to the PI and Co-PI is inadmissible in case of negative balance in a project.

**2. Consultancy/Testing/PDA/DPA/ LDA Projects:** Negative balance will not be allowed.

**3. Faculty Fellowships:** Negative balance upto six months of fellowship will be allowed.

**4. Conference Projects:** Negative balance upto the sanctioned amount will be allowed.

## Appendix - II

### **Policy for the maintenance and use of major equipments funded by the institute**

- There are many such facilities, especially those which are large budget and exclusive in nature. They require regular and routine maintenance. Some such facilities are
  - Focused Ion Beam Imaging (Physics)
  - SQUID and PPMS (Physics)
  - Helium and Nitrogen Generation Facilities (Physics)
  - CARE Facilities
  - Institute/MPLAD funded facilities in NWTF, CESE, ACMS, etc.
- There should be a users committee for each such lab/ equipment.
- The user committee should be broad-based, should contain at least 3 members with a convener. The user committee should have regular meetings (once a semester) and the minutes should be displayed on DORD website.
- User charges and the exemption policy for these facilities should be appropriately decided by the users committee.
- Each facility must have a lab development account where user charges can be deposited along with any other fund transfer from other projects. The amount in this account will be used for facility maintenance purposes, for purchase of spare parts and manpower support (but not for paying honorarium).
- User committee will formulate the guidelines for the use of each such equipment which will be displayed on DORD website.
- A log file must be maintained for each and every facility justifying the usage and user charges.
- The facilities which are unusable should be condemned. Log files of such instruments should be consulted before arriving on such a decision. This would help creating space and saving on unnecessary maintenance expenses.

- Location of these equipments is not to be changed except under exceptional circumstances and only upon approval from DORD.
- For expensive equipments prolonged warranty/CMC (at least three years) must be mandatory at the time of purchase.
- Even though these policies are applicable to institute funded equipments, the PI's should be encouraged to include other equipments (funded by other sources) into this scheme by opening an LDA and constituting a users committee.
- The users committee can approach the DORD for maintenance support and/or purchase of maintenance contact of such equipments under following conditions:
  - Lack of adequate funds in LDA.
  - The equipment under question have multi-discipline user base.
  - Very heavy use of the equipment as corroborated by the log file and usage statistics.

### **Appendix – III**

## **Proposal for PG admission for project employees**

In the meeting of 25th April, 2011 of IRDC it was desired that a sub-committee of IRDC draft a proposal facilitating admission of project employees in M. Tech programme of IIT-Kanpur. It was stressed that the proposal should take into account the reservations expressed earlier by SPGC and the academic Senate on this issue. The committee comprising Prof. S.N. Tripathi, Prof. S. N. Singh and Amitabha Bandyopadhyay met on July 21, 2011 to discuss the issue. The committee wishes to express its gratitude to Prof. Vinay K. Gupta, who was the Chairman of SPGC when a similar proposal was mooted by IRDC for sharing his view on the issue and providing the relevant minutes of SPGC to the committee.

The proposal is as follows:

1. A project employee may be considered for admission to the M. Tech. programme, on a part time basis, of IIT Kanpur at least TWO YEARS after his/her employment in a project at IIT Kanpur.
2. The employee will be considered for such an admission if he/she satisfies one of the two criteria stated below:
  - A. The candidate has secured at least 70% marks in the qualifying degree and worked in project(s) at IIT-Kanpur, at the time of admission, for two years. It should be noted that the same for a candidate applying through regular process is 55 percent/5.5 CPI (section 2.3.2 of PG manual). For these candidates GATE requirement will be waived.
  - B. The candidate has secured at least 70% marks in the qualifying degree, possesses a valid GATE score and worked in project(s) at IIT-Kanpur, at the time of admission, for one year. It

should be noted that the same for a candidate applying through regular process is 55 percent/5.5 CPI (section 2.3.2 of PG manual).

3. For the purpose of admission the employee's application will be considered as per the provisions of sections 2.9 of "Admission to part time part time programmes". The only difference is that for the purpose of satisfying the criteria – "employee of a recognized organization with at least two years of service at the time of admission and be engaged in professional work in the area to which admission is sought." – as stated in the PG manual, Dean R&D of IIT-Kanpur will serve as the employer and work experience of "project work" at IIT-Kanpur should be used for satisfying the criteria of being "engaged in professional work in the area to which admission is sought."

4. Dean R&D, upon receiving written assurance from the proposed PI of the applicant and examining the funding status of the proposed PI, may underwrite the sponsorship to enable the employee to apply for the M. Tech. degree program.

5. Such a candidate's fellowship, if selected, will be borne by the project (sponsored/consultancy) of a faculty member of the institute. It is not necessary that the same faculty member under whom the employee is employed (at the time of application) will have to sponsor the applicant's fellowship. In other words, the statutory one/two years' waiting period can be satisfied by being employed in any laboratory/project of IIT Kanpur.

6. To avoid conflicts of interest, it is recommended that the faculty member(s) under whom the candidate has worked at any point of time OR the faculty member sponsoring the fellowship of the candidate should recuse himself/herself from the selection process to the extent possible.

7. Such students are expected to be familiar with laboratory research methods and philosophy (based on the basic degree and work experience) and hence shall be allowed to credit 8 units of thesis credit from the second semester onwards in addition to 8 units of course credit in keeping with provisions of section 4.3 of PG manual. These students, if they desire, like other M. Tech. students will also be allowed to register for summer semester.

7. Such an M. Tech. student will not have the option to convert to the PhD programme of the institute as is available to an M. Tech. student admitted through the regular process (section 4.6. (b) of PG manual).

8. A candidate admitted through this process will necessarily have to work under the mentorship of the faculty whose project funding is being used to support the fellowship.

Such a scheme, if initiated, will not only help enable faculty members of IIT-Kanpur to attract better quality project employees to help achieve their research objectives but will also broaden the scope of generating quality manpower to serve the technological need of the country. Based on existing data, IRDC is optimistic that these students are highly likely to register for Ph. D. programme as they are exposed to research in an academic environment for considerably longer period.

We expect that these students upon completion of his/her M. Tech. programme will be well trained, motivated and dedicated to pursue a successful academic career.