



भारतीय पेट्रोलियम और ऊर्जा संस्थान
INDIAN INSTITUTE OF PETROLEUM AND ENERGY

**Minutes of the 13th meeting of the 'Board of Governors' IIPE,
held on 29th April, 2022 from 1500 hrs,
both offline and virtually through Cisco Webex**

<u>Ser</u>	<u>Agenda</u>
1.	Confirmation of the Minutes of the 12 th meeting of BoG of IIPE held on 20 th January, 2022 and submission of Action Taken Report; (Annexure-1)
2.	Ratification of the minutes of the 4 th meeting of the Academic Senate held on 10.03.2022; (Annexure-2)
3.	Ratification of the minutes of the 6 th meeting of the Finance Committee held on 29.04.2022; (Annexure-3)
4.	Ratification of the minutes of the BWC Meeting held on 28.04.2022; (Annexure-4)
5.	Discussion on the time frame for the Retention Schedules of Question and Answer scripts of Recruitment & other documents by means of Retention policy and way of disposal; (Annexure-5)
6.	Consideration of foreign national students for admission into Ph.D. programs at IIPE Visakhapatnam;
7.	Reporting on status of the infrastructure development at the permanent campus of IIPE;
8.	Any other item with the permission of the chair.
	(a) Ratification of modified guidelines for grant of Institute Research Grant; (Annexure-6)
	(b) Ratification of the minutes of the PAC; (Annexure-7)
	(c) Ratification of nomination of Deans/ Associate Deans;
	(d) Reporting on NTS personnel joined at IIPE with reference to IIPE advt. IIPE/NTS/02/2021-22 dated 04.06.2021 (Annexure-8)

Agenda Item No. 1: Confirmation of the Minutes of the 12th meeting of the BoG of IPE held on 20th January, 2022 and submission of Action Taken Report.

It is submitted that the copy of the Minutes of the 12th meeting of the 'Board of Governors' of IPE held on 20th January, 2022 was circulated to all the honourable members through email on 24th January, 2022.

The copy of the Minutes, placed at **Annexure-1**, are submitted herewith for consideration and approval.

The Ex-Officio Secretary, BoG, will present the Action Taken Report on the Minutes of the 12th meeting of the Board of Governors, held on 20th January, 2022.

The Director also presented a brief report on the development done in the last six years. The report was earlier circulated to all the members of BoG.

Approval Sought: The Board may confirm the minutes of its 12th meeting held on 20th January, 2022 and may ratify the action taken report submitted by IPE.

Resolution: Resolved that the minutes of the 12th meeting of the 'Board of Governors' of IPE held on 20th January, 2022 be confirmed and the action taken report submitted by the Ex-officio Secretary, be ratified. The Board resolved to appreciate the Director for the development in all the aspects including academics, administration and land issues etc.

Agenda Item No. 2: Ratification of the minutes of the 4th meeting of the Senate held on 10.03.2022.

The 4th meeting of the Senate, IPE was held on 10.03.2022, to discuss and deliberate on the set agenda.

The minutes of the 4th meeting of the Senate, are placed at **Annexure-2**.

Approval sought: The Board may consider and ratify the recommendations of the 4th meeting of the Senate, IPE held on 10.03.2022.

Resolution: Resolved that in light of the recommendations of the PAC, the minutes of the PAC be placed in the Emergency Senate meeting to be conducted within 10 days, for checking with the recommendations of the Academic Senate. Subsequently, an Emergency BoG meeting shall be conducted for the ratification of the same within the next 10 days.

Agenda Item No. 3: Ratification of the minutes of the 6th meeting of the Finance Committee, scheduled on 29.04.2022.

It is submitted that the 6th meeting of the 'Finance Committee', IPE is scheduled for 29.04.2022 from 1100 hrs to discuss and deliberate on the agenda.

The detailed agenda of the 6th meeting of the 'Finance Committee', is placed at **Annexure-3**.

The deliberations of the Finance Committee will subsequently be submitted in the meeting of the BoG, as a supplement to Annexure-3.

Approval Sought: The Board may consider and ratify the deliberations of the 6th meeting of the 'Finance Committee', scheduled on 29.04.2022.

Resolution: Resolved to ratify the deliberations of the 6th meeting of the Finance Committee held on 29th April, 2022, as submitted in the Annexure-3

Agenda Item No. 4: Ratification of the minutes of the 8th meeting of the BWC, scheduled on 28.04.2022.

It is submitted that the 8th meeting of the Building and Works Committee, IPE is scheduled for 28.04.2022 to discuss and deliberate on the set agenda.

The detailed agenda of the meeting of the 'Building and Works Committee', is placed at **Annexure-4.**

The deliberations of the Committee will subsequently be submitted in the meeting of the BoG, as a supplement to Annexure-4.

Approval sought: The Board may consider and ratify the recommendations of the 8th meeting of the Building and Works Committee, the meeting is scheduled to be held on 28.04.2022.

