



# MANIPUR TECHNICAL UNIVERSITY, IMPHAL

(A University established under the Manipur Technical University Act, 2016)

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## PROCEEDINGS OF THE MEETING OF THE 2<sup>ND</sup> BOARD OF MANAGEMENT (BOM) OF MANIPUR TECHNICAL UNIVERSITY, IMPHAL HELD ON 24<sup>TH</sup> JANUARY 2018

No. 22/1/2016-MTU: The 2<sup>nd</sup> meeting of the Board of Management for Manipur Technical University, Imphal was held on 24<sup>th</sup> January, 2018 at the University campus at Takyelpat. Prof. L. Tombi Singh, the Vice-Chancellor of the University chaired the meeting and the following members and nominees of the Board were present in the meeting:

- I. Prof. H. Tombi Singh,  
Retd. Vice-Chancellor, Manipur University
- II. Prof. R.K. Hemakumar Singh,  
Principal i/c, MIT, Manipur
- III. Prof. Manoj Kumar Harbola  
IIT, Kanpur
- IV. Shri Jayant Kumar Singh  
Retd. HOD (Maths), DM College of Sc. Imphal
- V. Dr. Kh. Manglem Singh  
Dean, NIT- Manipur
- VI. Ms Kimjalhai Kipgen  
Joint. Secy.(HTE), Govt. of Manipur (*nominee*)
- VII. Ms. Shanta Sarma  
Deputy Secy., Confederation of Indian Industries (*nominee*)

At the outset the Chairman of the BOM welcomed all members and nominees present in the meeting. He then proceeded to review the decisions taken in the 1<sup>st</sup> BOM Meeting held on 7<sup>th</sup> December, 2016. He briefed all present about the steps taken by the University in obtaining AICTE approval, membership in INFLIBNET and acquiring a permanent campus.

**2. Review of the decisions taken in the 1<sup>st</sup> meeting of the BOM:** The Board resolved to urge the Govt to approve the Procurement Manual pending with the Finance Dept (PIC).

*The Board also urged to send a gentle reminder to allow the University to preserve its autonomy regarding recruitment of both teaching and non teaching staff which is the prevailing practice in other universities.*

The Board also resolved to request the Govt. to provide a permanent campus for the University. The Chairman added that a permanent campus is a must for getting recognition for Programmes of the University as well as for getting grants from UGC/AICTE/NEC/other

agencies for developing the academic and administration blocks. It was also resolved that a new batch of students would be admitted in June-July 2018 and more number of rooms would be required. *It was resolved that the Govt would be urged to retrofit the earthquake damaged building of Govt. Polytechnic, Takyekpat so that some rooms may be used by MTU.*

The Board proposed to introduce two shifts system for the lectures and practicals in view of the shortage of classrooms. It was also pointed out that there used to be lab classes in the morning for MIT, Manipur. The generous offer made by the Principal i/c, MIT to MTU to utilise its labs was appreciated by the Board.

In view of shortage of rooms including hostel facilities, the Board proposed that there should be a Hostel Committee to look into the all matters related to providing hostel facilities for students. It is also proposed that a bus service should be in operation to pick up students from identified pick-up points. Provision should be made in the budget allocation accordingly.

It was resolved to constitute a Housing Committee to look into all aspects of providing hostel and rent facilities to the students and to arrange pick-up of students by the University bus.

**3. Approval of the Budget:** The Board proposed that a library subcommittee may be constituted for all matters related to library books and other resources. His proposal was approved by the Board.

The Board appreciated that a certain sum of money was kept as corpus fund with interest accrued every year. It is proposed that a separate head may be added in the budget for visiting faculty. The Registrar, MTU explained that travelling expenses would be booked under TA/DA under 'Other Administrative Expenses'. The Board decided that a specific head for visiting faculty may be added under 'Academic Support'.

With these observations, the Board approved the University Budget for the Financial Year 2018-19. (ANNEXURE)

**4. Amendment of Bachelor of Technology (B.Tech.) Programmes Ordinance, 2016:** The Chairman proposed to amend the existing Amendment of Bachelor of Technology (B.Tech.) Programmes Ordinance, 2016 because the present Ordinance contains too many details relating to admission, course structure, examinations etc. thereby making it static and not dynamic. Inclusion of too many details makes amendment difficult and time consuming.

The proposal was unanimously approved by the Board.

The Board commented that there are some overlapping matters in the Statutes and Ordinances and it is proposed to remove the redundancies. It is further added that the powers and functions of the Academic Council be added in the Statutes and a Standing Committee for Under Graduate Programmes be constituted by the Academic Council. It is

also suggested that separate provisions should be there for the Controller of Examinations. The Board further suggested that there should be provisions in the Ordinances to provide for faculty members to do Ph.D. and/or Post Doc etc. as improvement in academic qualification.

