

**IITI DRISHTI CPS FOUNDATION**  
**Indian Institute of Technology Indore**

Dated: 29/08/2021

Minutes of 2<sup>nd</sup> meeting of Hub Governing Body (HGB)

The 2<sup>nd</sup> HGB meeting of IITI DRISHTI CPS Foundation, A Section-8 Company established under NM-ICPS, DST, Govt of India was held on **7 August 2021 (Saturday)** at 10.30 hr at Committee Room No. 2, 9<sup>th</sup> Floor, Abhinandan Bhavan, IIT Indore.

Following Members of HGB and other invitees attended the Meeting:

1.	Prof. Neelesh Kumar Jain Director (Officiating), IIT Indore	Chairman
2.	Dr. I. A. Palani Dean, (R&D), IIT Indore	Member
3.	Dr. Pavan Kumar Kankar, IIT Indore Project Director, IITI DRISHTI CPS Foundation	Member Secretary
4.	Dr. K. R. Murali Mohan Mission Director, NM-ICPS, DST (Through VC)	Member
5.	Shri Akshay Hada MD, Symphonia & Graphicus; MD, Akshay Infrasys Industries Pvt. Ltd., Jaipur (Through VC)	Member
6.	Shri. Rinkesh Satija Sr Director, Supply Chain, PepsiCo India Holdings Pvt. Ltd., Gurgaon (Through VC)	Member
7.	Prof. U S Dixit, IIT Guwahati (Through VC)	Member
8.	Prof. Sandeep Chaudhary, IIT Indore (Through VC)	Member
9.	Dr. Ankur Miglani, IIT Indore (Through VC)	Member
10.	Dr. Sunil Dutta CEO, IITI DRISHTI CPS Foundation	Convener
11.	Ms. Tanushree Sharma, DST (Through VC)	Participant

**Leave of Absence:** Leave of absence was granted to the following **HGB member (Industry)** who could not attend the meeting:

1. Shri Amit Agrawal, Founder and Chief Operations Officer, Cyber Infrastructure (P) Ltd, Indore

## **2.1 Welcome and opening remarks by the Chairman, HGB**

Prof Neelesh Kumar Jain, Director & Chairman, HGB welcomed all Members and other participants to the 2<sup>nd</sup> Meeting of the HGB. He briefed about progress made by the TIH of IIT Indore after the 1<sup>st</sup> meeting of HGB and highlighted that the comments of SAC on the evaluation of the DPR (held on 24<sup>th</sup> June 2021) are required for submission of 2<sup>nd</sup> revised version of DPR. He mentioned that 2<sup>nd</sup> wave of COVID from March-May 2021 adversely affected conduct of some planned activities of the TIH. He informed about selection and joining of Dr Sunil Dutta, CEO of the Company and asked CEO to give his introduction.

Dr Sunil Dutta, CEO gave his introduction to Members and after ascertaining the required quorum, he sought permission to take up agenda items of the meeting.

Shri Akshay Hada, Member, observed about the delayed circulation of the agenda. He suggested that meeting intimation and related agenda should be circulated at least in one week advance.

It was decided that for all future HGB Meetings, intimation of the meeting should be sent in two weeks advance and agenda should be circulated at least in one week before the meeting.

*(Action: Member-Secretary and Convener)*

## **2.2 Confirmation of minutes of 1<sup>st</sup> meeting of HGB held on 15<sup>th</sup> Jan 2021**

The HGB unanimously confirmed the Minutes of 1<sup>st</sup> meeting of the HGB.

## **2.3 Action Taken Report (ATR) on HGB recommendations of the 1<sup>st</sup> meeting of the HGB held on 15<sup>th</sup> Jan 2021.**

<b>Agenda No.</b>	<b>Agenda</b>	<b>Action Taken</b>
1.3	To consider approval for appointing a banking partner and operations of banking.	Saving Account has been opened in Canara Bank, IIT Indore branch.
1.4	To consider nomination of members for Darpan Portal until a regular CEO and Manager Finance are appointed.	Will be discussed separately as part of Agenda 2.11.
1.5	To consider the appointment of the statutory auditor of the company and hiring services of Chartered Accountants/Company Secretary for financial or other related services.	Appointed on 18 Feb for the Fin year 20-21. For the current financial year (21-22) the E-tender is being floated.

