

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

No. Dean (R & C) /ICSR (8<sup>th</sup>)/223<sup>rd</sup>/2019-20

Date: 11<sup>th</sup> February, 2021

Minutes of the 8<sup>th</sup> Meeting of the ICSR Board held on 22<sup>nd</sup> January, 2021 (Items No. 1 to 10) and 4<sup>th</sup> February, 2021 (Items No. 11 to 16) at Institute Conference Hall.

Following members were present at the meeting on 22<sup>nd</sup> January, 2021.

SN	Name	Designation	
1	Prof S. R. Gandhi	Director	Chairman
2	Prof. P. L. Patel, CED	Dy. Director	Invitee
3	Dr. Pramod Mathur	Registrar	Member
4	Dr. P. V. Timbadiya, CED	Prof. I/c. (Finance & Accounts)	Invitee
5	Prof. A. A. Shaikh , MED	Dean (R & C)	Member
6	Prof. Mansoor Ahammed	Head (CED)	Member
7	Prof. Shailendra Kumar	Head (MED)	Member
8	Dr. Anand Darji	Head (ECED)	Member
9	Dr. R. Chudamani	Head (EED)	Member
10	Dr B. Z. Dholakia	Head (ACD)	Member
11	Dr. A. K. Rai	Head (APD)	Member
12	Prof. M. A. Zaveri	Head (COED)	Member
13	Dr. Sushil Kumar	Head (AMHD)	Member
14	Prof. Chetan M. Patel	Head (ChED)	Member
15	Prof. Jigisha Parikh, ChED	Asso. Dean (R&C)	Member Secretary
16	Prof. J. Banerjee	Prof. I/c. (Research Park(ASHINE))	Invitee
17	B.P.Sibasankar	I/c. Dy.Registrar, (A/c)	Invitee

Following members were present at the meeting on 4<sup>th</sup> February, 2021.

SN	Name	Designation	
1	Prof S. R. Gandhi	Director	Chairman
2	Prof. P. L. Patel, CED	Dy. Director	Invitee
3	Dr. Pramod Mathur	Registrar	Member
4	Dr. P. V. Timbadiya, CED	Prof. I/c. (Finance & Accounts)	Invitee
5	Prof. A. A. Shaikh , MED	Dean (R & C)	Member
6	Prof. Mansoor Ahammed	Head (CED)	Member
7	Prof. Shailendra Kumar	Head (MED)	Member
8	Prof. M. A. Zaveri	Head (COED)	Member
9	Prof. Jigisha Parikh, ChED	Asso. Dean (R&C)	Member Secretary
10	Dr. K. D. Yadav, CED	Asso. Dean (R&C)	Invitee
11	Prof. D.C. Jinwala	Professor (COED)	Invitee
12	B.P.Sibasankar	I/c. Dy.Registrar, (A/c)	Invitee
13	Prof. H. K. Raval	Professor HAG,MED	Invitee
14	Dr. P.V. Bhale	Asso. Professor, MED	Invitee

The Chairman welcomed all members. He has welcomed Prof. D. C. Jinwala as new designated Dean (R&C), and Dr. K.D. Yadav as Asso. Dean (R&C).

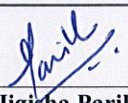
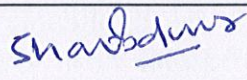
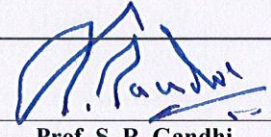
Following are the minutes of the 8<sup>th</sup> meeting:

<b>Item No. 1</b>	To confirm the minutes of 7 <sup>th</sup> ICSRB Meeting held on 19 <sup>th</sup> February, 2020.
<b>Reso.No.1</b>	The minutes of 7 <sup>th</sup> ICSRB meeting held on 19 <sup>th</sup> February, 2020, was circulated on mail to all members and no comments have been received. The ICSRB has therefore confirmed the minutes as placed at <b>Appendix 1</b> .
<b>Item No. 2</b>	To note and approve the action taken on the resolutions adopted at the 7 <sup>th</sup> ICSR Board meeting held on 19/02/2020 in the Electrical Seminar Hall.
<b>Reso.No.2</b>	Action on all the resolutions adopted at 7 <sup>th</sup> ICSR Board meeting held on 19/02/2020 has been initiated by the Dean R & C Office. The report showing action taken on the resolutions adopted at the 7 <sup>th</sup> ICSR Board meeting held on 19/02/2020 is enclosed at <b>Appendix 2</b> . The ICSRB has noted & approved the same.

