



भारतीय पेट्रोलियम और ऊर्जा संस्थान INDIAN INSTITUTE OF PETROLEUM AND ENERGY

MINUTES OF THE 14TH MEETING OF THE 'BOARD OF GOVERNORS' IIPE HELD ON 06.09.2022 FROM 1600 HRS IN HYBRID MODE

Members present

1. Prof. P. K. Banik, Academic Advisor, Jio Institute – **President, BoG** (Attended physically);
2. Prof. T. N. Singh, Director, IIT Patna - **Member** (Attended virtually);
3. Prof. K. Ganapathy Ayappa, IISc Bengaluru - **Member** (Attended virtually);
4. Prof. Kamal K. Pant, IIT Delhi - **Member** (Attended virtually);
5. Prof. Saibal Gupta, IIT Kharagpur - **Member** (Attended physically);
6. Prof. Indrajit Mukhopadhyay, Pandit Deendayal Energy University - **Member** (Attended physically);
7. Shri Pankaj Kumar Goswami, Director (Ops), Oil India Ltd - **Member** (Attended physically);
8. Prof. Shalivahan, Director, IIPE - **Ex-officio Member** (Attended physically);

Leave of Absence:

9. Shri. Pushp Kumar Joshi, CMD HPCL – **Member**;
10. Shri MV Iyer, Director (BD), GAIL (India) Limited – **Member**.

At the outset, the Hon'ble President welcomed all the distinguished members of the BoG. He introduced the new members appointed to the Board.

The following agenda items were deliberated:

14.01	Confirmation of the Minutes of the 13th meeting of BoG of IIPE held on 29th April, 2022. The Minutes of the 13 th meeting of the BoG held on 29.04.2022 were confirmed as there were no comments/ remarks received from the members earlier and no comments were offered on the floor by any member.
14.02	Submission of Action Taken Report on Minutes of the 13th meeting of BoG, IIPE. The Secretary, BoG, presented the Action Taken Report (ATR) on the Minutes of the 13 th meeting of the Board, held on 29 th April, 2022. The Board has noted the ATR.
14.03	Director's Report on the progress of various activities. The Director presented the report on various activities of the Institute such as land, placements, faculty strength, projects, awards & welfare measures taken up during the last three months. The same is reproduced below: Land : The final verdict of the Hon'ble High Court of Andhra Pradesh in the matters of our permanent campus land issue was delivered on 5 th August, 2022. It ordered the Govt of AP to clear the compensation issues as early as possible and quashed all pending writ petitions. Further, it ordered not to obstruct the construction activities & IIPE's expansion within the allocated land. Placements: In the academic year 2021-22, a total of 87 students (42 from Chemical Engineering and 45 from Petroleum Engineering) were successfully graduated. 74 students registered for the Institute's placement drive and 13 students has opted for higher education, out of which 73 were placed. The placement has been ~100% out of which ~75% students got placed in Core Sectors and ~25% got placed in Data Analytics and other such sector. Thanks to Team CDC for making this happen. Faculty Strength: The faculty strength is 29 Regular Faculty, 01 Visiting Professor, 01 Ramalinga Swamy Fellowship Faculty in 2021-2022.



Academics: The academic Calendar of the Institute is now Day Specific rather than Date Specific. The courses are being bench marked with top notch Institutes

Research:

- (i) Institute has introduced cumulative contingency and sandwich Ph. D program to promote foreign collaboration;
- (ii) Institute has started supporting Undergraduates by attending an International Seminar/Workshop/Training;
- (iii) Institute to host foreign Nationals from one month to twelve months;
- (iv) N-PDF: Ms Kusum joined as N-PDF on 8th August 2022.

Sponsored Projects: Ongoing: Total Numbers 08 and Outlay: ~ Rs. 5.00 Crore
Submitted: Total Number 15 and Outlay of ~Rs. 6.50 Crores.

Summer Internship Programme (SIP): This year the Institute started Summer Internship Programme and 6 Summer Interns were selected.

