

Minutes of the Meeting of the Executive Committee of the held on 26.10.2015 at 2 pm at the Inter University Centre for Biomedical Research, Thalappady

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| 1. Dr. Babu Sebastian, Vice Chancellor | Sd/- |
| 2. Dr. K P Mohanakumar, Director | Sd/- |
| 3. Dr. Satheesh Mundayoor, Dean, Rajiv Gandhi Centre for Biotechnology, Thiruvavanthapuram | Sd/- |
| 4. Dr. Prakash kumar B, Associate Professor, School of Bio Sciences | Sd/- |
| 5. Dr. B Anu kumar, NIV, Kerala Unit, TD Medical College Campus, Alleppey | Sd/- |

The joining of the new Director, Dr K P Mohanakumar on 14/10/2015 FN vide GO (MS) No 576/2015/H Edn dated 10/09/2015 was reported to the meeting. After detailed deliberations, the meeting resolved the following:

- i. to request the Government to take urgent steps to take over the Hospital Component from 1st April 2016, which may be utilized for the research purpose of the Centre.
- ii. to ratify the expenditures incurred for an amount of 9.24321 lakhs till 13/10/2015.
- iii. to transfer the balance of funds with applicable interest (Rs. 3,95,98550/- as reported by the Finance Officer in the Status Evaluation Meeting convened by the Hon'ble Chief Minister on 20/11/2014 and Rs Two Crores received from the State Government vide GO (Rt) No. 1312/2015/H Edn dated 08/06/2015) presently available with the University to the account of IUCBR & SSH before 31/12/2015.
- iv. to authorize the Director to search for a suitable person who has retired from Kerala Government Secretariat Service / Central Secretariat Service from a post not below the rank of Special Secretary and having experience University Administration and capable of implementing the administrative and financial decisions taken by the Director and the Governing Council to be appointed as the Chief Administrative Officer for a period of three years on contract basis. Further resolved to fix the pay of Chief Administrative Officer as per Rule 100 of KSR and to place the matter before the next meeting of the Governing Council.
- v. to authorize the Director, to initiate steps for the appointment of Professor of Emeritus, Adjunct Faculty Research Associates/Fellows and Project Assistants on contract basis as per CSIR/UGC rules by submitting proposals to various funding agencies.
- vi. to authorize the Director to initiate steps for initially developing core programs of the institute in the areas of drug discovery, diseases concerning development and ageing, and communicable diseases.
- vii. to authorize the Director to approach the government for releasing the balance amount in respect of the financial assistance from NABARD and to submit new proposals to NABARD in respect of setting up a Centre for Drug Discovery, Centre for Development and Ageing Research, Centre for Communicable Diseases, Control and Prevention and developing a tissue and organ culture facility at the Centre.
- viii. to authorize the Director to initiate steps to purchase equipments necessary for the Centre for Drug Discovery (CDD) Centre for Development and Ageing Research (CDAR), Centre for Communicable Diseases Control and Prevention (CCDCP) (as finalized earlier by the Technical Advisory Committee) and developing a tissue and organ culture facility at the Centre.
- ix. to authorize the Director to initiate steps to modify the third floor independent rooms to accommodate guests/fellows of the Centre as suggested above and to furnish the five rooms as per the requirement of the Centre. Decision may be also be taken to authorize the Director to initiate steps to develop a conference hall suitable for conferences with the required audio-visuals, boards, suitable chairs, dais, etc. in the space/hall available on the third floor of the Centre. Further resolved to direct the University Engineer to extend all possible support in this regard.
- x. to authorize the Director to purchase advanced Xerox machine with scanner, email and fax facility, computer hardware, close-circuit camera and recording devices for security purpose, video conference

facility for communications with collaborating institutes, other required equipments and furniture for the use of the Centre.

- xi. to authorize the Director to hire a car by inviting quotations as per Kerala Government rules.
- xii. to authorize the director to make all necessary arrangements for biomedical disposal, construction of fence around the complex and to direct the BSNL authorities to operationalize the diesel generator installed by them. Further resolved to authorize the Director to send a strong worded letter to the top officials of the BSNL expressing the displeasure of the Executive Committee in the construction work.
- xiii. to authorize the Director to invite indents of interest, along with feasible scientific programs from participating Universities and institutions in the core areas of CCDCP, CDD and CDAR within IUCBR & SSH. Further resolved to authorize the Director to organize separate Brain-Storming Sessions on each of the area ensuring participation of experts from within the State/national/international institutes.
- xiv. to authorize the Director to process applications for obtaining approvals/registering the Centre as mandatorily required by Govt approved bodies/Departments, such as Department of Science & Technology, Indian Council of Medical Research, Department of Biotechnology, Income Tax/Revenue Department, CPCSEA, DRDO, DAE, BARC, etc.

The meeting came to an end at 4.30 pm.

VC may please approve the minutes.

