

DRAFT

PRESIDENT'S ADVISORY COUNCIL

MINUTES  
11 May 2011  
(week 19)

---

**Present :**

Said Irandoust  
Barbara Igel  
Izel Ann Dante  
Joydeep Dutta  
Jonathan Shaw  
Worsak Kanok-Nukulchai  
Weerakorn Ongsakul  
Lawal Umar Kankia

**Secretariat :**

Namita Sravat  
Karma Rana

**Invitee:**

Pritam Shrestha  
Anthony G

**Apologies:**

Kazi M. Ahmed  
Nitin Afzulpurkar  
Amrit Bart  
Manukid Parnichkun  
Sudip K Rakshit

---

**PAC 11.05.01 WELCOME AND APOLOGIES**

The President welcomed the members attending the PAC meeting and apologies were noted.

**PAC 11.05.02 CONFIRMATION OF MINUTES**

The minutes of the PAC meeting held on 30 March 2011 was confirmed.

**PAC 11.05.03 MATTERS ARISING FROM THE MINUTES**

**1] Definition of AIT Alumni**

The PAC members deliberated on the issue of including not only the holders of degrees and diplomas awarded by AIT as AIT Alumni, but also former faculty/staff, students and participants of the short courses and trainings offered by the AIT Extensions and other Centers in the main campus as well as in the AIT Satellite campuses. The members were not in favor of extending AIT Alumni status as per the proposal and to continue with the current system.

**PAC 11.05.04 ISSUES FROM PRESIDENT**

The President updated members on the progress related to meetings on soft loan, management and administrative restructuring, RTG funding, forthcoming Executive Committee meeting and new Bye-Laws. He also informed that there will be a new Management Team taking over soon, and in the meantime some PAC meetings will also be held to look into the pending issues.

**1] The Summary Report of 2010 Travel** was reviewed and it was suggested to categorize the report as per semesters to give clearer picture, categorizing funding-wise, and also to include information on any project work received as a result of travels. More information can be further included to give a complete picture of the travels, to be prepared every year for use and information of the concerned School Deans. It was also briefly discussed that

during periods like examination week, there might be a need to restrict faculty travel, unless absolutely necessary. Dean/SOM stated that if the main purpose of the report is to see the availability of faculty to students, then the data on staff travels could be separated. The Head-Administration was requested to revise the Summary Report of 2010 Travel accordingly and present it to the next PAC meeting.

In this context, it was also suggested that the information on 'Who is Travelling' and 'Who is Visiting AIT' should be placed on the website in a more visible manner which can be easily accessed. Also, the Schools should think of a system where faculty members could share information on their travel outcomes.

- 2] The **Appointment of Community Counselors** was discussed and it was suggested to appoint four counselors (2 students, 2 faculty/staff with one female and male). It was also opined that the faculty/staff should be on-campus residents, and instead of asking for nomination from School Deans, the residents could select the same. The Head-Administration was requested to take the necessary actions to appoint the same.
  
- 3] The Head of External Relations and Communications Office (ERCO) informed the members that Student Recruitment Agent commission payments will now be done centrally based on information from admissions/registry office, and the respective schools will be charged later. Furthermore, feedback on the following was requested to be reported to the **ERCO** as given below:
  - School / FoS / Faculty (through School Dean) are to inform their visits / contacts with governments / private sector / industry and associated results to ERCO for record keeping and regular information to Executive Committee and Board. ERCO had sent the request earlier on 23 March with follow-up requests sent again later.
  - School / FoS are to inform ERCO about list of companies to be visited by central administration / President for their capacity building. ERCO had sent request through email on 15 March and follow-up emails sent again later.
  - Capacity building MoUs: ERCO had shared the list of such ongoing agreements (on 18 March) with the School Deans and Director AIT Extension with the request from President to initiate faculty to faculty contacts where the agreements are with national universities; and the School/FoS/Extension to initiate contacts where the agreements are otherwise. Schools are requested to provide feedback to President.

The **tuition fees structure for the two-stage programs** was also discussed and some adjustments were suggested. This will be further reviewed during the next PAC meeting with revised tuition fees structure along with adjustments made by the Head-ERCO.

## **PAC 11.05.05                      ISSUES FROM VICE PRESIDENTS**

### **1] Presentation by Netlink on Faculty Evaluation Process Tracking System**

The Netlink staff, Mr. Anthony gave presentation on the new Faculty Promotion and Contract Renewal Tracking System that will be implemented soon. This would allow the faculty members/concerned School Dean to track the status of the ongoing faculty promotion and contract renewal cases. It was suggested to also include the date of the application received by School Dean. The members were requested to send any further feedback and suggestions to the Vice President Academic Affairs.

**PAC 11.05.06      REPORT OF THE ACADEMIC SENATE**

The PAC endorsed the 'Guidelines on plagiarism checking (as attached to the Report of the Academic Senate based on its confirmed minutes of 23 March 2011 meeting) and noted other issues for informaton.

**PAC 11.05.07      OTHER BUSINESS**

The next PAC meeting would be held on 18 May 2011.

---

/ns 24 May 2011