Honors and Awards to Faculty Members:

- (i) Dr. Sheshagiri Rao Ambati nominated as member of the Appraisal Committee (Industry-2), Ministry of Environment, Forest and Climate Change, Govt. of India;
- (ii) Dr. Raka Mandal selected for Prestigious SERB-SIRE Award.
- (iii) Dr. Dipankar Pal selected for Outstanding Research in Chemical Engineering in 8th Venus International Science and Technology Award- VISTA 2022.

Welfare measures for the Employees:

- (i) IPE has initiated the Group Insurance Policy (GIS) with LIC to provide life insurance coverage to all regular employees based on a category-wise contribution basis.
- (ii) Institute adopted Rashikunda Beach and is planning to adopt a village.
- (iii) Following Hospitals have agreed to provide CGHS rates to IPE fraternity on credit facility for OPD: CARE Hospitals; (ii) Sevenhills Hospital; (iii) Medicover Hospitals; (iv) NRI Hospital; (v) Visakha Eye Hospital;
- (iv) Top up salary to Newly Joined Faculty Members.

The Board has expressed its pleasure on positive growth of placements and appreciated the new initiatives taken up by the Institute.

14.04 Presentation by CPWD on status of construction of Campus.

IPE has entrusted the construction of buildings at permanent campus to CPWD. In this regard, the authorities from CPWD, presented the status of the drawings/construction activities of the Institute, to the Board. Shri Ashok Dhiman, Senior Architect, CPWD, Chennai has joined the meeting virtually and presented the drawings of the permanent campus of IPE. Shri. Ch Sreedhar, Superintending Engineer (SE), CPWD, Visakhapatnam along with other CPWD officials, attended the meeting physically.

On completion of the presentation, the Board has suggested the following few points:

- (i) Faculty cabins and labs have to be accommodated within the same building instead of placing them in separate buildings;
- (ii) The academic building is designed in a curve model with sloppy structure which is occupying a lot of space. The Board suggested for review of the design wherever possible as it is in the initial stages;
- (iii) As IPE is an institute of Energy, suggested for provision of solar panels;
- (iv) It is also suggested for forecasting and making provisions for future expansion of the campus.

The Board has further sought the confirmation on initiation and delivery dates of the project, for which the SE has informed that the matter would be discussed with their

ADG who is stationed at Hyderabad and would be reverted to IPE with needful information by 9th September, 2022 (Friday).

The Board has also suggested for agreement with CPWD with definite delivery schedules of the project duly incorporating the suitable penalty clause on delay in delivery of the project activities on CPWD.

The President, BoG has suggested for conducting meetings with the concerned CPWD authorities on daily basis for monitoring the progress of the work.

Reported Items

The following points have been reported to the BoG for kind perusal and information. The same is noted by the Board.

14.05 Conclusion of MoU for mentorship with IIT Kharagpur & purchase of ERP software license from IIT Kharagpur.

IPE had an MoU with the IIT Kharagpur for an academic mentorship since its inception. Initially the MoU was signed for 03 years from 2016 to 2019 and further extended for 03 years till June 2022. The MoU was concluded on 30th June, 2022. Further, IPE purchased the ERP software license from IIT Kharagpur which was developed for IPE during the mentorship, along with the legacy data for an amount of Rs. 3 lakhs with service charges extra. In this regard, IPE has signed an MoUs with IIT Kharagpur for Software License Agreement and Service Supporting Agreement.

14.06 MoUs with various local hospitals for providing OPD medical facilities on CGHS rates to faculty, staff & their dependents and students.

IPE has signed MoUs with the following local multi-speciality hospitals for providing OPD facilities, on credit basis for faculty, staff & their dependents and on cash basis for students, as per applicable CGHS rates:-

- (i) CARE Hospitals;
- (ii) Sevenhills Hospital;
- (iii) Medicovert Hospitals;
- (iv) NRI Hospital;
- (v) Visakha Eye Hospital;

14.07 Group Insurance Scheme (GIS) with LIC for faculty & staff on contribution basis

IPE initiated the Group Insurance Policy (GIS) with LIC for providing life insurance coverage to all regular employees based on contribution basis, category-wise, as per details mentioned below:

