

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (AUTONOMOUS)
Chaitanya Bharathi P.O., Gandipet, Hyderabad - 75

Minutes of the meeting of the 3rd Governing Body of Chaitanya Bharathi Institute of Technology, Hyderabad, held on 23.12.2014 at 10.30 am. at Chaitanya Bharathi Educational Society, Near Keshava Memorial High School lane, Narayanaguda, Hyderabad.

Members present :

1. Dr. V. Malakonda Reddy, President, CBIT
2. Sri D. Kamalakar Reddy, Member, CBIT
3. Sri. V. V. Narayana, Member, CBIT
4. Sri. N. Subash, Member, Member, CBIT
- 5 Smt. D. Sandhyasree, Member, CBIT
6. Dr. P. Ravinder Reddy, Head, Department of Mech. Engg., CBIT
7. Dr. N.V. Koteswara Rao, Head, Department of ECE, CBIT
8. Prof. Uday B. Desai, Director, IIT, Hyderabad.
9. Sri N. Narayana Reddy, RJD, Department of Technical Education, Hyderabad.
10. Prof. A. Venugopal Reddy, Professor, Dept. of CSE, O.U. Hyderabad
11. Dr. B. Chennakesava Rao, Principal, CBIT.

Special Invitees present :

1. Smt S. Uma Devi, Member, CBIT
2. Dr. T. Radha Krishna, Mentor, TEQIP.

Leave of absence :

1. Vastushilpi Dr. B.N. Reddy, Member, CBIT
- 2 Sri. B. C. Reddy, Member, CBIT
- 3 Sri J. Pratap Reddy, Member, CBIT
- 4 Sri Venkat Ramdev, Member. CBIT
5. Prof. T. Srinivas Rao, Director, National Institute of Technology, Warangal.
6. Sri G. Sateesh Reddy, Outstanding Scientist & Director, RCI, DRDO, Hyderabad.
7. Sri. B. Ashok Reddy, President, CA, Infotech Enterprises Limited
8. Dr. Ehsan Ahmad Khan, Professor of Statistics, Jamia Hamdard, New Delhi.

Dr. V. Malakonda Reddy, President, CBIT, occupied the chair and conducted the proceedings.

Item No. 1	:	To confirm the Minutes of the 2nd meeting of the Governing Body held on 21.06.2014
Minutes	:	Minutes of the meeting of 2 nd Governing Body meeting held at 21.06.2014 are confirmed.
Item No 2	:	To note and approve the minutes of third (3rd) Academic Council meeting held on 19.07.2014.
Minutes	:	Minutes of the Academic Council meeting held on 19.07.2014 were perused by the members and the same are approved with the following modifications. The minutes under the head "English" in Item No. (2) are to be corrected as under:

	<p>The word “either” appearing after B.E. / B.Tech shall be removed and the word “and” shall be inserted in place of “or” coming after” 2/4 II Semester.”</p> <p>The General Body also noted that additional staff is to be recruited in English for the new subject added in English viz. “soft skills for employability” in B.E. 2/4 II Semester for some branches and B.E.3/4 –I Semester for the other branches.</p>
Item No 3	: To review the activities of TEQIP along with expenditure statement under various heads of TEQIP.
Minutes	<p>The Members went through the agenda notes submitted on the TEQIP activities in detail and also perused the expenditure statement under various Heads and the same are approved.</p> <p>Dr. T. Radha Krishna, Mentor, TEQIP who attended the meeting as a special invitee suggested that the entire funds of Rs.400.00 Lakhs be spent as early as possible without waiting till the end of extended period of TEQIP – II Programme i.e. October 2016. The President informed in this connection that CBIT already advanced money for the TEQIP activities to the extent of Rs.126.61 Lakhs since funds from the Government are not released. The Principal informed in this regard that the third installment of Rs.160.00 Lakhs (Rs.96.00 Lakhs NPIU share, Rs.32.00 Lakhs State Government share and Rs.32.00 Lakhs CBIT share) is already approved by NPIU and Rs.96.00 Lakhs released to State Government by NPIU as its share. The funds are expected to be released in January 2015 along with State Government share of Rs.32.00 Lakhs leaving a balance of Rs.100.00 Lakhs out of the total project cost of Rs.400.00 Lakhs.</p> <p>Dr. T. Radha Krishna impressed on the Governing Body members that further funds may be advanced by CBIT for the TEQIP activities to close the entire project to the extent of Rs.400.00 Lakhs at the earliest. He further informed that after spending the entire amount of Rs.400.00 Lakhs CBIT can apply for additional funds under the TEQIP–II Programme itself and there is a possibility of the Government sanctioning additional Rs.1.00 Crore to Rs.1.50 Crores under TEQIP – II. This suggestion was discussed at length by the Members and it was resolved to provide further advance of Rs.1.00 Crore for TEQIP activities from CBIT funds and to <i>spend the entire amount before 31st July 2015.</i></p> <p>Prof. U.B. Desai, Director, IIT, Hyderabad, has made a suggestion that the Institute may invite eminent Technical and Administrative experts from different Industries frequently to deliver Guest lectures for teaching the students during week ends. This will enable the students to have exposure to practical knowledge provided by these experts.</p>

