

**Centre for Industrial Consultancy and Sponsored Research
S V National Institute of Technology, Surat**

No. Dean (R & C) /ICSR/191 /2017-18

Date: 25 Jan 2018

Minutes of the 3rd Meeting of the ICSR Board held on 03 Jan 2018 at Institute Conference Hall. Following members were present at the meeting.

SN	Name	Designation
1	Prof S R Gandhi	Director, Chairman ICSRB
2	Prof H K Raval	Dean (R & C), Member
3	Prof C H Solanki	Head (AMD), Member
4	Prof S M Yadav	Head (Civil), Member
5	Dr J N Sarvaiya	Head (ECED), Member
6	Dr K C Maheria	Head, ACD, Member
7	Dr S N Sharma	Head, EED, Member
8	Dr Z V P Murthy	Head (CheD), Member
9	Dr R G Mehta	Head (CoEd), Member
10	Dr K P Desai	Head (MED), Member
11	Dr Vipul Kheraj	Head (APD), Member
12	Dr H P Bulsara	Head (AMHD), Member
13	Dr. A. A. Sheikh	Special Invitee Member
14	Dr P V Bhale	Assistant Professor, MED

Prof D P Vakharia, Incharge Registrar, could not attend the meeting due to prior commitment.

Following are the minutes of the meeting held

Item No. 1 To confirm the minutes of Second ICSRB Meeting

Reso. No. 1 The minutes of the second meeting were confirmed except item No 4 which was not discussed in detail in second ICSRB meeting due to paucity of time and placed in subsequent meeting for discussion.

(Signature)
25/1/18
Shambhush
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Item No. 2 To discuss and resolve the issues of allowing a student, research scholar/JRF etc., to participate in National/International conference/STTP/ Workshop/ Technical Meeting/Event with partial/full financial support from Faculty Members own Professional Update Fund (PUF).

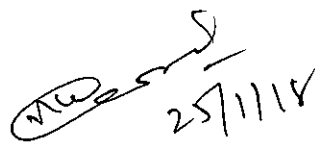
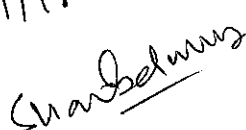
Reso. No. 2 It was unanimously resolved to allow a student, research scholar/JRF etc to participate in National/International conference/STTP/Workshop/Technical Meeting/Event in India/Abroad with partial/full financial support from Faculty Members own Professional Update Fund. However provision of the financial support under the PUF by faculty will be at the sole discretion/willingness of concern faculty and this will not be viewed as a right of student/research scholar/JRF etc

Item No. 3 To discuss and resolve the issues pertaining to PUF of SVNIT faculty going to retire from the institute.

Reso. No. 3 It was discussed that in such case if a faculty wishes he/she may buy some useful laboratory set up/equipment including one personal computer for personal use. However, apart from this such PUF will get merged with the Institute (R & C/ ICSR) Fund.

Item No. 4 To discuss and resolve the probable mode of Air Travels to be undertaken by the faculty under the PUF

Reso. No. 4 Since the PUF of a concern faculty is generally build over a period of time as an outcome of consultancy work as well as overheads from the sponsored research work mainly from Govt agencies. In view of this, it is resolved that the faculty can undertake the air travel (domestic and abroad) as per the various types of airlines availability (PSU, Private, Listed) from his/her PUF build out of consultancy project work. However it is mandatory to fly by Air India, (as per prevailing norms including the recent Ministry of Finance circular on guidelines of purchase of ticket from authorised agent dated 19 July 2017 No


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19024/22/2017-E-IV), in case the faculty wants to avail his/her PUF, build as a part of Institute overhead accrued from Govt sponsored projects.

Item No. 5 To discuss and resolve the issues pertaining to permissible number of days abroad while seeking approval under PUF

Reso. No. 5 It was resolved that, for the duly approved abroad travel as per norms, the faculty can avail and claim two suffix and two prefix days over and above the schedule of the conference/workshop/event abroad while seeking approval under his/her PUF

Item No. 6 To decide honorarium to be paid to any invited expert/s (from India/Abroad) from the PUF of faculty

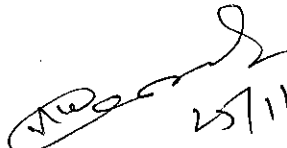

Reso. No. 6 It was resolved to pay the honorarium to the invited expert/s (from India/Abroad) at the rate of Rs 2500/- per hour towards invited talk/technical discussion/seating allowance etc with a maximum ceiling of Rs 10,000 per day.