1.6	To approve the procedure for the various Purchase of the Company and delegation of the Financial Power.	Included as Agenda Item 2.7 for discussion.
1.7	To consider and approve the advertisement for the recruitment of Chief Executive Officer (CEO), and consider the recruitment of various positions of the company.	The CEO of the company assumed his duties with the effect of 02/06/2021.
1.8	To consider the Research Project Proposals received by the DRISHTI CPS and their review.	Included as Agenda Item 2.4 for discussion
1.9	To approve the Honorarium and other charges for services rendered / sought by the company.	The honorarium will be included for different responsibilities as part of respective policy.
1.10	To consider the guidelines for the conduct of the Skill Development Program.	Draft Skill Development Program / policy being discussed separately as Agenda Item 2.9.
1.11	To approve and launch the company official website.	Company website launched on 15/07/2021 – <a href="http://drishticps.iiti.ac.in">drishticps.iiti.ac.in</a>
1.17	To adopt the common seal of the company.	Common seal of the company has been created.

## 2.4 Revision of DPR

The Chairman requested Member-Secretary to apprise and update the status of DPR.

It was mentioned during 1<sup>st</sup> and 2<sup>nd</sup> meetings of the Mission Coordination Committee (MCC) held online on 10<sup>th</sup> March and 21<sup>st</sup> May 2021 respectively, that some research problems from the different Ministries of Govt. of India, Research Organizations, and PSU will be shared with each TIH and till then any action of DPR should be withheld. But such document was received in the last week of July 2021. Meanwhile the Scientific Advisory Committee (SAC) of NM-ICPS held review of all the DPR submitted by 25 TIH during 24-25 June 2021. But its Minutes have not been received yet. Therefore, IIT Indore TIH is not able to proceed further on submission of the 2<sup>nd</sup> revised version of the DPR.

The Chairman and Dr. Kankar requested the Mission Director to expedite action on this and guide on this matter because the PIs whose project proposals have been included in the DPR, have been frequently approaching the Project Director for update on the status. Non-availability of clarity on status of these project proposals has made it difficult to give any suitable reply to these PIs.

Further, he asked whether the existing project proposal should be scrapped and the new ones should be invited from different researchers/faculty members based on the

Ministerial Problems for inclusion in the 2<sup>nd</sup> revised DPR. The Mission Director clarified that the reviewed project proposals should not be scrapped. The Mission Director asked the Project Director to expedite the collation of the new proposals which have potential to make significant contribution to the vertical assigned to IIT Indore TIH. He asked the Project Director to initiate fast-track review process for the new and/or unreviewed project proposals so that 2<sup>nd</sup> revised DPR can be submitted and the budget allocated for the technology development can be gainfully utilized.

The Mission Director, asked Project Director and the CEO to visit NM-ICPS office in Delhi for discussions and apprising on the role and responsibilities of HUB and HI and DPR issue. He also asked to bring the details of the space earmarked for the TIH.

***(Action: Mission Director, Member-Secretary & CEO)***

## **2.5 Reconstitution/Modification of HGB and BoDs (2<sup>nd</sup> MCC Discussions and Decisions - Action Taken Report (ATR) Ser No 18)**

It was informed that the that HGB was constituted as per structure mentioned in tripartite agreement (signed on 31<sup>st</sup> Dec 2021) and was notified on 4<sup>th</sup> Jan 2021 (copy attached) with the following members:

1. Director, IIT Indore: Chairman
2. Dean, Research and Development, IIT Indore
3. Project Director: **Dr. Pavan Kumar Kankar** (Member Secretary)
4. **Mr. Akshay Hada**, MD, Symphonia & Graphicus; MD, Akshay Infrasy Industries Pvt. Ltd., Jaipur (Industry Representative)
5. **Mr. Rinkesh Satija**, Sr Director, PepsiCo India Holdings Pvt. Ltd., Gurgaon (Industry Representative)
6. **Mr. Amit Agrawal**, Founder and Chief Operations Officer, Cyber Infrastructure (P) Ltd, Indore (Industry Representative)
7. **Prof. U.S. Dixit**, IIT Guwahati (Academic Representative)
8. **Prof. Sandeep Chaudhary**, IIT Indore (Academic Representative)
9. **Dr. Ankur Miglani**, IIT Indore (Academic Representative)
10. **Dr. K. R. Murali Mohan**, Mission Director, NM-ICPS Mission, DST, GoI.

The Chairman sought clarifications from the Mission Director on composition of HGB and BoD. The Mission Director suggested the following:

- (a) HGB should have more representation from Academia and essentially have the Director, Dean R&D, and Project Director from the HI; the HGB should have more representation from faculty members/Researchers. Besides, it should have judicious representation from Industry and Govt. The HGB meetings would be a platform primarily for technical and academic decisions owing to its composition. The Project Director will have a bigger role in HGB meetings.

- (b) The BoD should have the Director, Dean R&D, and Project Director from the HI, and a few academicians may be from external academic institutes; the remaining members should be from Industry preferably from CPS domain and a few from PSU/ R&D organizations/GoI representatives. The BoD meetings should be platform primarily for Administrative, Finance, and Execution related issues. The CEO of the company will have a greater role in the BoD meetings.
- (c) Mission Director also clarified the query raised regarding consideration of CEO as a member of the BoD. Mission Director asserted that CEO is the executive authority and cannot be a member of the BoD.

**Actionable item: DRISHTI to notify the revised composition of HGB and BoD as per above decisions, Timelines: within a week from the date of signing of Minutes and a copy be sent to Mission office, DST and updation on nmicps.gov.in portal.**

*(Action: Member-Secretary, HGB)*

## **2.6 Key Activities of the Company**

The CEO highlighted the key Activities of the Company till date such as launching of website, approval of logo, establishment of CEO's Office, recruitment and joining of two staff members, formulation of policies for procurement, recruitment, issuing of press release, and work-in-process for the Newsletter, etc.

The progress was noted with the satisfaction.

## **2.7 Approval of Procurement Policy**

The HGB members were briefed on the salient features of the proposed procurement policy which has been formulated along the lines of approved procurement policy of ARTPARK (the TIH of IISC Bangalore). The CEO explained the delegation of financial powers and different slabs of procurement.

The Mission Director mentioned that Company's policy should be formulated in a manner that provides adequate flexibility in procurement of items, complying with the Company laws and there GFR and CAG are not applicable to the Company.

**The members unanimously emphasized that TIH CEO should be empowered for adequate operating expense/ procurement orders for smooth day to day functioning of the TIH and, major project spend/ commitment should be brought to the BoD for approval. The final schedule of authority w.r.t. operating expense/ procurement order limit and defining threshold of major spend should be presented and approved by the BoD.**

## 2.8 Approval on Recruitment and Leave Policy

The CEO briefed about the salient features of Recruitment and Leave Policy.

It was resolved that approval of such policies be taken from the BoD.

## 2.9 Approval of Skill Development Policy

The members were briefed on Skill Development Policy/ Short Course Policy.

It was mentioned that of some details of the topics covered be included and that the targeted participants of such Skill Development program should be clearly identified. This should include those personals who are unskilled and need skill development in the areas of CPS and on the technical vertical assigned to the TIH of IIT Indore i.e. technical staff members of PSU (i.e. BHEL, BEML, HAL, etc.), Govt. and research organizations.

It was resolved that the policy should be refined and its approval be taken from the BoD.