<b>Item No. 3</b>	To empower Dy. Reg. (A/c) to implement and maintain the Expenditure, Advance and Transfer (EAT) module of Government of India's Public Financial Management System (PFMS). The necessary modality including registration & implementation be taken care of by Dy. Reg. (A/c). This is to be applicable for all Funding Agencies.
<b>Reso.No.3</b>	It is discussed at length and it is resolved to empower Assi. Reg. (A/c)/ Representative of account section as applicable, to implement and maintain the Expenditure, Advance and Transfer (EAT) module of Government of India's Public Financial Management System (PFMS). The necessary modality including registration & implementation be taken care of by Assi. Reg. (A/c). Similarly, required procedure will be adopted for all the concerned Funding Agencies.
<b>Item No. 4</b>	To approve Dy. Reg. (A/c) as a signatory for issuing invoice with digital signature to the clients towards consultancy projects.
<b>Reso.No.4</b>	It is discussed and resolved that Assi. Reg. (A/c) is approved to act as a signatory for issuing invoice with digital signature to the clients towards consultancy projects, as and when such request is received.
<b>Item No. 5</b>	To discuss and resolve about items purchased from PUF of retiring faculty. (ref. resolution # 3 of 3 <sup>rd</sup> ICSRB meeting)
<b>Reso.No.5</b>	It is discussed at length and it is resolved that retiring faculty is not allowed to retain the procured (Non-consumable) item from their PUF. Retiring Faculties are advised to return/deposit the procured (Non-consumable) item to the Head of the respective department/section. At the same time, it is also resolved that if retiring faculty wishes to retain the procured (Non-consumable) item from their respective PUF, he/she can do so as per the OM –F.No.8(64)/2016-EII(A) dated:27 <sup>th</sup> September,2016. <b>Appendix 3.</b> (Copy enclosed)
<b>Item No. 6</b>	To discuss and resolve PUF amount utilization limit for purchase of specific items.
<b>Reso.No.6</b>	It is discussed at length and it is resolved to approve the procurement of Mobile & Laptop with a ceiling limit of Rs. 25000/- & Rs. 80000/- respectively. However, in case of amount exceeds above limits for the suggested items, recommendation of the committee (formulated as Dean(R&C) as Chairman, and Concerned HoD, Dean FW as members) is required prior to the purchase

	of above items. Director SVNIT will approve/disapprove the recommendation with proper justification for the procurement of such item as deemed fit.
<b>Item No 7</b>	To discuss and resolve transfer of CCE Honorarium to PUF.
<b>Reso.No.7</b>	Item is deferred.
<b>Item No. 8</b>	To resolve submission of Form-CP-1.3 up to max 3 times in a Consultancy Project.
<b>Reso.No.8</b>	Item is deferred.
<b>Item No. 9</b>	To discuss and resolve various matters related to ASHINE Research Park/ Clarification in procurement, financial functioning of TBI Fund etc.
<b>Reso.No.9</b>	Prof. I/c. Research Park presented the details of procurement & financial functioning of TBI Fund. Based on discussion, it is resolved that procurement, financial functioning of TBI Fund for Research park (ASHINE), the process of procurement will be carried out as per institute procedure and following the resolution no. 7 of 45 <sup>th</sup> BOG meeting held on 13/06/2017. <b>Appendix 4.</b>
<b>Item No. 10</b>	To discuss and resolve Consultancy Expenditure Limit Ratio of 60:40, else a Special approval to be obtained.
<b>Reso.No.10</b>	Item is deferred.
<b>Item No. 11</b>	To discuss and resolve that distribution bills to be processed on Quarterly basis.
<b>Reso.No.11</b>	Based on due deliberation, it is resolved that distribution bills are to be processed on monthly basis. The bills received before 5 <sup>th</sup> of every month will be processed in the same month.
<b>Item No. 12</b>	To discuss and resolve about set off process for the outstanding amount (to be initiated after confirmation of concerned PI) in a consultancy project.
<b>Reso. No. 12</b>	It is discussed at length to streamline the status of the project/assignment as well as to confirm the outstanding amount of a specific consultancy project. It is resolved to fill up Form- CP-1.3- consultancy project completion report for each consultancy assignment as applicable and submit the same along with final distribution papers.
<b>Item No. 13</b>	To note the recommendation of Committee for discrepancy cases in