Item No 7 To discuss and resolve issues pertaining to Permission to pay registration fees (Only) while not attending the conference by faculty/JRF/SRF etc from project fund/PUF

Reso. No. 7 It was discussed and resolved that such things are to be discouraged in general. However under exceptional circumstances (for example non grant of visa, health issue, flight cancellation etc) registration/ cancellation fees will be reimbursed with proof of cancellation charges paid.

Item No 8 To discuss and resolve some issues pertaining to various approvals under Department Development Fund

Reso. No 8 It was resolved that while availing the departmental development fund, a proper planning for the proposed expenditure may be made and be approved through the DAAC of the concerned department and be submitted as a proposal to the Dean (R& C)


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office. It was also resolved that in addition to purchase of Equipment/capital items, if the department wishes, expenditure towards manpower and maintenance can also be included through the Departmental Development Fund with due approvals while respecting 50 % sealing of opening balance (as on 1st April) for that particular financial year.

Item No 9 Application of Mr Rahul R Pai, JRF in DST Project (PI Dr. Satyajit Patel, Assistant Professor, AMD) regarding reimbursement of Hostel Accommodation Fees (Annually Rs 27,900 at present) from the HRA grant of the project in lieu of non availing HRA of Rs 5000/- per month from DST.

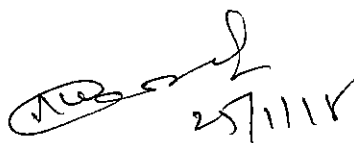
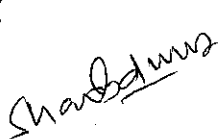
Reso. No 9 It was resolved that the hostel room rent (only) be permitted to be claimed from the HRA grant of the project (subject to availability of HRA budget head) in view of non availing of HRA as per the norms of the funding agency. Such amount will be paid on reimbursement basis on the submission hostel fees receipt. It was also resolved that such cases will be proceeded on similar lines.

Item No. 10 To constitute a committee to revise the "IPR Policy" of the Institute which was framed in the year 2012

Reso. No. 10 It was resolved to constitute a new committee for the revised IPR Policy of the institute that will encourage more faculty members/students to file for more patents in hassle free manner. It was resolved to empower the Dean (R & C) to propose the committee with appropriate blend of suitable faculty members from Engineering and Science disciplines and get it approved by the Chairman ICSRB.

Item No 11 To discuss and resolve the permissible time limit to accord post facto approvals

Reso. No. 11 The following resolution is made by the committee


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Though post facto approvals are generally discouraged, in general however in exceptional cases with due justification, permissible time limit to accord post facto approvals shall be within 15 days but in no case later than sixty days. However such accord of post facto approvals will not be applicable for non recurring/capital items.

Item No. 12 Any other item with the permission of Chair

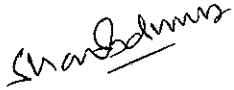
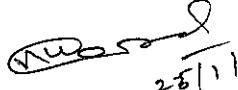

Provision of GST amount in view of payment of GST at the time of raising of invoice

Reso. 12

It was resolved that the provision of GST amount in view of payment of GST at the time of raising of invoice be made from the Departmental Development Fund of the concerned department. In view of it was also resolved that an expenditure sealing of 50 % of opening balance (as on 1st April) for that particular financial year be respected.

In addition to this, for the sake of information, it is to be informed that while raising the consultancy and testing both the invoice the department should serially numbered now onwards for every financial year. For example, for invoice raised by Applied Mechanics Department, the serial number will appear as AMD/001/17-18, for Mechanical Engineering Department MED/001/17-18. This is mandatory as per GST act and needs to be followed strictly.

The Chairman ICSR thanked all the members for their active participation in the meeting.

	 25/11/18	 25/11/18
Dr. A. A. Shaikh Asso. Dean (R&C) & Member Secretary (ICSRB)	Prof. H. K. Raval Dean (R & C) Member (ICSRB)	Prof. S. R. Gandhi Director & Chairman (ICSRB)