

IFET COLLEGE OF ENGINEERING
(An Autonomous Institution)
VILLUPURAM
MINUTES OF BOARD OF MANAGEMENT MEETING

MEETING NO: IFET / BOM / 2020-21 / 02

VENUE: BOARD ROOM

DATE: 15-01-2020

MEMBERS PRESENT

1. Dr. G. Mahendran	Principal
2. Dr. S. Matilda	Vice Principal & Dean Academics
3. Mr. N. Sethuraman	Head / IQAC
4. Dr. P. Kanimozhi	Head / CSE
5. Dr. M. Margarat	Head / ECE
6. Mr. V. Velmurugan	Head / MECH
7. Mr. N. Arulkumaran	Head / CIVIL
8. Mr. M. Sujith	Head / EEE
9. Mrs. J. Jayachitra	Head / IT
10. Dr. K. Shanthanalakshmi	Head / S&H
11. Dr. A. John Dhanaseely	Head / R&D
12. Dr. A. Vaithiyanathan	Coordinator / R&D

AGENDA

- ❖ To discuss and frame guidelines to be followed for faculty attending workshops / conferences / presentations for R&D proposals / Training programmes etc.
- ❖ Any other matters brought forward.

RESOLUTIONS:

a) Discussed and finalized the guidelines for the faculty attending workshops/ conferences / training programmes / presentations related to R&D proposals / to attend judge or Examiner and any other academic activity.

1) To attend interview / present their proposals at the second level for getting research projects from funding agencies

- ❖ **TA/DA norms for within the state**
 - Shall have at least one year service in the college
 - Travel allowance as per actual

- Local Travel: Ordinary taxi / Auto / Public bus or Train, up and down km charges only, no waiting charges can be claimed.
 - Accommodation: Max Rs. 1000 / day.
 - DA for half a day Rs. 250 and full day Rs. 350.
- ❖ **TA/DA norms for other states and metropolitan cities**
- Shall have at least one year service in the college
 - Travel: Max A/C III tier fare
 - Accommodation: Max Rs. 1500 / day.
 - Food allowance : Rs. 500 / day
- 2) To attend Workshops / Conferences**
- Shall have at least one year service in the college.
 - Each department can recommend at a time not more than 2 faculty for the same workshop / conference.
 - Permitted only to attend maximum of 2 per year (preferably one per semester). Once in three years permitted for an international conference (outside the country).
 - Permitted only if proper alternate arrangement for classwork is done.
 - Shall submit photo copy of certificate of attendance / participation / presentation.
 - Shall give a presentation in the department on workshop / conference attended within a weeks' time.
- 3) To attend International conferences outside the country**
- Once in three years only
 - Should have having more than 5 years of experience in the institution.
 - Special leave (conference days + 4 days journey) including days of journey will be granted.
 - Travel allowance, DA etc., at the discretion of Management.
- 4) To attend faculty development programmes / training – one week or more than a week duration.**
- FDPs sponsored by AICTE / UGC / ISTE or organized by NIT /IIT / IISC are permitted with special leave TA, DA may be paid by hosting organization.
 - Special sanctioned leave beyond 7 days will be adjusted with summer vacation.
 - For programmes Attended by faculty during vacation, no compensation will be given.
- 5) To attend as judges / Examiners / Session Chairs / PhD adjudication etc.**
- Special leave without any allowances for a maximum of 4 days in an academic year and more than that will be adjusted with the summer vacation.
 - The research policy is frequently updated and it is be uploaded in the college website.
 - Institution provides seed money for the faculty for their research.

The HODs are requested to circulate the above guidelines among their teaching staff after getting approval of the Management.




 PRINCIPAL
Dr. G. MAHENDRAN, B.E., M.Tech., Ph.D.
 PRINCIPAL,
IFET College of Engineering,
 (An Autonomous Institution)
 IFET Nagar, GANGARAMPALAYAM,
 Villupuram District, 605 108.