The Board proposed that a Start Up cell and a Placement Officer should be there in the University. The members deliberated on the activities of the Start Up cell. The Registrar, MTU informed the Board that a Start Up cell had been formed in the University under TEQIP-III and members of the same had already been identified.

**5. Approval of Recruitment Rules (RRs):** The Chairman placed before the Board the Recruitment Rules for various teaching and non-teaching posts. The RR's had been duly concurred by the Department of Personnel and the Finance Department (PIC), Govt of Manipur.

It was proposed that Ph.D. may be made a desirable qualification for the post of Assistant Professor in Engineering subjects as Ph.D. is essential in becoming an Associate Professor. This was approved by the Board.

It was further suggested that in the essential qualifications for Assistant Professors, 'First class in B.Tech./ B.Sc./B.A.' be made mandatory. This was deliberated thoroughly.

The Board raised the issue of concession proposed to be given to the contract/ guest faculty members of the University at the time of applying for regular posts. The Chairman, while appreciating the Board's views on recruiting top class faculty, opined that as per AICTE norms, the essential qualifications for the post of Assistant Professor in Engineering subjects is B.E./B.Tech. and M.E./M. Tech. in the relevant branch with first class or equivalent either in B.E./B.Tech. or in M.E./M.Tech., and in view of the fact that there are faculty members of the University who have been recruited on contract/ guest basis based on the minimum essential qualifications prescribed by AICTE/UGC, it may be more prudent for the University to adopt the minimum essential qualifications for the post of faculty members as prescribed by AICTE/UGC wherever applicable and suitable while keeping Ph.D. as a desirable qualification for the post of Assistant Professor in Engineering subjects.

The Chairman briefed all members about the services rendered by the Asst. Professors of the University who are serving on contract and guest lectureship basis. He further pointed out that many of them have served the University sincerely from its first academic session in all possible ways. The Board, while appreciating the services rendered by the faculty members to the University, expressed extreme displeasure in the way the teachers and students halted the vehicles of the members at the entrance of the University to give a copy of representation that highlights their demand.

It was proposed that a one-time relaxation may be given to all the faculty members on contract and guest lectureship basis in the screening process for interview. It is proposed to



invite the present faculty members of the University on contract/guest lectureship basis who possess the minimum essential qualifications to appear in the interview for recruitment of regular faculties irrespective of the screening criteria. One-time relaxation may also be given to all the non-teaching staff on contract and casual basis at the time of screening for interview, if at all, there are posts to be recruited through interview only.

The onetime relaxation to be given to the contract/guest teaching and non-teaching staff of the University at the time of screening for interview was approved by the Board unanimously.

The following minor modifications in the Recruitment Rules as detailed below were also approved by the Board:

Sl. No. and Name of the Post in the Recruitment Rules	Present provisions/entry	Modified provisions/entry
Sl. No. 1- RR for the post of Assistant Professor-	-	7A. Desirable Qualifications-- Ph.D. or equivalent in appropriate discipline
Sl. No 2- RR for the post of Associate Professor-	10. period of probation-- 02 years	10. period of probation-- 0 years for recruitment by promotion and 02 years for direct recruitment
Sl. No. 3-RR for the post of Professor-	10. period of probation-- 02 years	10. period of probation---- 0 years for recruitment by promotion and 02 years for direct recruitment
Sl. No. 5- RR for the post of Associate Professor-	9. period of probation-- 02 years	9. period of probation-- 0 years for recruitment by promotion and 02 years for direct recruitment
Sl. No. 10- RR for the post of Controller of Examination in MTU	8. Desirable Qualifications-- Ph.D. in Management and/or L.L.B & well versed in computer 10. period of probation-- 02 years	8. Desirable Qualifications-- Ph.D. in any discipline 10. period of probation-- 0 years for recruitment by promotion and 02 years for direct recruitment
Sl. No. 17- RR for the post of Caretaker (Boys) in MTU	7. Essential Qualifications-- Male graduate from a recognized institution	7. Essential Qualifications-- Graduate from a recognized institution
Sl. No. 18- RR for the post of Caretaker (Girls) in MTU	7. Essential Qualifications-- Female graduate from a recognized institution	7. Essential Qualifications-- Graduate from a recognized institution

