

**Minutes of 111<sup>th</sup> Meeting of the  
BOARD OF GOVERNORS**



**National Institute of Foundry and Forge Technology  
Hatia, Ranchi – 834 003, Jharkhand**

**27<sup>th</sup> August, 2020  
Through Video Conferencing**

Minutes of the 111<sup>th</sup> Meeting of the Board of Governors  
held on 27<sup>th</sup> August, 2020

The Following Members were present in the meeting:

1	<b>Shri Sham Arjunwadkar, Chairman, National Centre for Technical Services Institute of Indian Foundrymen, Pune</b>	<b>Chairman</b>
<b>Representatives from Government of India</b>		
2	<b>Shri Madhu Ranjan Kumar, Joint Secretary (DL&amp;BP) Ministry of Human Resource Development, Department of Higher Education, Govt.of India</b>	<b>Member</b>
3	<b>Smt. Darshana M. Dabral JS &amp; FA Ministry of Human Resource Development Department of Higher Education, Govt.of India Attended by Shri Anil Kumar, Director (Finance)</b>	<b>Member</b>
<b>Representative of Ministry of Industry Government of India</b>		
4	<b>Mohd. Zakaria Khan Yusufzai Senior Development Officer (Engg.) Department for Promotion of Industry and Internal Trade Ministry of Commerce and Industry</b>	<b>Member</b>
<b>Representative of All India Council for Technical Education</b>		
5	<b>Professor M.K. Tiwari Director National Institute of Industrial Engineering, Mumbai Vihar Lake Road, Powai, Mumbai - 400087</b>	<b>Member</b>
<b>Representative of Industries including Public Enterprises</b>		
6	<b>Vacant</b>	<b>Member</b>
7	<b>Vacant</b>	<b>Member</b>
8	<b>Shri Pradeep Goyal, Founder Chairman &amp; Managing Director, Pradeep Metals Limited, Mumbai</b>	<b>Member</b>
9	<b>Shri Sachin B. Sabnis Managing Director Belgaum Ferrocast India Pvt. Ltd (BFPL)</b>	<b>Member</b>
10.	<b>Professor Markand Shrikrishna Kulkarni, Department of Mechanical Engineering, Indian Institute of Technology, Bombay</b>	<b>Member</b>

<b>Representative of Technical Institutes/ Engineering Profession</b>		
<b>11</b>	<b>Professor Pallab Banerji Materials Science Centre Indian Institute of Technology, Kharagpur</b>	<b>Member</b>
<b>12</b>	<b>Professor B. S. Murthy Director Indian Institute of Technology, Hyderabad</b>	<b>Member</b>
<b>Co-opted members by the Board</b>		
<b>13</b>	<b>Professor Amol A Gokhale Department of Mechanical Engineering (Manufacturing Group) Indian Institute of Technology, Bombay</b>	<b>Member</b>
<b>14</b>	<b>Professor D. Ravi Kumar Department of Mechanical Engineering Indian Institute of Technology, Delhi</b>	<b>Member</b>
<b>Co-opted members from Faculty</b>		
<b>15</b>	<b>Vacant</b>	<b>Member</b>
<b>16</b>	<b>Professor N. K. Singh Dept. of Forge Technology</b>	<b>Member</b>
<b>17</b>	<b>Professor Partha Protim Chattopadhyay Director</b>	<b>Member Secretary</b>
<b>18</b>	<b>Shri U.C. Prasad Registrar</b>	<b>Invited Member</b>

**Mohd. Zakaria Khan Yusufzai, and Prof. Markrand Shrikrishna Kulkarni** could not attend the meeting due to their prior commitments, they were granted leave of absence.

The meeting commenced with a hearty welcome to the members by the Chairman. Director and all members congratulated and welcomed the new Chairman, BoG and assured him all possible support and team work for speedy growth and development of the Institute under his esteemed leadership.

With due permission of the Chairman, Director, NIFFT as the Member Secretary of the BoG, placed the agenda items in the meeting for discussion and resolutions were taken as mentioned under respective items.