Sl	Category	Insurance Cover	Monthly Contribution (Rs.)
(a)	Group-A	Rs. 20 lakhs	495/-
(b)	Group-B	Rs. 15 lakhs	297/-
(c)	Group-C	Rs. 10 lakhs	198/-



Ratified Agenda Items

14.08

Appointment of new Deans

IPE proposed to create two additional Dean positions as follows, in addition to the existing Dean positions: -

- (i) Dean of International Relation and Alumni Affairs;
- (ii) Dean of Innovation, Incubation and Entrepreneurship;

Accordingly, the following proposal along with detailed note as placed at **Annexure-2**, was submitted to the Hon'ble President, BoG on 29.06.2022 for approval: -

(i) To create the position of Dean of International Relation and Alumni Affairs and to nominate Dr. Rajat Jain, Asst. Professor as the first Associate Dean (IRAA);

(ii) To create the position of Dean of Innovation, Incubation and Entrepreneurship and nominate Dr. Ranjan Pramanik, Asst. Professor as the first Associate Dean (IIE);

(iii) The existing Associate Dean (Planning Resources & Alumni) to be renamed as Associate Dean (Planning) and to continue the present incumbent.

The same was approved by the Hon'ble President, BoG subject to the ratification by the Board vide email dated 29.06.2022.

The Board has ratified the appointment of new Deans, as mentioned above.

14.09

Summer Internship Programme (SIP)

IPE initiated the Summer Internship Programme (SIP) from the year 2022. The SIP is open to pre-final year students of B.E./B.Tech. and M.Sc./M.S./M.Tech. from different Indian Institutions and offers internship for 8-weeks. The SIP at the IPE provides the students a platform to explore their research potential by undertaking focused research projects with young and dynamic faculty at the IPE.

The detailed guidelines of SIP are placed at **Annexure-3**. The first SIP programme was conducted from 13.06.2022 to 12.08.2022. The SIP programme has been approved by the Hon'ble President, BoG vide email dated 19.05.2022.

The Board has ratified the Summer Internship Programme (SIP).

14.10

Institute's Purchase Manual

The Institute, through a duly constituted committee, has prepared the Purchase Manual for procurement of equipment/ materials in a transparent and fair process considering the various objectives of the public procurement.

The copy of Purchase Manual is placed at **Annexure-4**. The Manual has been approved by the Hon'ble President BoG vide email dated 04.07.2022.

The Board has ratified the Purchase manual, placed at Annexure-4.

14.11

Constitution of various Selection Committees/ DPCs

As per clause 19 (1) of IPE first Statute with regard to the appointments, it is stipulated that – "there shall be a Selection Committee appointed by the Board or by



	<p>the Director for making recommendations to the Competent Authority, as specified in Section 31 of the Act, for making direct recruitment against a sanctioned post of the Institute as well as for placement/ promotion of an existing employee to a higher post under any Career Advancement Scheme/ Merit Promotion Scheme that may be adopted or promulgated by the Board”.</p> <p>Accordingly, the Institute, through a duly constituted Committee, has prepared the guidelines in accordance with the above clause and in line with the existing norms in other IITs, for constituting various Selection Committees for filling up of posts by advertisement or by promotion from amongst the members of the staff of the institute and the Departmental Promotion Committees for Confirmation, Upgradation and Promotion etc.</p> <p>The guidelines along with the Constituted Committees are placed at Annexure-5. The same has been approved by the Hon’ble President and for placing before the ‘Board of Governors’ for ratification vide email dated 28.06.2022.</p> <p>The Board has ratified the constitution of various selection committees/ DPCs as placed at Annexure-5.</p>
14.12	<p>Revised guidelines for grant of Institute’s Research Grant (IRG)</p> <p>The institute has prepared the revised IRG guidelines (Annexure-6) in order to enable and motivate the newly joined faculty members to setup their independent research facilities and initiate their own research at IIPe. The revised guidelines have been approved by the Hon’ble President, BoG vide email dated 06.07.2022.</p> <p>The Board has ratified the revised guidelines for grant of IRG, placed at Annexure-6.</p>
Approved agenda items	
14.13	<p>Minutes of the 6th meeting of the Senate held on 22.08.2022</p> <p>The 6th meeting of the Senate, IIPe was held on 22.08.2022, to discuss and deliberate on the set agenda. The minutes of the Senate, are placed at Annexure-7.</p> <p>Resolution: The Board approved the recommendations made by the Senate during its 6th meeting held on 22.08.2022, as placed at Annexure-7.</p>
14.14	<p>Minutes of the 7th meeting of the Finance Committee held on 06.09.2022</p> <p>The 7th meeting of the Finance Committee (FC) was held on 06.09.2022 (FN) to discuss and deliberate on the set agenda. The minutes of the meeting are placed at Annexure-8.</p> <p>Resolution: The Board approved the recommendations of the Finance Committee made during its 7th meeting held on 06.09.2022 (FN), as placed at Annexure-8.</p>
14.15	<p>Nomination of members to Finance Committee, by the Board</p> <p>As per Section 10 of First Statute of IIPe, the constitution of the Institute’s Finance Committee (FC) is as follows:</p> <ul style="list-style-type: none"> (i) The President of the Board, Ex-officio Chairman; (ii) One nominee of the MoP&NG having expertise in Financial Management; (iii) One nominee of the General Council having expertise in Financial Management; (iv) Two persons nominated by the Board from amongst its members with at least one having affiliation with a promoting company; and