Item No 4	: To take note of the revised guidelines for undertaking foreign travel under TEQIP.
Minutes	<p>The Members perused the revised International Travel guidelines issued by the MHRD, Government of India under TEQIP. The Board unanimously felt that the procedure involved for giving approvals for International Travel to be undertaken by faculty are too lengthy and it involves at least two to three months period to get permission from the Government. One of the conditions is that International Travel by the faculty of the Institute is to be approved by the Governing Body for forwarding to the Government for final approval. Since a maximum of (4) meetings of Governing Body will be conducted in a year, there will be a gap of nearly three months between one meeting and one another meeting of Governing Body and it may not be possible to recommend to Government for approvals within the required time to enable the staff to undertake foreign travel.</p> <p>It is therefore resolved to form a standing Sub-Committee of the Governing Body comprising of following members, which can meet at short notice as and when required to evaluate the foreign travel application(s) of the faculty and to forward the same to the MHRD, Government of India for final approval.</p> <p><u>Members of the Sub Committee:</u></p> <ol style="list-style-type: none"> 1) Dr. V. Malakonda Reddy, President, CBIT. 2) Sri N. Subash, Member, BoM, CBIT. 3) Smt. D. Sandhyasree, Member, BoM, CBIT. 4) Prof. A. Venugopal Reddy, Dean, Faculty of Engg., O.U., Hyderabad. 5) Dr. B. Chennakesava Rao, Principal, CBIT 6) Dr. N.V. Koteswara Rao, Head, Dept. of ECE. <p>The quorum for the meeting shall be three (3) members.</p>
Item No 5	: To discuss progress on Implementation of “Good Governance Practices” envisaged under TEQIP.
Minutes	<p>The progress on implementation of “Good Governance Practices” as envisaged under TEQIP was discussed in detail by the Members of the Governing Body. Dr. T. Radha Krishna, Mentor, TEQIP, suggested that the Strategic plan shall comprise of a long term plan for Twenty (20) years and short term plan in detail for five (5) years.</p> <p>The Principal informed that at the 2nd Governing Body meeting held on 21.06.2014 an internal Committee of senior faculty was constituted and was assigned the task of preparing the Green Book of Good Governance Practices to be followed by the Institute as envisaged under TEQIP. The Committee is already on the job and it is expected that the draft copy will be ready by the middle of January 2015.</p> <p>The Principal informed that the roles and responsibilities of the Governing Body shall be intimated to the NPIU before 15th January 2015. He further</p>

	<p>informed that one of the Good Governance Practices suggested by NPIU is that periodically new external members are to be inducted into the Governing Body every two years from Industry and Academics.</p> <p>The Principal informed the Governing Body that the draft Green Book as soon as prepared will be submitted for finalization to the Standing Committee referred to under Item No. (4) above.</p>
Item No 6	: To consider note on Research activities and consultancy
Minutes	<p>In connection with Research work to be undertaken by the staff, Prof. U.B. Desai, Director, IIT, Hyderabad, suggested that the wisdom of the seniors shall be used productively for this purpose. The President informed in this connection that Dr. K. Ganesh Babu, Retired Director, CSIR – CBRI Roorkee and Retired Professor, Dept. of Ocean Engineering, IIT, Madras, was recently recruited as Director, R & D (Civil Engineering) to gear up the research activities in the Civil Engineering Department in particular and CBIT as a whole.</p> <p>As regards encouraging faculty for obtaining Ph.D. Degree, it was suggested by Prof. U.B. Desai, Director, IIT, Hyderabad, and unanimously agreed to by the Governing Body that paid leave for one or two (2) semesters can be granted to the faculty who register for Ph.D. with NITs, IITs and IIITs. The faculty who are granted this benefit may be required to submit a Bond, undertaking to serve the Institute for a minimum period of three (3) years after obtaining Ph.D.</p>
Item No. 7	: To ratify all selections made (both teaching and non-teaching) by the Selection Committee since the last meeting.
Minutes	: The staff selections made by the Selection Committee during the year 2013-14 as submitted to the Governing Body are ratified.
Item No 8	: To peruse the Audited Accounts for the year 2013-14 comprising of Balance sheet as on 31.03.2014 and Income and Expenditure Account for the period 01.04.2013 to 31.03.2014 and the Auditors Reports thereon.
Minutes	: Audited accounts for the year 2013-14 were perused by the Governing Body and the same are approved. The Governing Body noted that even though there is a revenue surplus for the year 2013-14 the funds position remains to be tight due to non-receipt of scholarship amount.
Item No. 9	: To take note of the implementation of two installments of enhanced D.A. effective from 01.01.2014 to 30.06.2014 and 01.07.2014 to the teaching and non-teaching staff except the arrears of D.A from 1.1.2014 to 31.7.2014 and from 1.7.2014 to 30.9.2014.