**The HGB discussed on all above agenda items i.e., S No 2.7 to 2.9 and decided that all the above issues pertains to BoD and HGB has no locus standi in running the matters related to Company.**

***(Action: Project Director & CEO, to take up the above issues with BoD and actions be initiated as per BoD approvals)***

## 2.10 Reappropriation of allotted Grant

Re-appropriation of the budget well within the allocations is within the purview of HGB. Keeping in view of scientific and other technical activity perceived by the Hub, HGB recommends the re-appropriation of the budget as per given table. However, it needs to be ratified by the BoD and minutes of the BoD be submitted/uplinked in nmicps.gov.in portal.

Amount in Non-Recurring Head (A)	Rs. 3.52 Cr.
Amount in Recurring Head (B)	Rs. 3.73 Cr
Total Amount (C) = (A+B)	Rs. 7.25 Cr.

## **2.11 Registration on DARPAN Portal**

The CEO informed about the delay in registration on DARPAN Portal and mentioned that Finance Manager is required to be one of the office bearers while registering on this portal. The CEO briefed the members that the hiring of Finance Manager is being done on priority.

It was RESOLVED that hiring process be completed as soon as possible followed by registration on the DARPAN Portal.

## **2.12 Advertisement for the different appointments of the Company**

The CEO briefed about the need to hire some important staff members for the smooth functioning of the TIH and meeting its set targets. The Mission Director suggested that the Company should not be manpower intensive as it will add on to financial burden, a few important vacancies may be filled and others like legal matters, taxation, etc. be done on Consultancy basis.

Therefore, it was decided that recruitment process for one Finance Manager, one HR Manager, one Manager for Information Technology and Public Relations, and one Manager for Incubation, Entrepreneurship be started.

It was also decided that in future the BoD will take final decision on hiring of more staff members based upon for the expansion of the activities of TIH.

**Agenda items S No-2.11 to 2.13 are discussed in HGB, but, felt that these are pertaining to running of a Company and thus recommended that the above issues be taken up in next BoD.**

***(Action: Project Director (PD) & CEO to take the actions accordingly)***

## **2.13 Composition of Expert/Advisory Committee (2<sup>nd</sup> meeting MCC and ATR Ser No 1 (a))**

The CEO mentioned the need to have a robust Expert/Advisory Committee as it would play an important role in guiding the company on technical matters.

The Mission Director suggested that the HI should create a database of Experts and whenever the company needs, they can be contacted. The Chairman asked the Project Director to create a database of Experts and also requested the Mission Director for sharing the database of experts available with the Mission Office.

It was decided that the Project Director will take necessary action to create database of experts (i.e. reviewers who have reviewed the project proposals may be considered) to offer advice on technical matters whenever the Company needs.

***(Action: Project Director)***

## **2.14 Composition of Proposal Evaluation Committee for the Review of Proposals (Technology Development / Research Base)**

The Project Director highlighted to have a committee for reviewing the proposals for technology development and increasing research base

It was decided that Project Director to form a well-balanced committee for the same and circulate to all HGB Members or place it before the HGB in its next meeting

*(Action: Project Director)*

## **2.15 Transfer of Funds by Host Institute (IIT Indore) on 13 Jul 21**

The members were informed that IIT Indore has transferred Rs. 7,22,94,713/- on 13<sup>th</sup> July 2021 to the saving bank account of the IITI DRISHTI CPS Foundation in Canara Bank branch in IIT Indore Campus after deducting the expenditure incurred till 12<sup>th</sup> July 2021. The HGB noted this with satisfaction.

The Mission Director mentioned that the HI should issue UCs for the following durations:

- (a) 27<sup>th</sup> Oct 2020 to 31<sup>st</sup> Mar 2021: **UC-I**
- (b) 1<sup>st</sup> Apr 2021 to 13<sup>th</sup> Jul 2021: **UC-II**

The Mission Director also mentioned that the interest accrued till 13<sup>th</sup> Jul 2021 should be deposited to Bharat Kosh by the HI. And for the interest accrued after the transfer of Fund in the Company's Account, the mission will issue separate directions in due course.