<p><b>Item No.: 111.BoG.I.1</b></p>	<p><b>To confirm the minutes of 110th meeting of the Board of Governors, held on 20.05.2020 at NIFFT, Ranchi</b></p> <p>The draft minutes of the 110th meeting of the BoG held on 20.05.2020 through video conferencing was circulated to all the members of the Board. MHRD in it's mail dated 15.06.2020 confirmed the Minutes. No specific comment has so far been received from other members.</p> <p>The minutes of the meeting is furnished as Annexure I.</p>
<p><b>Resolution</b></p>	<p>Confirmed.</p>
<p><b>Item No.: 111.BoG.I.2</b></p>	<p><b>Report on the action taken on the minutes of 110th meeting of the Board of Governors held on 20.05.2020.</b></p> <p>Action Taken Report on the minutes of 110th Meeting of the BoG held on 20.05.2020 through video conferencing is furnished as Annexure II.</p>
<p><b>Resolution</b></p>	<p>Noted.</p>
<p><b>Item No.: 111.BoG.I.3</b></p>	<p><b>Report on the measures taken by the institute to prevent spread of Corona virus in the campus.</b></p> <p>Report on the measures taken by the institute in compliance to the various guidelines issued by the Govt. of India and Govt. of Jharkhand to prevent spread of Corona virus in the campus was reported to the BoG in its last [110th] meeting held on 20/05/2020.</p> <p>In view of the guidelines issued subsequently by MHRD, vide No. 16-6/2020-U1A, dated 30/06/2020, and in consideration of the recent report of outbreak of COVID-19 case(s) in the locality around and adjacent to the Institute Campus, following further steps have also been taken by the Institute:-</p> <ol style="list-style-type: none"> <li>1. Students who are out of the campus at present have advised not to return to the hostels till issue of guidelines in this regard.</li> <li>2. Customers visiting Canara Bank and/or ATM and/or Post Office located inside the campus are permitted to access the services by entry through walk only. Entry of vehicles not permitted.</li> <li>3. Campus residents have been advised to avoid inviting guests to visit and/or stay to the extent possible.</li> </ol>

	<p>4. Taking help of the domestic aid who are coming from outside campus has been permitted within the boundaries of the respective quarters but not inside the quarters.</p> <p>5. Taking help of the domestic aid by entering inside the quarters has been permitted subject to following arrangement:-</p> <p>a) The domestic aid has to stay full time in the campus. Accommodation will be arranged free of cost by the Institute in the PG Guest House. But, food has to be arranged by the domestic aids.</p> <p>b) For the first seven days of stay inside the campus, such domestic aids has to work only outside the quarters at par with the domestic aids coming from outside the campus. They can start working inside the quarters only after seven days subject to finding of so symptom related to COVID-19.</p> <p>6. Delivery of milk, newspaper, and other daily needs is permitted near the compound gate of the respective quarters. However, residents should ensure that the delivery men does not cross the compound and/or come close to the quarters. Hand-to-hand delivery is to be avoided.</p> <p>7. As a pilot project to test preparedness to ensure continuity of the essential services in the campus in case of extreme situation of complete lockdown of the campus, essential services in the residential area was managed by making arrangement for lodging and boarding of around 10 outsourced staff within the campus with sufficient precautionary measures. It was found to be successful without causing any service getting hampered/delayed.</p>
Resolution	Noted.
<b>Item No.: 111.BoG.I.4</b>	<p><b>Report on various activities of the institute.</b></p> <p><b>Academic Activities</b></p> <p>1. In view of the pandemic- 19, online classes are being conducted and Online mid semester examinations of B. Tech. 3<sup>rd</sup> and 4<sup>th</sup> year have been carried out between 22-30 June, 2020.</p> <p>2. Online mid semester examinations of 47<sup>th</sup> ADC and B. Tech. 1<sup>st</sup> year and 2<sup>nd</sup> year has been carried out between 13-20 July, 2020 and 20-</p>

25 July, 2020; respectively.

3. Online project presentation and viva-voce of M. Tech. final year (batch 2018-20) has been carried out between 25-31 July, 2020.
4. Online PG Certificate Course in Smart Manufacturing has been announced. It may commence from 1 September, 2020.
5. Eight candidates allotted by JUT, Ranchi have taken admission in the Doctoral programme. All students are GATE/NET Qualified.

#### **Administrative Activities**

1. All routine payments like salary, pension, fellowship, etc. are being paid and all statutory dues like Income Tax, Professional tax, NPS, etc. are being deposited. Besides, payments to all agencies providing services to the Institute like manpower, cleaning & housekeeping, security, etc. have also been made in time to facilitate payment to the people engaged by them.
2. Bids received against tenders have been opened on scheduled dates and further processing is being carried out.