Minutes	: The Governing Body ratified the implementation of D.A. enhancement effective from 01.01.2014 and 01.07.2014 as detailed hereunder: <u>D.A. enhancement from 01.01.2014:</u> a) Teaching Staff : 10% (90% to 100%) b) Non-Teaching Staff : 8.56% (63.344% to 71.904%) <u>D.A. enhancement from 01.07.2014:</u> a) Teaching Staff : 7% (100% to 107%) b) Non-Teaching Staff : 5.992% (71.904% to 77.896%) The Governing Body also approved the payment of arrears for the period from 01.01.2014 to 31.07.2014 in respect of enhancement from 01.01.2014 and arrears from 01.07.2014 to 30.09.2014 in respect of enhancement w.e.f. 01.07.2014 amounting to nearly Rs.63.00 Lakhs and Rs.19.02 Lakhs respectively. This amount will be released in two or three installments.
Item No. 10	: To review information on Admissions made for the year 2014-15 discipline wise as against the approved intake.
Minutes	: The information submitted to the Governing Body on admissions made for the academic year 2014-15 were reviewed by the Governing Body. It is noticed by the Governing Body that P.G. Admissions are very much short of the approved intake and about 90 seats are vacant. The Governing Body also noticed that in U.G Courses in the Department of Bio-Technology also around (14) seats, Dept. of Chemical Engg., – (08) seats and Production Engineering (02) seats are left unfilled. The members also expressed that the demand for MCA Course is coming down and the institute may think of closing this course in due course of time. However it is felt that some more time may be taken before taking a final decision on closing of MCA Course. Further it is resolved to start one more section in Information Technology and necessary approvals may be obtained in this regard from AICTE from the next academic year i.e. 2015-16.
Item No. 11	: To review the results in the Examinations in various branches for the year 2013-14 and Rankers.
Minutes	: The results in the Examinations at the U.G. and P.G. level submitted to the Governing Body for the year 2013-14 were reviewed and the Board expressed its satisfaction at the results and the ranks obtained by the students.
Item No. 12	: To review the information regarding Campus placements for the year 2013- 14 & 2014- 15.
Minutes	: The information submitted to the Governing Body about the placements obtained by our students was reviewed by the Governing Body and the Board expressed its satisfaction about the placements obtained.