	consultancy projects based on resolution # 4 of 7 <sup>th</sup> ICSRB meeting held on 19.02.2020.
<b>Reso.No.13</b>	Noted & contents of recommendation of committee will be circulated to all faculty members to strictly adhere to it by Dean (R&C). <b>Appendix 5</b>
<b>Item No. 14</b>	To initiate Appreciation Certificate and Price Money to students and faculty members on receipt of a Patent.
<b>Reso.No.14</b>	The august house agreed with this proposal and it is resolved that Rs.20,000/- will be given as the token price money to the team of the patent awardees. The head for this provision will be (1/380).
<b>Item No. 15</b>	To discuss and review the distribution norms of Consultancy & Testing so as to increase the contribution in IRG.
<b>Reso.No.15</b>	<p>It is discussed at length, Dr. P.V. Timbadiya, Prof. I/c. (Finance &amp; Accounts) very clearly informed the house about the details regarding the calculations of distribution amount as applicable citing various documents.( 31<sup>st</sup> BOG resolution no.6, 45<sup>th</sup> BOG , 51<sup>st</sup> BOG, Rules &amp; Regulation for Consultancy Services in NIT Kurukshetra, Draft NIT council norms).</p> <p>With reference to the review of the distribution norms of the consultancy &amp; Testing so as to increase the contribution in IRG, it is resolved that a Committee will be formulated by the Chairman of ICSR Board. The committee will look into the matter &amp; will provide the proposal in due course of time.</p> <p>Dean R&amp;C officials raised the concern about a message received from Registrar for calculation of distribution amount. Members opined that the method adopted is as per the approved procedure and the facts should have been verified before sending the message.</p>
<b>Item No.16</b>	To deliberate discussion on Draft IPR Policy report which has been submitted to Honourable Director, by the Committee formulated vide Office Order no.1252 dated 16 <sup>th</sup> September 2019. Chairman of the said committee will present the report to the august house for their valuables inputs & suggestions.
<b>Reso.No. 16</b>	<p>Chairman &amp; Member Secretary of the IPR committee have been invited to present the salient features of the report.</p> <p>Prof. H. K. Raval, Chairman &amp; Dr. P.V. Bhale, Member Secretary of IPR Committee presented the salient features to the members for their inputs &amp; valuable suggestions.</p> <p>Based on the inputs &amp; discussion it is resolved that concerned stake holders</p>

	<p>will provide their inputs to Dean (R&amp;C) with a copy to Chairman of the IPR committee before end of February. It will be compiled &amp; addressed accordingly. The Chairman ICSRB will look into the concerns addressed &amp; will approve the same.</p> <p>Chairman, ICSRB and members appreciated the efforts of the IPR committee to bring out the detailed IPR Policy document.</p>		
	<b>Points For Noting</b>		
	<ul style="list-style-type: none"> <li>➤ E-Calendar 2020-21</li> <li>➤ Newsletter September 2020 Vol.II released</li> <li>➤ Sanction of Seed Money Grant for newly joined faculty members (40 nos.)</li> </ul>		
	The Chairman ICSR and member secretary thanked all the members for their active participation in the meeting.		
	 <b>Dr. Jigisha Parikh</b> Asso. Dean (R&C) & Member Secretary (ICSRB)	 <b>Prof. A. A. Shaikh</b> Dean (R & C) Member (ICSRB)	 <b>Prof. S. R. Gandhi</b> Director & Chairman (ICSRB)

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

No. Dean (R & C) /ICSR (7<sup>th</sup>)/ 460/2019-20

Date: 16<sup>th</sup> March, 2020

Minutes of the 7th Meeting of the ICSR Board held on 19th February, 2020 at Electrical Seminar Hall.

Following members were present at the meeting.