#### **Alumni Relations**

The Institute has received a proposal from a group of alumni to form an Alumni Association. The Institute is currently examining the proposed Constitution and Bye-laws of the Alumni Association.


#### **Activity by the Students**

1. Kartavya, the social outreach platform of the students, is actively engaged in providing poor families around the Institute with supplies of ration and other essentials. They are also taking initiatives in engaging their children in studies.
2. Mr. Kumar Satyam and Mr. Tejas Chaudhary, B. Tech. 2<sup>nd</sup> year students (batch 2018-22) have developed low cost monitoring device to track corona affected people through its sensor.

**Research, Consultancy and Industrial Outreach Activities by Faculty**  
Given in **Annexure III**.

**Resolution**

Noted.

  
09-09-2020

<p><b>Item No.: 111.BoG.I.5</b></p>	<p><b>Report on status of faculty recruitment.</b></p> <p>The Institute has advertised for 22 vacant posts of Asst. Professor vide Advt. No. NIFFT/Estt./Rect./2019/04. Last date for receipt of application was 20.01.2020.</p> <p><b>Details of applications received is as follows:-</b></p> <table border="1"> <thead> <tr> <th>Branch</th> <th>No. of Applications</th> </tr> </thead> <tbody> <tr> <td>Foundry</td> <td>255</td> </tr> <tr> <td>Forge</td> <td>211</td> </tr> <tr> <td>Manufacturing</td> <td>308</td> </tr> <tr> <td>MME</td> <td>150</td> </tr> </tbody> </table> <p><b>Current Status</b></p> <p>Verification of essential data entered into Excel for further processing has been completed.</p> <p>Scrutiny of the applications as per advertisement is completed.</p> <p>Shortlisting of the applications to be considered for further process is expected to complete by 30 Sep 2020.</p>	Branch	No. of Applications	Foundry	255	Forge	211	Manufacturing	308	MME	150
Branch	No. of Applications										
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<p><b>Resolution</b></p>	<p>Noted. BoG advised the Institute to update the Roster, comply the reservation policy of Government of India and adhere to the guidelines issued regarding composition of the Selection Committee.</p>										
<p><b>Item No.: 111.BoG.II.1</b></p>	<p><b>To consider the minutes of the 111<sup>th</sup> meeting of the Administrative and Finance Committee held on 27.08.2020 through Video Conferencing.</b></p> <p>The minutes of the 111<sup>th</sup> meeting of the Administrative and Finance Committee held prior to the BoG meeting on 27.08.2020 through Video Conferencing was placed on the table.</p>										
<p><b>Resolution</b></p>	<p>The Board, after considering the minutes of the Administrative and Finance Committee, approved the following resolutions taken by the Administrative and Finance Committee (AFC).</p> <table border="1"> <tr> <td data-bbox="432 1816 703 1906"> <p>Item No.: 111.AFC.I.7</p> </td> <td data-bbox="703 1816 1423 1906"> <p>Report on engagement of contractual staff and skilled man-power through outsourcing agency.</p> </td> </tr> <tr> <td data-bbox="432 1906 703 2031"> <p>Resolution</p> </td> <td data-bbox="703 1906 1423 2031"> <p>The AFC noted the above status and advised to carry out the activities for which regular posts are not available, by outsourcing those activities as</p> </td> </tr> </table>	<p>Item No.: 111.AFC.I.7</p>	<p>Report on engagement of contractual staff and skilled man-power through outsourcing agency.</p>	<p>Resolution</p>	<p>The AFC noted the above status and advised to carry out the activities for which regular posts are not available, by outsourcing those activities as</p>						
<p>Item No.: 111.AFC.I.7</p>	<p>Report on engagement of contractual staff and skilled man-power through outsourcing agency.</p>										
<p>Resolution</p>	<p>The AFC noted the above status and advised to carry out the activities for which regular posts are not available, by outsourcing those activities as</p>										