*(Action: Host Institute through PD, Mission Director, DST)*

## **2.16 Tax Exemption Applicable and Status**

The CEO informed the members regarding the applicable Tax exemptions and their Status. He mentioned that all the applicable exemptions, statutory audit, trademark registration, etc. have been included in the e-tender which is being floated shortly.

It was noted with satisfaction.

## **2.17 Change of Existing Authorized Signatories for Financial Transactions**

The CEO informed that the existing authorized signatories as per decision of 1<sup>st</sup> meeting of HGB are Dean, R&D and Project Director from HI for financial transactions and proposed that it should be changed to Project Director and the CEO for smooth maintenance of account books and payments to different stakeholders.

It was RESOLVED that only CEO of the Company will be the authorized signatory for all the future financial transactions of the Company.



**All above points, i.e., 2.16 & 2.17 pertains to BoD, though HGB recognized the issues but left it to BoD take a call.**

**(Action: Project Director & CEO)**

## **2.18 Approval on DRISHTI Office Order Format**

The CEO presented the format of “DRISHTI Office Order” to the members which was appreciated.

## **2.19 Hiring of Transport Vehicle**

The CEO briefed about the need of hiring transport vehicle for official visits and for routine activities of the Company.

It was resolved that hiring of transport vehicle should be done on the need-based using the standard rate contract.

**Points, i.e., 2.18 & 2.19 pertains to BoD, though HGB recognized the issues but left it to BoD take a call.**

## **2.20 Registration on GeM Portal**

The CEO apprised the members about the problem being faced during the registration on GeM Portal due to non-availability of the Govt Id.

The Mission Director conveyed that the Project Director and the CEO during their visit to Delhi should raise this issue and in turn he would contact Finance Ministry for clarification on the same.

**However, all procedural issues/hurdles should be discussed during BODs meetings.**

## **2.21 Expenditure till 31<sup>st</sup> July 2021**

The CEO presented details of the expenditure incurred by the Company in Logo and stamp preparation, Salaries, Consultancy Services, Advertisement, etc. till up to **31<sup>st</sup> Jul 2021**. Total expenditure incurred is Rs. 6,14,685/- out of the allotted grant.

The members took note of it and mentioned the need to start the activities so that the remaining amount can be used for the intended and targeted activities of the Hub.

**It was resolved that such agendas be discussed during BoDs meeting.**

## **2.22 Any other items with the permission of Chairman**

All scientific matters, technical, scientific way forward, vision, thrust areas, matters related to Tech Development, Start-ups ideas, HRD models, international collaborations etc. and target setting to Hub, models of implementation, strategy to achieve set targets are only within the purview of HGB. All financial, administrative and legal, and regulatory compliances, audit related issues are to be taken up with BoD and actions by CEO. For all scientific matters, PD will be the officer in charge.

**HGB meetings, PD is member-secretary, so he/she will be presenting officer, HGB will be decision making body and as a convener CEO will not have any role in scientific matters. As an executive authority he will draw his powers from BoD and its directions.**

Further the mission Director reiterated that let us recognize this separation of powers and not intermingle the issues. PD given the high role in HGB because it is all relates to research, science, tech development etc.

The Mission Director also mentioned that in view of COVID 19 pandemic, FY 2020-21 be counted as zero year for the TIH from the points of activities, events and expenditure, etc.

### **(a) Approval on purchase of independent Domain**

The CEO expressed the requirement of a separate Domain for the Company to increase its visibility. Presently the Company website is hosted on the subdomain of the IIT Indore.

It was resolved that the Company should buy its own Domain, and its maintenance should be done by an outsource agency through an annual contract.

**However, such Agendas be discussed during BoDs meeting.**

**(b)** The CEO requested that the HI support should continue till the Company establishes its processes and infrastructure.

**The Chairman assured of all possible support to the TIH.**

**The Meeting ended with a vote of thanks to the chair.**



**Project Director and Member Secretary, HGB**



**Chairman, HGB**