Resolution: Resolved to ratify the deliberations of the 8th meeting of the Building & Works Committee held on 28th April, 2022, as submitted in the Annexure-4.

Agenda Item No. 5: Discussion on the time frame for the Retention Schedules of Question and Answer scripts of Recruitment & other documents by means of Retention policy and way of disposal;

It is submitted that considering the present space constraints and preservation of the documents based on their precedence, a need was felt to discuss and adopt the time frame for the schedule of the retention, maintenance, preservation and weeding out of records in respect of examinations conducted by IPE for various teaching and non-teaching posts and other documents by means of Retention policy and the way of disposal. In this regard, draft Retention policy and way of disposal is placed at **Annexure-5.**

Approval sought: The Board may consider and ratify the schedule of retention placed at Annexure-5.

Resolution: Resolved to ratify that the retention schedules of Question and Answer scripts of Recruitment & other documents by means of Retention policy and way of disposal may be kept for one year from the date declaration of the results.

Agenda Item No. 6: Consideration of foreign national students for admission into Ph.D. programs at IPE Visakhapatnam.

It is submitted that requests have been received from some of the foreign national students for admission into the Ph.D. programs at IPE Visakhapatnam. In this regard, the following guidelines were incorporated in the Ph.D regulations which were approved and adopted by the IPE:-

As per IPE PhD Rules and Regulations (Section 2.5): -

2.5.1. A foreign national can only register as a full-time research scholar;

2.5.2. A foreign national with a degree from Indian Universities will be treated on par with an Indian national for admission purposes;

2.5.3. Candidates with a foreign degree must meet the minimum educational requirements as given in 2.1 and 2.2 equivalent to candidates with Indian degree in the relevant disciplines;

In addition, they should have a valid GRE or GATE or UGC or CSIR-NET or NBHM or equivalent score. They should also have cleared the TOEFL/English Proficiency Test.

In view of the above, the Board is requested to discuss and deliberate for admission of the foreign national students into PhD programs offered by IPE.

Approval sought: The Board may kindly deliberate and suggest on the said agenda for further course of action to be taken by IPE for considering the admissions to foreign national students into Ph.D programs.

Resolution: Resolved to ratify that the admissions for foreign students at the ratio of 01 foreign student for each faculty into Ph.D programs and additional candidates be allowed in exceptional cases, with the approval of the Competent Authority subject to following the guidelines of the ministry concerned to foreign students.

Agenda Item No. 7: Reporting on the status of the infrastructure development at the permanent campus of IPE Visakhapatnam

It is submitted that the preliminary designs of residential components of the IPE permanent campus which includes Guest House, Hostel Blocks, Faculty Housing, Community Centre, Medical Centre, Meditation Hall, School and Shopping complex have been submitted by the CPWD on 15th March, 2022. The drawings were accordingly approved by the Building & Works Committee of IPE.

Based on the above, the CPWD, Visakhapatnam has submitted the Preliminary Estimates for the approved drawings with an estimate amounting Rs. 257 Crores, on 30th March 2022. Based on the preliminary estimates, the Board of Governors, IPE have approved for release of the payment of 10% of the estimate cost (i.e. Rs. 25.7 Cr) as per terms of the MoU held between CPWD and IPE.

Further, the CPWD has forwarded the drawings of preliminary designs for Academic Block, Administrative Block and Laboratories on 22.04.2022 and the same are submitted to the BWC for necessary suggestions.

Reporting: The current status of the infrastructure development of permanent campus of IPE, is reported herewith for kind perusal and information.

Resolution: The Board has noted the status of the infrastructure development of the permanent campus of IPE.

Agenda Item No. 8: Any other item with the permission of the chair.

With the permission of the Chair, the following additional agenda will be placed for kind deliberation and ratification by the Board.

1. Inclusion of modified guidelines for sanction of Institute Research Grant.

It is submitted that, IPE motivates and encourage new faculty members to become part of rich research heritage of the Institute through conducting cutting-edge research. In order to enable them setup their independent research facilities and initiate their own research at IPE, Institute is providing Institute Research Grant (IRG) to each of its faculty members.

In this regard, Institute has formulated the modified draft procedure, guidelines and mechanism for the submission and sanction of the IRG for the proposed project/ research. The same is placed at **Annexure-6**.

Approval sought: The board may kindly review and may ratify the revised procedure, guidelines and mechanism for the sanction of the IRG for the proposed project/ research for its adoption at IPE.

Resolution: Resolved to ratify the modified guidelines, revised procedure and mechanism for sanction of the IRG for the project/ research proposals as submitted in the Annexure-6.

2. Ratification of the minutes of the PAC;

During the Urgent BoG meeting held on 27th December, 2021, the Board has ratified for constitution of a seven/ eight member 'Think Tank Committee' named as "Planning and Advisory Committee (PAC)" with suitable expert members considering all the pool of names including the names suggested by the Board Members to discuss, deliberate, analyse and recommend suitable suggestions on the agenda set therein and to submit a report for review by the Board subsequently, to achieve excellence and maintain the sustained growth of the institute.