	service/job contract as per GFR guidelines. However, AFC permitted engagement of 7 numbers of outsourced staff as above in addition to the regular sanction to continue the crucial activities of Dispensary (3 nos.), Placement Cell (1 no.) and Computer Center (3 nos.).
Item No.: 111.AFC.II.1	Statement of Accounts of the Institute for the FY 2019-20.
Resolution	Approved. AFC advised the Institute to ensure the following by March 2021:- a) Settle the unreconciled entries in Bank Reconciliation Statement. b) Complete takeover of the completed buildings from CPWD. c) Conduct physical verification of assets and stock. d) Settle the long pending advances.
Item No.: 111.AFC.II.2	Fund requirement for initial infrastructure required for starting online PG Certificate course.
Resolution	Approved.
Item No.: 111.AFC.II.3	Fund requirement for technology migration and extended technical services of existing website.
Resolution	Approved. The AFC advised to completely re-vamp the Institute website to make it responsive, attractive, dynamic, contemporary, and user friendly.
Item No.: 111.AFC.II.4	Fund requirement for setting up of a Multipurpose Integrated Presentation Facility in the Centralized Computer Centre (CCC).
Resolution	Approved.
Item No.: 111.AFC.II.5	Fund requirement for setting up of e-Class Room at Centralized Computer Center (CCC) for training on various software.
Resolution	Approved. The AFC advised to fix user charges for e-class room, if it is utilized by outside agency.
Item No.: 111.AFC.II.6	Additional fund requirement for purchase of Desktop Computers.
Resolution	Approved.
Item No.: 111.AFC.II.7	Honorarium to Hostel Wardens and other similar Functionaries.
Resolution	Approved in form of Special Allowances as a compensation for the special nature of responsibilities being handled by these officials.
Item No.: 111.AFC.II.8	To consider proposal for engagement of Supervisory Level Staff on outsourcing basis through man-power supply agencies.



	Resolution	The Board considered the proposal given in Annexure X and its decision vide <b>Item no. 111.AFC.I.7</b> , and approved as following:-		
	Details/Basis	Nature of Job	Pay Range	No. of Posts
	Against Regular Vacancy	Supervisory job in administration and laboratories	30,000 to 40,000	11
	Additional posts as per Item no. 111.AFC.I.7	Training and placement coordinator	45,000 to 50,000	01
		Operation and maintenance of software, hardware and network	30,000 to 40,000	02
	Item No.: 111.AFC.II.9	To consider proposal for provision of telephone facilities and reimbursement to eligible faculty and officers.		
	Resolution	Approved.		
	Item No.: 111.AFC.II.10	To consider proposal for procurement of High Voltage Amplifier and High Voltage Interface.		
	Resolution	Approved.		
	Extra Item No.: 110.AFC.III.1	To consider proposal for hiring a Project Management Consultant for development of the Foundry Workshop.		
	Resolution	Approved subject to following the procedure as per GFR 2017.		
<b>Item No.: 111.BoG.II.2</b>	<b>To nominate one co-opted member in the BoG from amongst the faculty members (HoDs / Professors) of the Institute.</b>			
	<p>Term of Prof. Binod Kumar has been over in August 2020. Thus, one vacant position of Co-opted Member in the BoG from amongst the faculty members (HoDs / Professors) of the Institute is existing as on date.</p> <p>In terms of Ministry of Education letter vide No. F.22-2/78/T.I, dated 23 Feb 1979, two faculty members (HOD &amp; Professor) to be co-opted for two years by the Board on seniority basis by rotation provided that both do not belong to the same Department.</p> <p>The existing co-opted faculty member (Prof. N. K. Singh) belongs to Forge Department. Seniority list of all Professors and HODs as on 1 Aug 2020 is given in Annexure IV.</p> <p>Seniority list has been prepared based on the following criteria:-</p> <p>a. Incumbents appointed through direct recruitment hold the post</p>			

	<p>substantively while incumbents appointed through CAS do not hold the post substantively. Thus, former category are senior to the later category.</p> <p>b. Since no Merit List is drawn in case of direct recruitment, seniority in a post is based on date of joining the said post. In case of same date of joining, seniority in the previous post has been considered.</p>
<b>Resolution</b>	The Board noted that the continuing co-opted member (Prof. N. K. Singh) is from Forge Department. Accordingly, the BOG approved the nomination of the senior most Professor from another department, who has not been a co-opted member earlier.
<b>Item No.: 111.BoG.II.3</b>	<p><b>To consider proposal for Institute-Alumni Technology Incubation Program.</b></p> <p>The Institute has developed a strong and sustainable relationship with the industries through a large base of its alumni. So far, entrepreneurial ideas from the academic research of the Institute has supported many students and group activities through the Centre for Innovation and Skill Development (CISD). For example, Unnat Bharat Abhiyan is an active scheme at NIFFT.</p> <p>Responses from the alumni of the Institute for starting a Centre for Innovation are highly encouraging and some of our alumni are with strong attitude for new start-ups and research work with the Institute.</p> <p>In view of the above, the Institute proposes to start an Alumni-Institute Technology Incubation Program aiming at encouraging start-ups and generation of IPR, based on collaborative research in the area of advanced manufacturing. The program will focus on the creation of IPR to be shared among the Institute-Alumni and Industries depending on their contribution.</p> <p>The program will be implemented by the Centre for Innovation and Skill Development (CISD) existing in the Institute. The Institute will provide the required infrastructure, test facilities and other administrative supports to the start-ups and knowledge incubation.</p>
<b>Resolution</b>	Approved.
<b>Item No.:</b>	<b>To consider proposal for appointment of Dr. Gautam Ghosh as a</b>