	<p>(v) The Director, Ex-officio member;</p> <p>As such, the former members nominated by the Board (i) Prof. PS Avadhani has resigned to the Member of Board of Governors, and (ii) Shri. P Chandrasekharan, Director (E&D), OIL superannuated on 30.06.2021.</p> <p>The Board is requested to nominate two members as per Subsection 10(1)(iv) of First Statute of IPE, to the Finance Committee.</p> <p>Resolution: The Board nominated following members, to the Finance Committee of IPE, for a period of three (03) years from the date of nomination (06.09.2022) or until further orders, whichever is earlier:</p> <p>(i) Prof. Saibal Gupta, IIT Kharagpur;</p> <p>(ii) Shri Pankaj Kumar Goswami, Director (Operations), Oil India Limited.</p>
14.16	<p>Delegation of Powers to the President, BoG as per Subsection 10(6) of IPE Act, 2017</p> <p>It is submitted that the Subsection 10(6) of IPE Act, 2017 regarding the Powers of Board, stipulates that <i>"the Board may, through a specific resolution to this effect, delegate any of its powers and duties to the President, Director, any officer or any authority of the Institute subject to reserving the right to review the action that may be taken under such delegated authority"</i>.</p> <p>In pursuance of the above, the Board is requested to consider for delegation of such authority to the President, BoG for providing approval in the matters of urgency where the approval of the Board is required and for appointment/ selection/ upgradation/ confirmation of the employees done through Selection Committees/ DPCs, subject to further ratification by the Board.</p> <p>Resolution: The Board approved the delegation of its powers to the President, BoG, as proposed above, as per Subsection 10(6) of IPE Act, 2017.</p>
14.17	<p>Recommendations of the Selection Committee & appointment to the post of Registrar</p> <p>IPE has notified the recruitment advt. No. IPE/NTS/01/2022-23 dated 11.05.2022 for appointment to the post of Registrar.</p> <p>A total of 41 applications have been received and out of which 11 candidates have been shortlisted based on their eligibility.</p> <p>The shortlisted candidates have been called for interview held on 08.08.2022 at IIT Patna, Bihta Campus. A total of 08 candidates have attended the Interview. The Director has presented the recommendations of the Selection Committee (Annexure-16) for appointment to the post of Registrar to the Board during the meeting.</p> <p>Resolution: The Board has approved the recommendations of the Selection Committee & appointment to the post of Registrar.</p>
14.18	<p>Implementation of 4-Tier Flexible Cadre Structure for faculty</p> <p>It is proposed to have 4-Tier Flexible Cadre Structure for faculty so as to recruit the faculty at any level i.e. at Assistant Professor / Associate Professor / Professor position based on the credentials of the applicant.</p> <p>The proposed flexible structure will help to bring the IPE faculty structure at par with IITs and IIMs and also other such institutes. This will help to discontinuing the rigid structure which is currently followed in faculty career progression. Else, it will lead to stagnation of the promotions of many faculty members.</p>



