

## **PRESIDENT'S EXECUTIVE COUNCIL (PEC)**

### *Summary Report*

**June 2003**

**(2, 10, 17 and 24 June 2003 Meetings)**

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#### **1. Deanship of the School of Management**

Professor Himangshu Paul will relinquish the position of Dean of the School of Management, effective 1 September 2003, due to personal reasons. Professor Paul will be on extended leave of absence during the remaining period of his deanship. Dr. Nazrul Islam has been appointed as in-charge of the School of Management during periods when Professor Paul is on leave. As a faculty, Professor Paul will take leave without pay until the end of next year.

PEC expressed sincere appreciation for the valuable services Professor Paul has rendered to the Institute in his capacity as Dean. The School of Management has under Professor Paul's leadership enhanced its international reputation and increased its cooperation with other reputable institutions worldwide.

The Institute is currently opening a search, inviting both internal and external applications and nominations, for the post of Professor to fill the position of Dean of the School of Management.

#### **2. Welcome and Farewell**

Dr. Nazrul Islam who has been appointed as in-charge of the School of Management during the Dean's extended leaves was welcomed to the meeting.

PEC expressed its thanks and appreciation to the Treasurer, Mr. Avinash Patel who will be retiring as of 30 June 2003, for his contributions during his long tenure at the Institute.

#### **3. Implementation Guidelines on the New Salary Structure for Faculty**

PEC endorsed the paper outlining the *"Implementation Guidelines on the New Salary Structure for faculty"* which will be effective from 1 July 2003. The Deans were requested to make the document available to the faculty and to initiate the necessary steps to be taken as outlined in the paper for their respective Schools through the convening of Faculty Meetings.

#### **4. Faculty Promotion Process**

It was clarified that the evaluation of faculty will be undertaken in parallel by the administration and Academic Senate, both perusing the external review report and School recommendation, with final decision to be made by PEC taking into consideration the Academic Senate recommendation. This necessitates early invitation on the part of faculty members and Deans concerned, to be able to secure the external review report on time.

## **5. Faculty Salary Scale**

PEC endorsed the paper on the faculty salary scales which provides the rates for sponsored / contract research per man-month and lecture hours / laboratory session. The rates would also be applicable to the AIT Extension, EMBA, and teaching in Vietnam. The Office of the Provost will provide the AIT Extension with the rates for individual faculty on a needs basis.

## **6. Establishment of AIT Provident Fund**

PEC received the minutes of the Provident Fund Establishment Committee (PFEC) meeting held on 29 May 2003. The CFO was requested to inform PFEC to proceed with the general meeting of employees and to invite TISCO to make a presentation regarding the Provident Fund. However, it should be made clear to TISCO that this is still a part of the selection process and a final decision will be made in due course.

## **7. Workshop on On-line Course Delivery by DEC**

The Deans were requested to encourage interested faculty and staff members to participate in the hands-on workshop on “*On-line Course Delivery by VClass*” being organized by the Distributed Education Center from 30 July to 1 August 2003. The announcement will be circulated to faculty and staff.

## **8. RTG Evaluation Report**

PEC received the English translation of the abstract and executive summary of the evaluation of the *RTG-Human Resource Development Program Phase II*. The evaluation is positive and has recommended the continuation of the RTG support and proposed an increase in the number of scholarships and research funds.

## **9. Student Applications Figures – August 2003 Intake**

As of 17 June 2003, a total of 2881 applications from 50 countries have been received with the five largest intakes from Thailand (425) followed by Nepal (399), Bangladesh (386), Vietnam (266), and Myanmar (229). Compared to the 2002 figures (3341), the 2003 applications (4173) is greater by 832. The figures presented are not final since additional applications are still being received. It was noted that a significant number of them would be those who have reapplied.

## **10. Proposal Outline for Strengthening & Consolidating Institute-wide Promotional Activities**

PEC received the draft “*Proposal Outline for Strengthening & Consolidating Institute-wide Promotional Activities*” prepared by the Registrar’s Office.

## **11. School Retreats**

With the current Institute-wide exercise on the preparation of the annual academic / business plan for 2004 underway, the timeliness and necessity of the retreat proposed by SERD to be held at the end of this month was raised and discussed. There will be a further examination on the rationale and purpose of holding School retreats following which a policy decision on this could be made.

## **12. Sponsored / Contracted Research Project Application Form**

PEC endorsed the updated “*Form C*” of the “*Sponsored / Contracted Research Project Application Form*”. The AIT Extension will prepare a similar slightly modified form based on the “*Form C*” for its training courses.

## **13. Request for Student Research Assistantship Action Form**

PEC endorsed the “*Request for Student Research Assistantship Action*” form. The *Sponsored / Contracted Research Project Office* will make copies of the approved action form available to the concerned units.

## **14. Initiatives in Vietnam**

As a matter of policy it was decided that all future initiatives in Vietnam should be developed in consultation and coordination with AIT VN.

## **15. MoU between AIT and Ministry of Science and Information and Communication Technology, Bangladesh**

PEC endorsed the draft MoU between AIT and Ministry of Science and Information and Communication Technology, Bangladesh according to which the Ministry would send two qualified staff to AIT for the master’s program on a shared funding basis with AIT providing a 24 credit fellowship to qualified students on an annual basis.

## **16. SAT – Cantho University Agreement**

PEC endorsed the special agreement between SAT and Cantho University concerning arrangement for funding of four continuing students of the two-stage master program in Vietnam.

## **17. MoU Signing Ceremony between AIT & Royal Civil Service Commission, Bhutan**

PEC members were invited to the MoU signing ceremony between AIT and the Royal Civil Service Commission (RCSC), Royal Government of Bhutan which will take place at AIT on 19 June 2003. HE Dasho Jigme Singay, Secretary RCSC and HE Mr. Chenkyab Dorji, the Ambassador of Bhutan will be present at AIT for the occasion.

## **18. Re-establishment of Laboratory Supervisor Position in SERD**

PEC approved the re- establishment of the Laboratory Supervisor position in the Energy field of study in SERD. As a principle, efforts should be made to recruit staff from inside AIT first before considering outside candidates.

## **19. Proposed Fee Structure for the AIT Community School**

PEC endorsed the revised fee structure proposed by the AIT Community School Advisory Council which has been computed on the basis of the cost for the effective operations of the AIT Community School. In line with the new personnel policy there will be a 75% subsidy for faculty and staff. The AIT subsidy for the students will be further discussed.

## **20. AIT Clearance Form**

The AIT clearance form for departing employees is currently being revised to ensure that outstanding obligations of project investigators are settled prior to departure from the Institute.