Sl. No. 19- RR for the post of Peon in MTU	7. Essential Qualifications-- Class X passed from a recognized Institution with knowledge of Manipuri and English	7. Essential Qualifications-- Class X passed from a recognized Board with knowledge of Manipuri and English
Sl. No. 32- RR for the post of Technical Assistant in MTU	7. Essential Qualifications—BCA, 1 yr experience in Java, Php & Db	7. Essential Qualifications—BCA/MCA/BTech or BE(CSE/IT)/MSc(IT/CS) or equivalent , 1 yr experience in Java, Php & Db
Sl. No. 33- RR for the post of Computer Operator in MTU	7. Essential Qualifications—BCA/BSc in Computer Science/IT or Graduate with PGDCA from a recognized institute	7. Essential Qualifications—MCA/MSc(IT/CS)/BTech or BE (CSE/IT) or equivalent/BCA/BSc in Computer Science/IT or Graduate with PGDCA from a recognized institute
Sl. No. 35- RR for the post of System Administrator in MTU	7. Essential Qualifications—MCA/BE/BTech(CSE), 4 yrs experience in Server Management & Administration	7. Essential Qualifications—MCA/BE/BTech(CSE/IT)/MSc(IT/CS) or equivalent, 4 yrs experience in Server Management & Administration
Sl. No. 36- RR for the post of Network Administrator in MTU	7. Essential Qualifications—MCA/MSc(IT)/BE/BTech(CSE)	7. Essential Qualifications—MCA/MSc(IT)/BE/BTech(CSE/IT) or equivalent
Sl. No. 38 RR for the post of System Manager in MTU	7. Essential Qualifications—(i) MSc(CS/IT)/MCA/BTech(CSE/ECE/IT) with 60% marks or equivalent	7. Essential Qualifications—(i) MSc(CS/IT)/MCA/BE or B Tech(CSE/ECE/IT) or equivalent with 60% marks or equivalent

With the above minor changes, the Recruitment Rules were approved by the Board.

(ANNEXURE)

**6. Approval of Selection Procedures:** The Chairman explained to all members that as per Clause 1.2, Para 3.1.0, Para 6.02 of Annexure of 'UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education, 2010' it is required to adopt the selection procedure and to be incorporated in the relevant Statutes and Ordinances etc. the Chairman proposed to insert Statute 24A in the University Statutes as-

*"Statute 24A- Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards-*

*The University shall adopt the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other*

*Measures for the Maintenance of Standards in Higher Education, 2010' as amended from time to time, and the faculty norms prescribed by the AICTE for various programmes (Engineering & Technology, Architecture, Planning, Pharmacy, MBA & MCA) as given vide AICTE Notification F.No.37-3/Legal/2010 on Technical Institutions (Degree) Regulations, 2010 as amended from time to time and adopted by the Board of Management wherever applicable and suitable".*

The proposal was approved by the Board.

**7. Amendment of Statute 9(3) of the Statutes of the University and drawing up of list of experts/ professionals to be members of the Selection Committee:** The Chairman proposed that of Section 9(3) of the Statutes may be modified in the interest of academic autonomy of the University-

<b>Present Statute 9(3)</b>	<b>Proposed Statute 9(3)</b>
<p>The Academic Council shall draw up a list of experts/ professionals to be members of the selection committee constituted under Statute 18. Such a list of experts/ professionals shall be submitted to the Government, through the Secretary, department of Higher &amp; Technical education, Government of Manipur and as may be required by the Government, experts/ professionals would be dropped/ substituted in the list drawn up by the Academic Council</p>	<p><i>The Academic Council shall approve the list of experts/ professionals proposed by the Departments to be members of the Selection Committees constituted under Statute 18. Provided that in absence of regular faculty members in the Departments, the list shall be drawn in consultation with IIT, Guwahati, which is the mentor institute of Manipur Technical University</i></p>

The chairman briefed that such a list of experts/ professionals was drawn up partly in consultation with the IIT Guwahati, which is mentor institute under TEQIP-III. It was also informed that an MoU between the two institutes already existed. The list of experts comprises of experts from various top institutes of the country. This list was approved by the Academic Council in its meeting held on 6<sup>th</sup> January 2018.

The Board appreciated the fact that since there were no regular faculty members in MTU at present, the list of experts was drawn up partly in consultation with IIT Guwahati and the remaining experts were drawn from various top institutes of the country. The Board approved the proposed amendment to Statute 9(3) of the University as given above.

**8. Approval of recruitment of 71 nos. of teaching and non-teaching posts in the University:** The Chairman proposed to recruit 71 posts (teaching- 30 posts, non teaching posts- 41) in the University before the start of the B.Tech. 1<sup>st</sup> Semester 2018. It was approved by the Board. (ANNEXURE)

**9. Mode of Recruitment:** The Chairman proposed that the teaching posts were to be recruited through interview by a Selection Committee to be constituted under statute 17(2) of the University. The subject experts in the Selection Committee will be appointed by the Vice Chancellor from a panel of experts approved by the Academic Council. A maximum of 15 candidates for one post may be shortlisted through screening for attending the interview. The proposed screening criteria are duly approved by the Board. (ANNEXURE)

Recruitment of non-teaching posts were proposed to be held through a written test/ interview/practical test (wherever applicable) by the Selection Committee as laid down in Statute 17(4) & (5) of the University. A maximum of 15 candidates for one post may be shortlisted from the result of the written Test for appearing in the interview (wherever applicable). The Scheme of examination for recruitment of the non-teaching staff of the University is also approved by the Board. (ANNEXURE)

The Board approved the proposal.