	<p>Flexible faculty structure will attract top notch faculty applications in the system and retaining such top-notch applicants would also be easy and flexible at IPE. Being a young institute, it is very important to attract and retain such faculty members. In this regard, the detailed note is placed at Annexure-9.</p> <p>Resolution: The Board approved the Implementation of 4-Tier Flexible Cadre Structure for faculty at IPE.</p>
14.19	<p>Library Manual</p> <p>The Institute has prepared the Library Manual containing the set of rules and procedures to execute its activities and to achieve the stated objectives. The document contains the policies and procedures to make the library one of the best libraries. The Library Manual can be referred as standard guideline while executing library activities.</p> <p>The Library manual has been recommended by the Institute's Library Advisory Committee (LAC) which is placed at Annexure-10.</p> <p>Resolution: The Board approved the Institute's Library Manual, placed at Annexure-10.</p>
14.20	<p>Record Retention Schedules</p> <p>The institute, through a duly constituted committee, prepared the Record Retention Schedules for each section based on the records they maintain. The Record Retention schedules are essential for efficient administration, to bring economy in space and for efficiency in record retrieval. Also considering various provisions under Right to Information Act, 2005, there is also a need to maintain certain records.</p> <p>The Record Retention Schedules of the Institute (Annexure-11) are prepared based on the approved Record Retention Schedules notified by the Department of Administrative Reforms and Public Grievances (DAR&PG), GFR-2017 and references also taken from other IITs.</p> <p>Resolution: The Board approved the Record Retention Schedules of the Institute, placed at Annexure-11.</p>
14.21	<p>Consultancy Rules</p> <p>The Institute has prepared the Consultancy Rules for faculty for taking up the consultancy projects to such an extent that it does not interfere with /hinder the discharge of their teaching/research or any other duties as assigned by the Institute. Also, the contribution of the research/postgraduate students in consultancy work is strongly encouraged and accordingly incorporated relevant guidelines. The consultancy rules are placed Annexure-12.</p> <p>Resolution: The Board deliberated on the Consultancy Rules and approved the same.</p>
14.22	<p>Recruitment & Promotion Policy for NTS employees of IPE</p> <p>The Indian Institute of Petroleum and Energy (IPE), Visakhapatnam is governed by the "Indian Institute of Petroleum and Energy Act, 2017" (No. 3 of 2018), enacted by the Parliament.</p> <p>Section 10(1)(d) of the IPE Act, 2017 empowers the Board to "lay down policy regarding the cadre structure, qualification, the method of recruitment and conditions of service of the teaching and research faculty as well as other employees of the Institute" and;</p> <p>Section 10(1)(i) empowers the Board to "create academic, administrative, technical and other posts and to make appointments thereto and to provide avenues for their growth and development."</p>



As per the said Act, IPE is declared as an Institute of National Importance under IPE Act, 2017. The Institute has the governance structure as well as legal mandate to grant degrees in a manner similar to that of IITs. The IITs are allowed to institute and recruit non-faculty positions as per the 10:1.1 Student to Non-faculty ratio after due approval of the Board of Governors (BoG).

Accordingly, taking into all the above inputs, the Recruitment and Promotion Policy for Non-teaching employees of IPE are framed, through a duly constituted Committee (Prof. SP Tiwari, IIT ISM Dhanbad, Dr. B. Muralikrishna, Registrar (I/c), IPE & Dr. Somnath Ghosh, Asst. Professor, IPE). The policy document is placed at **Annexure-13**. The Board is requested to review and approve the Recruitment & Promotion Policy for NTS of employees of IPE, placed at Annexure-13.

Resolution: The Board approved the Recruitment & Promotion Policy for NTS employees of the institute, as placed at Annexure-13.