SN	Name	Designation
1	Prof S. R. Gandhi	Director, Chairman ICSRB
2	Prof. P. L Patel, CED	Dy. Director
3	Dr. Pramod Mathur	Registrar
4	Dr. P. V. Timbadiya, CED	Prof. I/c. (Finance & Accounts)
5	Prof. A. A. Shaikh, MED	Dean (R & C), Member
6	Prof. V.L. Manekar	I/c. Head,(CED),Member
7	Prof. Shailendra Kumar	Head (MED), Member
8	Dr. Anand Darji	Head (ECED), Member
9	Dr. R. Chudamani	Head (EED), Member
10	Dr B. Z. Dholakia	Head (ACD), Member
11	Dr. A. K. Rai	Head (APD), Member
12	Prof. M. A. Zaveri	Head (COED), Member
13	Dr. Sushil Kumar	Head (AMHD), Member
14	Prof. M. Mukhopadhyay	Head (ChED), Member
15	Prof. Jigisha Parikh, ChED	Asso. Dean (R&C) & Member Secretary of ICSRB

The Chairman welcomed all members, including Dr. Pramod Mathur who recently joined as Registrar.

**Item No. 1** To confirm the minutes of 6<sup>th</sup> ICSRB Meeting held on 26<sup>th</sup> April 2019.

**Reso. No. 1** The minutes of 6<sup>th</sup> ICSRB meeting held on 26<sup>th</sup> September, 2019, was circulated on mail to all members and no comments have been received. The ICSRB has therefore confirmed the minutes as placed at **Appendix 1**.

**Item No. 2** To note and approve the action taken on the resolutions adopted at the 6<sup>th</sup> ICSR Board meeting held on 26/09/2019 in the Institute Conference Room.

**Reso. No. 2** Action on all the resolutions adopted at 6<sup>th</sup> ICSR Board meeting held on 26/09/2019 has been initiated by the Dean R & C Office. The report showing action taken on the resolutions adopted at the 6<sup>th</sup> ICSR Board meeting held on 26/09/2019. The ICSRB has noted & approved the same. **Appendix 2.**

**Item No. 3** To advise all the faculty members to follow the procedure wrt Consultancy Project Completion Report. (Form –CP-1.3)

**Reso. No. 3** It is discussed at length for various suggestions and it is resolved to submit the Form 1.3 along with signed copies of Recommendation/Completion Report/Concluding remarks /Summary, at the time of submission of distribution proposal as a work completed document. In case of part distribution maximum 60 % of received amount will only be allowed to distribute, but Form 1.3 is mandatory to fill along with Progress Report/ Summary of work completed till date. The Form 1.3 is attached here as **Appendix 3.**

**Item No. 4** To Identify and finalize the procedure to handle any Dispute wrt Research Project / Consultancy Assignment.

**Reso. No. 4** It is discussed at length with reference to certain cases and resolved to handle it on case to case basis. It is also resolved to formulate committees for the ongoing cases, in consultation with Chairman, ICSRB.

**Item No. 5** To devise the procedure for Filing of patent through Dean R & C office.

**Reso. No. 5** IPR committee informed that the revised IPR Policy will be submitted by April 2020. In view of above item will be placed in the ensuing meeting, along with the IPR policy.

**Item No. 6** To provide information regarding Patent /Publication /MoU/Agreement etc. required for further submission by all the concerned Department/ Section /Centre as applicable.

**Reso. No. 6** It is unanimously resolved to formulate procedure/ format to provide the required information. The necessary designed template is attached as **Appendix 4.**

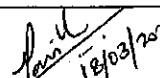
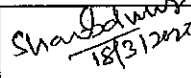
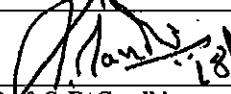
- Item No 7** To provide write up for NEWSLETTER including high resolution Photographs by all the concerned Department / Section /Centre/PIs as applicable.
- Reso. No. 7** It is unanimously resolved to formulate procedure/ format to provide the required information. The necessary designed template is attached as **Appendix 5**.
- Item No. 8** To Provide Photographs related to specific technical activity (Research project/Consultancy etc.) by all the concerned Department/Section/Centre as applicable.
- Reso.No.8** All members agreed to provide the required information as and when applicable. The necessary designed template is attached as **Appendix 6**.
- Item No. 9** To discuss & adopt any modification / addition required for PUF- utilization.
- Reso.No.9** Item is deferred.
- Item No. 10** To transfer payment distribution (from research project/Consultancy assignment) of Dean R & C section and Account section (1% each) to Dean R & C office-( R&D Fund under dean (R&C)).
- Reso.No.10** Item is deferred.