[Signature]
3/11/15
Director

[Signature]
3/11/15

[Signature]
04/11/15
VICE-CHANCELLOR

Minutes of the Executive Committee Meeting of Inter University Centre for Bio medical Research and Super specialty Hospital, Thalappady held at 3:00 pm on 30.12. 2015

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| 1. Dr. Babu Sebastian, Hon'ble Vice-Chancellor | Sd/- |
| 2. Dr. K. P. Mohanakumar, Director | Sd/- |
| 3. Dr. Satheesh Mundayoor, Dean, Rajiv Gandhi Centre for Biotechnology | Sd/- |
| 4. Dr. Prakash Kumar B, Associate Professor, School of Bio Sciences | Sd/- |
| 5. Dr. B Anukumar, Officer in charge of NIV, Kerala Unit, T.D. Medical College, Alappuzha | Sd/- |

After detailed deliberations , the meeting resolved the following:

- Item No. 1. Action Taken Report on the decision taken in the previous Executive Meetings

APPROVED.

- Item No. 2. Appointment of Chief Administrative Officer

NOTED.

- Item No. 3. Submission of Plan Fund Proposal for 2016-17.

As the time limit for submitting plan proposal of Rs. 25.00 Crores for the Inter University Centre for Biomedical Research Centre & SSH, Thalappady was over, it was decided to appraise the Hon'ble Chief Minister during the first week of January 2016 to include the proposal in the Budget Speech for 2016-17 and provide a token budget in the State Budget for 2016-17 and pool funds for the proposal. A brief on the project in Malayalam/English needs to be submitted to Hon'ble Chief Minister.

- Item No. 4. Extension of Service of Medical Staff and Coolies.

The request of the existing Medical Staff and Coolies for extension of their contract service was considered and in view of the fact that the Government have already taken immediate steps to establish a Community Health Centre, and have decided to appoint them for a further period of 179 days with effect from 28th December 2015 or till the Community Health Centre functions, whichever is earlier.

- Item No. 5. International Workshop /Brainstorming Session.

Decided to conduct the Workshop depending upon the availability of Experts from the field.

- Item No. 6. Office Automation.

It was decided to request the KELTRON to advise on matters of Office Automation as Technical Support Unit and adopt Office automation during January 2016.

- Item No. 7. Rural Infrastructure Development Fund (RIDF) Assistance from NABARD

NOTED.

Also decided to transfer the eligible funds received from the Government and kept in the University Accounts to the Centre immediately as the Centre has no funds to meet its establishment expenses.


 5/1/16
VICE-CHANCELLOR

Item No. 8. Installation of 2, 2-HP Portable Generators in the Centre

APPROVED.

Item No. 9. Payment of Property/Building tax.

The Registrar, M.G. University to be requested to address the Secretary, Puthuppally Grama Panchayat, that under Section 207 of the Kerala Panchayat Act, 1994, Buildings used for Educational purposes and Hostels are exempted from levying Building/Property tax, and the erroneously demanded building tax may be withdrawn retrospectively, and issue Ownership Certificate for producing before the KWA for water connection to the Centre, which is urgent.

Item No. 10. Advertisement of Scientific positions in the Centre

The Director is authorized to advertise Scientific positions immediately

Item No. 11. Modification of Website

The Director is authorized to modify the website with up-to-date information.

Item No. 12. Extension of the services of the Engineering Staff of the University.

The Director may request for the services of the Engineering personnel in the University for the Centre.

Item No. 13. Expenditure Statement

Ratified the expenditure incurred for an amount of ₹ 3,63,589/- for the period from 14.10.2015 to 22.12.2015.

The salaries of the Director and Chief Administrative Officer are also authorized to be drawn from the IUCBR & SSH funds. The Government may be addressed to seek its sanction for the interest accrued on the Grant sanctioned on various spells as Establishment Charges of the Centre, till the Government provides Budgetary support for the establishment expenses of the Centre.

Item No. 14. Construction of Sump and Pump House by KWA

The KWA may be reminded. Also, seek the intervention of Hon'ble Chief Minister for completing the deposited work by KWA.

Item No. 15. Accommodation to Director

NOTED & APPROVED.

Item No. 16. To convene a joint meeting of Executive and Academic Committee of IUCBR

The Director is authorized to submit the Agenda for the joint meeting, to the Vice Chancellor.

Item No. 17. Security personnel for IUCBR

The Director is authorized to appoint Security personnel as and when required from KENSON / Ex Servicemen Welfare Society.

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VICE-CHANCELLOR

Out of Agenda

Item No. 1. Purchase of equipments for the Centre, which has been approved by the Technical Committee.

The Director is authorized to take urgent steps to acquire the Equipments as approved by the Technical Committee for installation in the Centre on priority basis through established purchase procedures.

Item No. 2. Engaging a data entry operator on CLR basis - ratification

The action of the Director in having engaged a data entry operator on CLR basis from 3.10.2015 is ratified. Also permitted to engage a data entry operator as CLR basis till a regular appointment is made.

The meeting ended at 4:15 pm, with thanks to the Chair.