14.23 Addition/ amendments to Leave Rules of faculty & staff

The Leave Rules for faculty & staff of IPE have been approved by the 'Board of Governors' in January, 2021 through circulation. The following leaves have been ratified: -

Faculty	Staff
Casual Leave	Casual Leave
Special Casual Leave	Special Casual Leave
Vacation/ EL	Earned Leave
Half Pay Leave	Half Pay Leave
Commutated Leave	Commutated Leave
Leave not Due	Leave Not Due
Extra-ordinary Leave	Extra-ordinary Leave
Maternity Leave	Maternity Leave
Adoption Leave	Adoption Leave
Paternity Leave	Paternity Leave
Child Care Leave	Child Care Leave
Sabbatical Leave	Study Leave
Special Leave	Work Related Illness & Injury Leave (WRIL)
	Special Leave connected with inquiry on Sexual Harassment

In addition to the above, the following are proposed for incorporating in leave rules of IPE for faculty & staff: -

Faculty	Staff
<ul style="list-style-type: none"> ➤ Project Leave ➤ Quarantine Leave ➤ Work Related Illness & Injury Leave (WRIL) ➤ Special Leave connected with inquiry on Sexual Harassment ➤ Leave on Foreign Service Terms 	Quarantine Leave

In this regard, the detailed guidelines for incorporating the additional leave rules for faculty and staff, are placed at **Annexure-14**.

Resolution: The Board has approved the addition/ amendments to the IPE leave rules as placed at Annexure-14.



14.24	<p>Appointment of Professor of Practice</p> <p>During the 6th meeting of the Senate held on 22.08.2022, it has been recommended that the institute may consider hiring of "Professor of Practice". Accordingly, an in-house meeting with Dean, Associate Deans and HoDs was held in IIPE on 25.08.2022 to discuss and to render the necessary suggestions.</p> <p>The recommendations made by the above committees is placed at Annexure-15.</p> <p>Resolution: The Board deliberated on the recommendations placed at Annexure-15 and approved the same for appointment of Professor of Practice.</p>
14.25	<p>Upgradation of eligible faculty from Level-12 to Level-13A1.</p> <p>The Assistant Professors (G-1) appointed in 2019 in Academic Pay Level-12 are due for upgradation to Level-13A1. In this regard, the Board is requested to deliberate and suggest suitable norms for upgradation of the faculty members from Level-12 to Level-13A1.</p> <p>Resolution: The Board resolved to constitute a Committee, comprising of the following, for suggesting suitable norms and to make necessary recommendations for upgradation of eligible faculty of the Institute from Level-12 to Level-13A1:</p> <ul style="list-style-type: none"> (i) Director, IIPE – Chairman; (ii) Prof. Saibal Gupta, IIT Kharagpur – Member; (iii) Prof. Kamal K Pant, IIT Delhi – Member; (iv) Dean (Faculty Affairs)/ Associate Dean (Faculty Affairs), IIPE – Member & Convenor. <p>The Committee will submit its recommendations within 15 days. The recommendations will be put up to the President, BoG for approval and subsequently for ratification by the Board.</p>
14.26	<p>Any other item with the permission of the Chair.</p> <p>With the permission of the Chair, the Director of IIPE has placed the following agenda under any other item.</p>
14.26.1	<p>Re-constitution of Building & Works Committee</p> <p>There were no provisions made in the First Statute of IIPE regarding the composition of the Building and Works Committee (BWC). During the 2nd BoG meeting held on 13.06.2019, the likely composition of the BWC was discussed. As there exists no concrete composition of the Building and Works Committee, considering the present demands of the institute in view of the start of the construction activities at permanent campus shortly, the re-constitution of the BWC is proposed as follows:</p> <ul style="list-style-type: none"> (i) Director - Ex-officio Chairman; (ii) Two external experts as Members, to be nominated by the Director; (one from Civil Engineering having expertise in handling large construction activities and the other from Electrical Engineering background having expertise in electrical maintenance/ services) (iii) Dean (Planning)/ Associate Dean (Planning) - Ex-officio member; (v) One faculty from each department of the Institute to be nominated by the Director as a Member; (vi) Junior Engineer (Civil) - Member; (vii) Junior Engineer (Electrical) - Member; (viii) Registrar – Ex-Officio Secretary; <p>Resolution: The Board approved the re-constitution of the Building & Works Committee, as mentioned above.</p>



The meeting is concluded with thanks to the Chair.