Accordingly, the PAC was constituted and 03 meetings were held. The final report submitted by the PAC is placed at **Annexure-7**.

Approval sought: The Board may consider the report submitted by the 'Planning & Advisory Committee' constituted therein and the same may be ratified for further course of action.

Resolution: Resolved that recommendations of the PAC with regard to academic matters be referred to Senate and with regard to the other points, the Director may take the appropriate action.

It is further suggested an emergency Senate meeting may be conducted within ten days for academic matters subsequently an emergency BOG meeting for ratification or by circulation.

3. Ratification of nomination of Deans/ Associate Deans;

It is submitted that during the 8th meeting of the "Board of Governors' held on 30.10.2020, the Board has approved for appointment of five Associate Deans as follows:-

Sl.No.	Nature of Duties	Name of the appointed faculty member
(a)	Associate Dean (Academic Affairs & Admin)	Dr. Deepak Amban Mishra Asst. Professor
(b)	Associate Dean (Students' Affairs)	Dr. Pratibha Biswal Asst. Professor
(c)	Associate Dean (R&D)	Dr. P Aparoy, Asst. Professor
(d)	Associate Dean (Faculty Affairs)	Dr. Somnath Ghosh Asst. Professor
(e)	Associate Dean (Planning resources & Alumni)	Dr. G Nagesh, Asst. Professor

In this regard, it is further submitted that as Prof. K Vijay Kumar & Dr. Seshagiri Rao Ambati, Associate Professor reported at IPE, they have been entrusted with the duties of Dean/ Associate Dean, in addition to their own other responsibilities, as follows:-

Sl.No.	Name of the faculty member	Nature of Dean Duties
(a)	Prof. K Vijay Kumar	Dean (R&D)
(b)	Dr. Seshagiri Rao Ambati, Associate Professor	Associate Dean (Faculty Affairs)

Dr. Seshagiri Rao Ambati, Associate Professor is replacing Dr. Somnath Ghosh, Asst. Professor based on his request to be relived. Dr. Somnath Ghosh, Asst. Professor is nominated as HoD (Humanities & Sciences) in place of Dr. P Aparoy, Asst. Professor on the request of the later.

Approval sought: - The Board is requested to ratify the nomination of the above Dean/ Associate Dean appointments.

Resolution: Resolved that having looked into the requirements and statutes of the institute, ex-post facto sanction is hereby accorded for approval of the above mentioned proposal.

4. Reporting on NTS personnel joined at IPE with reference to IPE advt. IPE/NTS/02/2021-22.

During the 12th BoG meeting held on 20.01.2022, IPE has reported the number of faculty / NTS selected against the IPE Advts. IPE/TS/01/2021-22, IPE/NTS/01/2021-22 & IPE/NTS/02/2021-22 dated 04.06.2021.

Subsequently, the list of Non-Teaching Staff (Level-3 posts) who have selected against the above recruitment advertisements and joined are, placed at Annexure-8.

Reporting: The list of NTS who have joined at IPE against the IPE recruitment advertised in June 2021, is reported herewith.

Resolution: The Board has noted the same.


Director, IPE
Prof. V.S.R.K. PRASAD
Director

INDIAN INSTITUTE OF PETROLEUM & ENERGY
Visakhapatnam


President, BoG, IPE
Prof. Paritosh K. Banik
President - BoG

Indian Institute of Petroleum and Energy
Visakhapatnam

Members present:

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| 1. | Prof. P.K. Banik, President, BoG, IPE
Formerly Vice-Chancellor, AKS University, Satna
& Advisor, Jio Institute | Attended physically |
| 2. | Prof. K. Ganapathy Ayappa
Professor & Chairman, Department of Chemical
Engineering, IISc Bangalore | Absence of Leave |
| 3. | Prof. B. K. Panigrahi
Dept. of Electrical Engineering, IIT, Delhi | Attended virtually |
| 4. | Prof. P. Rajendra Prasad
Formerly Sir Arthur Cotton Geo-spatial Chair,
Professor of Geophysics, Centre for Studies on Bay
of Bengal, Andhra University, Visakhapatnam | Attended physically |
| 5. | Prof. G.V.S. Krishna Rao
Dept. of Electrical Engineering,
Andhra University, Visakhapatnam | Attended physically |
| 6. | Shri K.S. Sastry, Member
Joint Director, Ground Water Department,
Government of Andhra Pradesh | Attended physically |
| 7. | Shri P.K. Joshi, Member
Director (HR), HPCL | Absence of Leave |
| 8. | Shri MV Iyer
Director (BD), GAIL (India) Ltd | Attended virtually |
| 9. | Prof. V.S.R.K. Prasad, Director, IPE
Ex. Officio Member | Attended physically |

Special Invitee

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| 9. | Shri KN Rai
Advisor (Strategic Projects) for IPE | Attended physically |
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Ex-Officio Secretary, BoG, IPE

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| 10. | Dr. B. Muralikrishna
Registrar (I/c), IPE | Attended physically |
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