**10. Post creation for additional non-teaching staff:** The chairman placed before the Board the proposal for creation of the following number of posts:

Sl. No.	Name of Post	No. of Post
1	Deputy Controller of Examination	01
2	Deputy Finance Officer	01
3	Medical Officer	01
4	Staff Nurse	02
5	Medical Attendant	02
6	Store keeper	02
	<b>TOTAL</b>	<b>09</b>

It was proposed that one post of pharmacist may be created. This may be created against one post of Medical attendant. Thus the Board approved for creation the following posts:

Sl. No.	Name of Post	No. of Post
1	Deputy Controller of Examination	01
2	Deputy Finance Officer	01
3	Medical Officer	01
4	Staff Nurse	02
5	Medical Attendant	01
6	Pharmacist	01
7	Store keeper	02
	<b>TOTAL</b>	<b>09</b>

**11. Post creation for Management and Economics Dept:** Approval was solicited from the Board for post creation of one post of Assistant Professor in Economics and 2 posts of Assistant Professor in Management Department. This post creation was necessitated because there were two compulsory courses- 'Economics for Engineers' and 'Principles of Management' in the 4<sup>th</sup> and 5<sup>th</sup> Semesters respectively.

The Board approved the proposal.

**12. Opening of M.Tech. (CSE) and post creation for the same:** MTU, being a university should have PG programmes in addition to its UG programmes. Considering space constraint etc, it is proposed to open M.Tech.(CSE) under the Dept of Computer Science & Engineering w.e.f. the academic year 2018 and create 03 posts of Assistant professor and 01 post of Associate professor in Computer Science & Engineering . The academic Council had approved the proposal in its 3<sup>rd</sup> meeting held on 6<sup>th</sup> January 2018.

The Board discussed all issues related to the proposal. The Board decided that since the next Board meeting would be held within a few months in connection with the appointment of regular faculty members, it would be in a better position to give a decision on the proposal in the next meeting of the Board after regular faculty members are recruited.

**13. Approval of MoU between IIT Guwahati and MTU:** The Chairman placed before the Board the MoU between IIT Guwahati and MTU which was signed on 11<sup>th</sup> August 2017 for post facto approval. The Board approved the proposal. (ANNEXURE)

**14. Approval of Institutional development Plan (IDP):** IDP was prepared following series of meetings with the faculty members and sent to MHRD Govt of India. MTU was selected to participate in TEQIP-III. Under TEQIP, approval of BOM on IDP is required. The Academic Council has approved IDP in its 3<sup>rd</sup> meeting held on 6<sup>th</sup> January 2018. The Chairman placed the IDP before the Board for approval and it was approved by the Board. (ANNEXURE)

**15. Approval of Action Plan and Procurement Plan under TEQIP III (Technical Education Quality Improvement Plan Phase III):** The Chairman briefed the members that MTU was selected to participate in TEQIP III which will continue for three years. Action Plan and Procurement Plan were prepared, sent to NPIU and these were approved quarter wise. Approval is solicited from the Board for post facto approval of the Action Plan and Procurement Plan and for amendment of the Action Plan and Procurement Plan from time to time depending on the requirements and urgency of the University. The Board approved both the Action Plan and Procurement Plan. (ANNEXURE)

**16. Purchase of official vehicle for the Vice-Chancellor:** It was placed before the Board for proposal the purchase of a Honda City car costing about Rs. 12,68,000/- as official vehicle of the Vice Chancellor. The proposal had already been approved by the Finance Committee in its meeting held on 18<sup>th</sup> November 2017 and 15<sup>th</sup> January 2018. The Board concurred that



the official vehicle of the Vice Chancellor would be such as befits the prestige and dignity of the post of the Vice-Chancellor and it approved the proposal for purchase of the vehicle.

**17. Remuneration/sitting allowance for the members of the Academic Council and the Board of Management of the University:** It was proposed to increase the sitting allowance for the Academic Council nominated members and Board of Management nominated members from Rs. 2000 to Rs. 3000/-. The Board approved the proposal.

Sd/-

(Prof. L. Tombi Singh)  
Vice-Chancellor  
Manipur Technical University

Copy to:

1. Secretary to the Hon'ble Governor, Manipur
2. Members of the Board of Management, MTU
3. Guard File

  
(W. Malemnganba Chenglei)  
Registrar  
Manipur Technical University