#### Point for Noting

Two Manpower appointed at dean R & C office as detailed below on contract. Appendix 7.

1. Mr.Vivekanand Vishwas Patil. Contact No. 9574124728
  2. Ms.Mitali Rohan Kayampanthi. Contact No. 9909233350
- They may be approached for any matter related to R&C.

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

 18/03/2020	 18/3/2020	 18/3/20
Prof. Jigisha Parikh Asso. Dean(R&C) & Member Secretary (ICSRB)	Prof. A. A. Shaikh Dean (R & C) Member (ICSRB)	Prof. S. R. Gandhi Director & Chairman (ICSRB)

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

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Action Taken Report of the 7<sup>th</sup> meeting of ICSRB of SVNIT, Surat, held on 19th February, 2020 at Electrical Seminar Hall.

<b>Action taken report of the 7<sup>th</sup> Meeting of the ICSRB Board held on 19 Feb.2020</b>			
<b>Sr. No.</b>	<b>Description</b>		<b>Action Taken</b>
1.	<b>Item No. 1</b>	To confirm the minutes of 6 <sup>th</sup> ICSRB Meeting held on 26 <sup>th</sup> September, 2019.	Implemented
	<b>Reso. No. 1</b>	The minutes of 6 <sup>th</sup> ICSRB meeting held on 26 <sup>th</sup> September, 2019, was circulated on mail to all members and no comments has been received. The ICSRB has therefore confirmed the minutes as placed at <b>Appendix 1</b> .	
2.	<b>Item No. 2</b>	To note and approve the action taken on the resolutions adopted at the 6 <sup>th</sup> ICSR Board meeting held on 26/09/2019 in the Institute Conference Room.	Implemented
	<b>Reso. No. 2</b>	Action on all the resolutions adopted at 6 <sup>th</sup> ICSR Board meeting held on 26/09/2019 has been initiated by the Dean R & C Office. The report showing action taken on the resolutions adopted at the 6 <sup>th</sup> ICSR Board meeting held on 26/09/2019. The ICSRB has noted & approved the same. <b>Appendix 2</b> .	
3.	<b>Item No. 3</b>	To advise all the faculty members to follow the procedure wrt Form –CP-1.3 –Consultancy Project Completion Report.	Implemented
	<b>Reso. No. 3</b>	It is discussed at length for various suggestions and it is resolved to fill Form 1.3 along with signed copies of Recommendation/Completion Report/Concluding remarks/Summary, at the time of submission of distribution as a work completed document. In case of part distribution 60 % of received amount will only be allowed to distribute, but Form 1.3 is mandatory to fill along with Progress Report/ Summary of work completed till date. The Form 1.3 is attached here as <b>Appendix 3</b> .	
4.	<b>Item No. 4</b>	To Identify and finalize the procedure to handle any Dispute wrt Research Project / Consultancy Assignment.	Committee submitted the Report to the Honorable Director
	<b>Reso. No. 4</b>	It is discussed at length with reference to certain cases and resolved to handle it on case to case basis. It is also resolved to formulate committees for the ongoing cases, in consultation with Chairman, ICSRB.	
5.	<b>Item No. 5</b>	To devise the procedure for Filing of patent through Dean R & C office.	IPR Committee submitted Report which will be presented in the next ICSR Meeting
	<b>Reso. No. 5</b>	IPR committee informed that the revised IPR Policy will be submitted by April 2020. In view of above item will be placed in the ensuing meeting.	
6.	<b>Item No. 6</b>	To provide information regarding Patent /Publication /MoU/Agreement etc. required for further submission by all the concerned Department/ Section /Centre as applicable.	Implemented
	<b>Reso. No. 6</b>	All members agreed for the same. It is unanimously resolved to formulate procedure/ format to provide the required information. The necessary	