<p><b>111.BoG.II.4</b></p>	<p><b>Visiting Faculty.</b></p> <p>In its 97<sup>th</sup> meeting held on 23/03/2015, the BoG has adopted the Recruitment Rules of the NITs for appointment of Adjunct, Honorary, Chair, Emeritus, Contractual, Visiting, Ad hoc and Temporary faculty in the Institute.</p> <p>The above adopted rules provides the following provision for appointment of Visiting Faculty -</p> <p><i>Academic personnel from universities, institutes, R&amp;D labs, industry or Government in India or abroad, including those on sabbatical leave from other institutions or retired, may be inducted into the institutions for brief periods (Maximum 2 years), with or without remuneration. ---xxx---</i></p> <p><i>Visiting faculty may be provided with mutually agreed honorarium and facilities (e.g. residential accommodation) on discretion of Director.</i></p> <p>Dr. Gautam Ghosh is currently working as a Research Associate Professor in the Northwestern University, Evanston, IL, USA and is interested to relocate back to India. He is an eminent researcher in the field of metallurgy. His brief Bio-data is given in Annexure - V.</p> <p>It is proposed to offer him a post of Visiting Professor for a period of 2 years in the department of MME with consolidated remuneration equivalent to the gross pay a professor in the entry level rounded off to the next multiple of 100. He may also be given a suitable accommodation in the campus at the discretion of the Director.</p>
<p><b>Resolution</b></p>	<p>Approved, subject to following conditions:-</p> <p>(i) He will be assigned teaching of B. Tech. and M. Tech. students at par with regular faculty.</p> <p>(ii) He will bring external funded projects and involve students in those projects with some financial assistance.</p> <p>(iii) He will mentor young faculties in writing projects for external funding and develop laboratories, etc.</p> <p>(iv) He will stay in the station and entitled for leave as applicable to regular faculty. There will be no financial support to travel abroad.</p>

<p><b>Item No.:</b></p>	<p><b>To ratify the approvals of the Board of Governors taken by</b></p>
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<b>111.BoG.III.1</b>	<p><b>circulation of agenda.</b></p> <p>(i) Item No. – BOG-Circulation-June20-01: To consider proposal to close B. Tech. in Manufacturing Engineering. (Annexure VI)</p> <p>Agendum was circulated by email on June 26, 2020. Copy of Agendum is given as Annexure VI.</p> <p>(ii) Item No. – BoG-Circulation-July20-01: To consider proposal for change of name of the Institute. (Annexure VII)</p>
<b>Resolution:</b>	Ratified.
<p><b>Extra Item No.:</b></p> <p><b>111.BoG.IV.I</b></p>	<p><b>To consider proposal for mode of admission to the 48<sup>th</sup> Advanced Diploma Course (ADC).</b></p> <p>Applications for admission to the 48th batch of Advanced Diploma Course (ADC) were initially invited from 01 July, 2020 to 30 July, 2020. Last date was later extended till 10 August, 2020. A total of 212 applications were received within the due date.</p> <p>Considering COVID-19 pandemic situation, an online survey was carried out from the applicants for assessing their ability to write an online entrance examination. Less than 50% applicants voted in support of an online examination.</p> <p>Under this pandemic situation, it may not be feasible and advisable to conduct an offline entrance examination.</p> <p>Hence, it is proposed to conduct admission to the 48th ADC based on marks through a Committee as given in Annexure VIII.</p>
<b>Resolution</b>	Approved the proposal with the advice that weightage of academic criteria based on marks should be 70% while 30% weightage may be given for performance in online Interview.

The meeting ended with a vote of thanks to the Chair.

  
 Member Secretary, BOG  
 09-09-2020

**Chairman, BoG**