



Minutes of the First Board of Management meeting
held on 03 Dec 2013 at the University.

<u>S.N.</u>	<u>Agenda Points</u>	<u>Discussions</u>	<u>Decision</u>
1	Welcome	Chairman Prof. N.R. Puri welcomed all the members.	List of members attended the meeting are attached Annexure 1
2	Research and Academics		
a)	Minutes of first Academic Council Meeting held on 04 Mar 2013.	The Minutes of the First Academic Council were discussed.	The Minutes were approved.
b)	Under graduate, Post graduate and Ph.D. program	The DEAN briefed about the current academic program.	
i)		Prof. R. Maheshwari suggested innovative educational programs to be initiated both in content and delivery. Virtual classes need to be developed. The courses in the university need to be augmented and diversified keeping the future requirements and job opportunities in mind.	An Education Advisory Committee to be set up under the chairmanship of Dr. Maheshwari. The committee to deliberate and recommend improvement additions and relevance in educational programs. Additional courses to be developed in line with current requirements and job opportunities.
ii)		To improve visibility and marketability of the courses exchange programs with other institutions to be considered for faculty and students.	Networking with other institutions to be improved. Exchange program for faculty and students with other institutions and universities to be initiated.
iii)			Joint educational programs with other Universities, institutions to be made.
iv)			A list of national and international faculty to be made who can be involved to improve university visibility.
v)		Additional programs to be developed for job opportunities.	Programs in Entrepreneurships to be developed.

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| c) | i) Current year students-
Report and analysis | Admission of students for UG, PG and Ph.D. programme was discussed. Eight students were selected for undergraduate programs. No student registered for the course. | For Information only. |
| | ii) | Two studnets attended the interview for the M.Sc. Program. They were not offered position as it was difficult to run the program with 2 students. | For Information only. |
| | iii) | The fee structure for undergraduate and post graduate programs was discussed. The Chairman suggested to lower the fee structure of undergraduate and post graduate programme. | The fee structure to be subsidized for 1 or 2 years. |
| | iv) | Scholarships for meritorious students was discussed. | A certain number of scholarship to be offered to meritorious students. |
| | v) | Prof. Rao suggested a review of the marketing strategy to improve the visibility and publicize the University. | Registrar and DEAN to work on additional marketing of University and educational programs. |
| | vi) | Additional boards to be put to improve visibility. | Boards to be put up at junctions and near target audiences. |
| | vii) | It was discussed that open days may be planned where prospective students cam come and see the facilities available. | Open days to be planned. |
| | viii) | Student facilities. Accessibility of the University was discussed. | Transportation facility for the students to the main road need to be addressed. |
| d) | Research Advisory
Committee-Minutes
of last meeting. | The Minutes of the Research Advisory committee held in 07 Feb 2013 were discussed. Put up for review. | For Information only. |
| e) | i) Research Activities,
Publications and
grants status | The Director, School of Biological Sciences and Biotechnology briefed about the current research activities, grants and publication status. | The research work and grants were considered alright. The University needs to pay additional attention to academics besides research to ensure sustainability. |
| | ii) | Alternate sources of funding for research were discussed. | Each PhD students in consultation with the faculty to develop three proposals for funding. Sets of proposals should be available with the University for submission. |

	iii)	Emphasis to be paid on applied research.	Applied research proposals should be emphasized and put up to funding agencies with involvement of state and industry.
	iv)	Additional academic and research funding was discussed. It was suggested that we need to approach more ministries and departments for funding.	Funding from agricultural, rural, skill development departments or ministries to be explored.
3	Maintenance		
	a)	Serviceability state of equipments	The registrar briefed about the maintenance of infrastructure and equipments. The maintenance of infrastructure and equipments was a major issue to sustain research activities. Setting aside a part of the research grants for maintenance was discussed.
	b)	Depreciation of equipment and need to purchase new equipment in time was discussed.	15 % of research grants by funding agencies will be set aside for maintenance and overhead expenses. The Director was asked to advise the research scientists to submit proposals for repair of equipments and instruments to funding agencies.
4	Administrative & Academic Matters		
	a)	Staff- Report on Faculty, research and admin staff	The registrar briefed about the admin matters.
	b)	i) Appointment of Provost	The issue for appointment of new Provost was discussed. The candidate should be more rounded with capabilities in administration, academics and with industry orientation.
		ii)	Advertise for the position.
		iii)	The CEO was asked to approach Vice Chancellors from different university to suggest names of competent people for the position.
			A search and selection committee to be setup for appointment of Provost. The committee to include Dr R Maheshwari, Dr Rao and Dr. Shah.
	c)	i) Review of salary	The comparison statement of salary of government and Non-government Universities was presented.

	ii)	There was an increase of about 20 % pa in salaries in govt. establishments. The University does not have any source of income other than the contributions by the trust.	A 3 yr and 5 year plan needs to be made to review income of the university and enhancement of salary for the staff.
	iii)	Increase in salary of staff.	12.5% of increase in gross salary to faculty and administrative staff was approved. Admin or support staff that has been granted increase in salary since last review may not be considered.
d)	i) Promotions Policy	The Promotion policy was discussed.	Promotion of faculty should be on merit and performance basis.
	ii)		A draft promotion policy to be discussed and proposed to the committee.
e)	Promotion of Faculty	Promotion of Dr. Ashima Bhardwaj, Assistant Professor was discussed. It was noted that 03 students have registered for PhD. No student has however completed PhD. It was considered that she should have completed at least one PhD by now.	The performance of Dr. Ashima Bhardwaj was appreciated and promotion to Associate Professor was approved. The increase in salary to the position to be in two installments. One installment to be paid on promotion. Second installment to be paid on completion of first PhD of research scholar under her guidance.
f)	Approval of Statutes and Ordinances	Put up for information.	No Further Action
g)		Entertainment facilities for students was discussed.	Entertainment facilities to be developed.
5	Financial Statement		
a)	Income Expense Statement		
b)	Budget - Half Yearly Financial Statement 2013	The budget and the income expense for the current year was presented by the Finance and Accounts officer. It was noted that the projected income from education program did not materialize.	
c)	i)	Accounting policy was discussed	The financial statements for external research grants will continue to remain as earlier.

ii)

The unspent external grant to be reported as as unspent amount for next financial year.

d)

Dr. Rao mentioned that teaching provides resources for sustainability and research improves the profile.

The University must concentrate on improving sustainability through education program, especially at the undergraduate level.

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Upcoming Programs

a)

Training programme

The DEAN updated the committee on current and future training programs and events.

No Further Action

b)

Education

M.Phil. in Biotechnology and post graduate diploma in research laboratory management was proposed

The proposed program to be put up to the Academic council for review.

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Any Other Issues

a)

Student Issues

Issues of current students in the university were discussed. Students are satisfied with research infrastructure and supportive atmosphere of university.

b)

The students representative mentioned about need to get UGC recognition of university. The Provost mentioned that the work for putting up the application to UGC is under process and will be sent shortly.

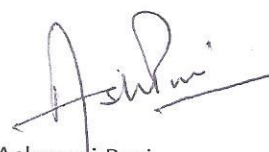
Application to UGC for approval to be put up.

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Vote of thanks

Dr. C Pathak proposed a vote of Thanks.

There being no further points the meeting came to close at 1230 hrs.



Ashwani Puri
Acting Provost

21 Dec 2013

for and on behalf of the President