		designed template is attached as <b>Appendix 4.</b>	
7.	<b>Item No. 7</b>	To provide write up for NEWSLETTER including high resolution Photographs by all the concerned Department / Section /Centre as applicable.	Implemented
	<b>Reso. No. 7</b>	All members agreed for the same. It is unanimously resolved to formulate procedure/ format to provide the required information. The necessary designed template is attached as <b>Appendix 5.</b>	
8.	<b>Item No. 8</b>	To Provide Photographs related to specific technical activity (Research project/Consultancy etc.) by all the concerned Department/Section/Centre as applicable.	Implemented
	<b>Reso. No. 8</b>	All members agreed for the same to provide the require information as and when applicable. The necessary designed template is attached as <b>Appendix 6.</b>	
9.	<b>Item No. 9</b>	To discuss & adopt any modification / addition required for PUF-utilization.	-
	<b>Reso. No. 9</b>	Item is deferred.	
10.	<b>Item No. 10</b>	To transfer payment distribution (from research project/Consultancy assignment) Of Dean R & C section and Account section (1% each) to Dean R & C office-(R&D Fund under dean (R&C)).	-
	<b>Reso. No. 10</b>	Item is deferred.	

E. No. 8(6-I)/2016-E.II(A)  
Government of India  
Ministry of Finance  
Department of Expenditure

New Delhi, the 27<sup>th</sup> September, 2016

**OFFICE MEMORANDUM**

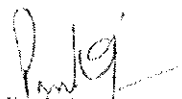
**Subject:** Purchase of Note Book/ Lap-Top, etc., by Ministries/ Departments - revision of guidelines reg.

In supersession to this Ministry's Office Memorandum bearing no 8(25)/2012-E.II(A) dated 10<sup>th</sup> September 2014 regarding purchase of Note Book/Lap-Top computers by Ministries/Departments and delegation of powers thereof, it has been decided that lap-top; tablet; notepad; ultra-book; notebook, netbook or devices of similar categories may be issued to officers of the rank of Deputy Secretary/equivalent and above for discharge of official work. These powers shall continue to be exercised by the Secretary of the Ministry/Department concerned in consultation with the Financial Adviser. It would be the prerogative of the Administrative Secretary to decide on the nature of gadget to be issued to the eligible officers.

2. This would, however, be subject to the following conditions:

- i. Cost of the device, including standard software should not exceed Rs. 70,000/-
- ii. Purchase procedures prescribed under GFRs/CVC guidelines may be followed.
- iii. The officer who is given the device, shall be personally responsible for its safety and security as well as security of data/information, though the device shall continue to remain Government property. In case of its loss, cost will be recovered from the officer based on the book value of the device. The officer concerned will be at liberty to get the device insured at his personal cost.
- iv. Only one device may be issued to an entitled officer. The officer will have the option to retain the device after four years by paying 10% of the original cost.
- v. For the purpose of calculation of the book value, a depreciation of 25% per year, on reducing balance, be adopted.
- vi. No new device may be sanctioned to an officer, who has already been allotted a device, in a Ministry/Department, up to four years or till the fitness of such device is certified by the authorized service centre of the OEM or by the vendor providing AMC services for such devices to the Ministry/Department, whichever is later. No proposal of replacement will be, however, considered during the manufacturer's warranty period. Upon the transfer of the officer to another Ministry/Department of the Government of India, he may exercise the option of carrying this device to his new posting with the approval of the Administrative Secretary. No new device may be issued to a new incumbent if the device is returned by his predecessor upon his transfer from that Ministry/Department, except when such device has completed the stipulated period of four years or its useful lifespan, whichever is later.
- vii. Disposal of the gadgets may be as per extant norms prescribed for e-waste disposal.

3. This issues with the approval of Finance Secretary.

  
(Pankaj Hazarika)  
Director (I-II-A)

To

1. All Ministries Department of Government of India
2. All Financial Advisers
3. MC, Do Expenditure

45<sup>th</sup> BOG MINUTES - DATE 13/06/2017

**Item.6:** To Note & approve the actions Initiated for IIIT, Surat mentored by SVNIT, Surat

**Reso.6:** The Board resolved to note and approve the actions initiated for IIIT, Surat mentored by SVNIT Surat. It further resolved to take up the following activities required for IIIT Surat:

- (i) Two under graduate programs namely (4 years Bachelor of Technology) in Computer Science Engineering & in Electronics & Communication Engineering have been planned. The number of sheets in each program for different category shall be as uploaded in JOSA website for admissions.
- (ii) Detailed syllabus prepared which will be placed for approval of SVNIT senate soon.
- (iii) Faculty required teach the courses from SVNIT & arrangements made to hire required Teaching Assistants / Visiting Faculty.
- (iv) A Society will be registered based on the Memorandum of Association dated 12/04/2016.
- (v) SVNIT has formed coordination committee for smooth running of the program.
- (vi) Arrangements are being made to open a separate current account in SBI, SVNIT campus which will be operated by Director / Registrar / Dy. Registrar (ACs) & for obtaining a PAN Card for IIIT, Surat. This is required to receive the funds from MHRD, State Government, Industry Partners & for fees to be collected. The account will also be used for all expenses related to the program.
- (vii) Existing infrastructure of classes, faculty cabins, hostel rooms to be utilized for 2-3 years for IIIT Surat.

**Item.7:** To consider & approve the proposal sanctioned by the National Science & Technology Entrepreneurship Development Board (NSTEDB), Department of Science and Technology, New Delhi for setting up of Technology Business Incubator (TBI) under the scheme of "National Initiative for Developing and Harnessing Innovations (NIDHI)" at SVNIT-Surat.

**Reso.7:** The Board resolved to consider and approve the proposal sanctioned by the National Science & Technology Entrepreneurship Development Board

(NSTEDB), Department of Science and Technology, New Delhi for setting up of Technology Business Incubator (TBI) under the scheme of "National Initiative for Developing and Harnessing Innovations (NIDHI)" at SVNIT Surat. It is also resolved to adopt the following activities to be carried out by the Institute for setting up TBI under the scheme of NIDHI :

- (i) Register a section 8 Not-for-profit company for setting up TBI
- (ii) Formulating the Board of Directors for the said section 8 company along with the Advisory committee and the Executive committee.
- (iii) Formulating MoA/AoA for section 8 company in line with the objectives of the said company as per the guidelines provided by DST.
- (iv) ~~Opening a saving bank account for the section 8 company, which shall be operated by The Director, D/R Accounts Registrar.~~
- (v) Transfer the old library building for the activities of registered section 8 company to the section 8 company on lease

**Item.8:** To consider and adopt Annual Report of the Institute for the year 2015-16

**Reso.8:** The Board considered and resolved to adopt the Annual Report of the Institute for the year 2015-16.

**Item.9:** To consider and adopt Annual Accounts of the Institute for the financial year 2015-16

**Reso.9:** Board considered the Annual Statement of Accounts of the Institute for the Financial Year 2015-16. The Board was informed that the Finance Committee has opined that since CAG team is beginning its audit at the Institute after approval of BoG, the Institute to take action removing the items of lower priority to minimize by 75% before taking to the CAG team. It is also suggested to prepare the Annual Statement of Accounts of the Institute for the Financial Year 2016-17 for approval.

**Item.10:** Approval of Budget Estimate (BE) 2017-18 of the Institute

**Reso.10:** The Board considered and approved the Budget Estimate (BE) 2017-18 of the Institute. The Board after detailed discussion resolved that the Budget

**Recommendations of Committee applicable to all Faculty members:-**

1. The faculty members should not take up any consultancy work without completion of Registration forms.
2. The faculty members must get DPR or appropriate documents before starting TPI.
3. The faculty members must submit the consultancy/TPI reports through Head of academic department, and PI should have the copies of all reports, and submit to Dean R&C office if need arises.
4. The PI and his team should intimate Head of academic department as and when they leave the station for TPI visits.
5. The PI should deploy the site Engineers on specific project basis. For any extension of TPI work, approval of Dean R&C is required while deploying engineers based on request of client.
6. In final reports, it should be stated very clearly that, if there is any query/ clarification of client on consultancy report, the same is to be intimated to PI within one month after submission of final report.
7. The MOU/Agreement for TPI work should be signed by Institute authorities only.
8. Faculty member should keep proper record of report submitted for each work they have taken.
9. Faculty member should thoroughly check the content of report before issuing to client so as to maintain authenticity of report.
10. All communication to be made with client should be conveyed to all concerned to maintain transparency.
11. The report should only be submitted after following Institute procedure.