Item No. 13	:	Any other item with the permission of the Chairperson :															
Tabled item:																	
Item (a)	:	Mr. M. Chakravarthi Reddy, a student of B.E. ¼ ECE, CBIT - Winner of the Asian Youth Chess Champion – International Master (IM) under 18 – Tournament – Recommendation for Financial Reward – Reg.															
Minutes	:	<p>The Governing Body noted with appreciation that Mr. M. Chakravarthi Reddy, B.E. 1/4, ECE, CBIT has bagged first place in International Asian Youth Chess Champion International Master (IM) at new Delhi under – 18 open category. The proposal to declare a cash award was also accepted.</p> <p>The President suggested that Mr. M. Chakravarthi Reddy may be felicitated at the next SHRUTHI – 2015 function for his achievement and some cash award can also be given at that time along with such other students. This was unanimously accepted by all the members of the Governing Body.</p>															
Item (b)	:	Regulations for conduct of examinations under Autonomous.															
Minutes	:	<p>The regulations for conduct of examinations under Autonomous as submitted to the Governing Body are approved and are reproduced hereunder.</p> <p style="text-align: center;"><u>REGULATIONS FOR CONDUCT OF EXAMINATIONS</u> <u>SCHDULE OF THE NATURE OF MALPRACTICE AND MAXIMUM PUNISHMENT THAT CAN BE AWARDED</u></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Sl. No.</th> <th style="text-align: center;">MALPRACICE</th> <th style="text-align: center;">MAXIMUM PUNISHMENT THAT CAN BE AWARDED</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Possession of the prohibited (written or printed) papers, books, notes during the examination period that which were not used.</td> <td>Shall be debarred from appearing at the subsequent papers of the examination apart from cancelling the result of the examination in which he / she had indulged in malpractice.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Matter relevant to the examination being written on any part of the body or on the clothes worn or in the instruments, or wrappings etc.</td> <td style="text-align: center;">-do-</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Attempting to take help from any prohibited papers, notes, written or printed matter, writings on the walls, furniture and attempting to take help from or giving help to others regarding answer to any question or questions of the examination paper.</td> <td style="text-align: center;">-do-</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Taking help from or consulting of prohibited written or printed material, consulting and/or taking help from or helping other examinee during the examination period inside the</td> <td style="text-align: center;">-do-</td> </tr> </tbody> </table>	Sl. No.	MALPRACICE	MAXIMUM PUNISHMENT THAT CAN BE AWARDED	1	Possession of the prohibited (written or printed) papers, books, notes during the examination period that which were not used.	Shall be debarred from appearing at the subsequent papers of the examination apart from cancelling the result of the examination in which he / she had indulged in malpractice.	2	Matter relevant to the examination being written on any part of the body or on the clothes worn or in the instruments, or wrappings etc.	-do-	3	Attempting to take help from any prohibited papers, notes, written or printed matter, writings on the walls, furniture and attempting to take help from or giving help to others regarding answer to any question or questions of the examination paper.	-do-	4	Taking help from or consulting of prohibited written or printed material, consulting and/or taking help from or helping other examinee during the examination period inside the	-do-
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	examination hall or outside with or without their consent, or helping other candidate to receive help from any one else.	
5	An examinee who attempts to disclose his/her identity to the paper valuer by writing his/her roll number at a place other than the place prescribed for it, or by writing his/her name or any coded message or an examinee who makes an appeal to the paper valuer in the answer book.	Cancelling the result of that paper.
6	Writing such as invocation of God's name in any form.	To be ignored.
7	Writing on the question paper or other papers the answer to questions, rough work, etc. with no intention of passing in on to another examinee.	To be warned not to do so.
8	Using abusive and obscene language in the answer book.	Cancellation of the result of that paper.
9	Examinee swallowing or destroying prohibited material found in his possession or acting in any other manner with a view to destroy evidence.	Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting his / her admission to or continuation in any course of the college for a period of one year.
10	Refusing to obey instructions of the chief superintendent / Invigilator.	Cancellation of the result of that paper.
11	Smuggling an answer book/additional answer book/matter into or out of the examination hall.	Cancellation of the result of all Examinations taken or proposed to be taken during that session and prohibiting his / her admission to or continuation in any course of the college for a period of one year.
12	Inserting in or removing from the answer book / additional answer book of any sheet.	-do-
13	Substituting wholly or partly an answer book / additional answer book.	-do-
14	Impersonation even at a single examination.	To be dealt with as per Law.
15	Cases of examinees when conspiring to interchange their roll nos.	Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission or continuation in any course of the college for a period of one year.
16	Creation of disturbance or otherwise misbehaving in and	Cancelling the result of all examinations taken or proposed to be

		around the examination hall during or before the examination.	taken during that session and prohibiting admission into or continuation in any course of study for a period of two years.
	17	Guilty of assaulting/abusing intimidating any person connected with the examination work any time before, during or after the examination.	Cancelling the result of all examinations taken or proposed to be taken during that session and the next session and prohibiting their admission into or continuation in any course of study for a period of two years.
	18	Any other malpractice not defined here in above.	As recommended on the merits of the individual cases by the malpractices committee.
	<p>Note: EXAMINATION in this context refers to all the papers taken by the candidates on the same hall-ticket.</p> <p>The Governing Body also approved the constitution of Committee for looking into the cases of malpractices comprising of the following:</p> <ol style="list-style-type: none"> (1) Principal, CBIT. (2) Controller of Examinations. (3) Dean, Students Affairs. (4) Two senior faculty to be nominated by the Hon'ble President based on the recommendations of the Principal. 		
Item (c)	:	Setting up of Quality Enhancement in Engineering Education (QEEE) – E Classroom – Reg.	
Minutes	:	<p>The proposal submitted to establish an e-classroom under the Programme “Quality Enhancement of Engineering Education” (QEEE) was approved.</p> <p>The Governing Body also gave its approval for procurement of equipment for the E-classroom from TEQIP–II funds at an approximate cost of Rs.8.00 lakhs duly following the procedure prescribed by the NPIU and MHRD.</p>	

There being no other business the meeting terminated with vote of thanks to the Chair.

Sd/-
Dr. V. MALAKONDA REDDY
PRESIDENT, CBIT.