Amble ve may please approve the minutes

Approved
5/11/16
VICE-CHANCELLOR

J.P. Mohan
04/11/16

J.P. Mohan
DIRECTOR
04/11/16

**Minutes of the Executive Committee Meeting of Inter University Centre for Bio
medical Research and Super specialty Hospital, Thalappady.**

Date: 22.03.2016

Time: 3.30 PM

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| 1. Dr. Babu Sebastian, Hon'ble Vice-Chancellor | Sd/- |
| 2. Dr. K. P. Mohanakumar, Director | Sd/- |
| 3. Dr. Satheesh Mundayoor, Dean, Rajiv Gandhi Centre for Biotechnology | Sd/- |
| 4. Dr. Prakash Kumar B, Associate Professor, School of Bio Sciences | Sd/- |
| 5. Dr. B Anukumar, Officer in charge of NIV, Kerala Unit, T.D. Medical College,
Alappuzha | Sd/- |

After detailed deliberations, the meeting resolved the following:

Item No. 1 Action Taken Report on the decisions taken in the previous Executive Meeting.

Noted

Item No. 2 Office automation

Approved

Item No. 3 Selection of Audio-Visual Consultant for modifying 3rd Floor Hall as Seminar Hall

Decided to invite Expression of Interest (Eoi) from competent persons.

Item No. 4 Invitation of Bids for partial 2nd phase building for IUCBR&SSH

Authorised the Director to contact with the BSNL authorities for preparing a detailed estimate for complete Phase II A building for IUCBR&SSH and for lift upto 5th Floor, rain harvesting & water sump for firefighting.

Item No. 5 MoU with Health and Family Welfare Department – draft to be submitted to the Higher Education Department and Health & Family welfare Department

The Registrar, Mahatma Gandhi University to expedite the comments for inclusion in the draft MoU.

Item No. 6 Fire NOC for the Building of IUCBR&SSH; Pollution Control Boards clearance for running of the Hospital

Director is authorized to contact with BSNL for proper handing over the building and also to procure estimate for fire and safety NOC.

Item No. 7 Construction of Sump and Pump House by Kerala Water Authority

Authorised the Director to expedite the progress of the completion of works by. Kerala Water Authority


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VICE-CHANCELLOR

Item No. 8 Animal House construction

Director, IUCBR&SSH in authorized identify a site for construction of the animal house and to submit a detailed estimate at the next Executive Committee Meeting.

Item No. 9 Landscaping the area and development of a Kavu

Detailed proposal and estimate may be presented at the next Executive Committee Meeting.

Item No.10 Appointment of Senior positions in the IUCBR&SSH for Research

Decided to pursue action

Item No.11 Constitution of Research Advisory Committee

Authorised the Director to get the names to be included in the Research Advisory Committee with International Experts along with National Experts.

Item No.12 Research Review Committee

Authorised the Director to get the names of eminent National Experts.

Item No.13 Income- Expenditure

Approved (attached)

Item No.14 Intercom & Internet Connectivity

Approved. Also authorized the Director to get a high speed Internet Connection for IUCBR from BSNL under National Knowledge Mission by meeting the expenditure from the IUCBR funds.

Item No.15 Meeting of the Technical Committee

List approved. (Appended separately) and the Technical Committee to meet to finalize specifications of all equipment and to update the old Technical Committee recommendations made in 2013 of immunology and virus research facilities.

Item No. 16 Appointment of a Civil Engineer as consultant

Deferred.

Item No. 17 Taken over of O.P. Department of IUCBR&SSH by Department of Health Services, Government of Kerala.

Approved and recommended to the Governing Council for ratification of transfers.

Item No. 18 Purchase of 5KV Inverter instead of Two 2HP Generator

Approved and purchase shall be done under DGSD Rate.


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VICE-CHANCELLOR

Item No. 19 Approval of budget of IUCBR&SSH for 2016-2017

Budget approved and for ratification by Governing Council.

Item No.20 Interest accrued as Establishment Expenditure

Approved and decided to address the Principal Secretary (Higher Education)

Other Items

- (1) Decided to conduct a one day Seminar on viral and Infectious Diseases in July – August 2016, with Specialists/Experts from National and International scenario by the IUCBR&SSH.
- (2) Decided to conduct a workshop on Geriatrics on 01.10.2016 on World Geriatrics Day with International Experts. The Director is authorised to conduct the workshop.
- (3) The Executive Committee Meeting approved to engage project staff (qualified project Fellows/Assistants as per the norms and fellowships extended by the UGC/CSIR and Gol & GoK and get it ratified in the next Governing Council.
- (4) Decided to engage two sweeper-cum-sanitation workers in IUCBR Building on daily wages for a period of 179 days (as per GoK norms).
- (5) Decided to install Lightning arresters as required for IUCBR&SSH Building urgently.

The meeting ended at 4.45 pm, with thanks to the Chair.


Director 29/8/16


11/4/16
VICE-CHANCELLOR