



**TEQIP-III Project Office**  
**Dibrugarh University Institute of Engineering and Technology**

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**Minutes of the 6<sup>th</sup> BOG meeting**

The 6<sup>th</sup> meeting of the Board of Governors (TEQIP-III) was held on 8<sup>th</sup> July 2019 at 3.00 pm in the Director's office (conference Hall) at DUIET. The Board discussed a few issues stated as agendas related to TEQIP-III and the approval of the same by the BoG with certain conditions.

**Members Present**

Sl. No.	Name	Designation
1	Prof. Khanindra Pathak	Chairman
2	Prof. Pramathesh Bhattacharyya	Member Secretary
3	Dr. B.N. Sahoo	Govt. Nominee
4	Mr. Reep Hazarika	Member
5	Dr. Mukul Chandra Bora, SPA, SPIU	Special Invitee
6	Mr. Kaushik Das	Special Invitee
7	Mr. H.P Mondal	Special Invitee
8	Mr. Diganta Bora	Special Invitee
9	Dr. Pranjal Sarmah	Special Invitee

The BoG Chairman welcomed all the members to the 6<sup>th</sup> BoG Meeting and the members of the BoG discussed and scrutinized the different items of the action taken reports of the 5<sup>th</sup> BoG meeting, and the following resolutions were adopted.

The Coordinator placed the minutes of the 5<sup>th</sup> meeting of the BoG under TEQIP-III, DUIET held on 29.03.2019 before the Board for its approval.

**Agenda, Discussion and Decision/Resolution of the meeting: -**

Item 1	Improvement of GATE Training at DUIET
Discussion	The members discussed about introducing GATE classes in the timetable of the students. Professors from IITs will be invited to DUIET for preparational/motivational classes for GATE and also to evaluate the quality of the trainers and training outcome.
Resolution 2	"Resolved that, for the GATE classes, one professor from IITs be invited to evaluate the quality of the trainers and training outcome."



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<b>Item 2</b>	<b>Introduction of MOODLE in DUIET.</b>
Discussion	The BoG members discussed the matter and decided to appoint a faculty as the MOODLE Coordinator in DUIET. Also, an experienced person in handling MOODLE Platform should be invited in the month of August for installing and utilization of MOODLE in DUIET.
Resolution 2	“Resolved that Mr. Sudipta Majumder be appointed as MOODLE Coordinator in DUIET and Mr. Subrata Nayak be invited in the 1 <sup>st</sup> week of August for proper implementation of MOODLE Platform in DUIET.”
<b>Item 3</b>	<b>Development and hosting of a Website for management of Academics of DUIET</b>
Discussion	Web portal will be designed through a service provider for uploading project works in the portal so that both the mentor and mentee institutions can supervise the project works in sharing basis
Resolution 3	“Resolved that the proposal for the web portal setup be sent to IIT, Guwahati for nomination or QCBS method should be followed for the service through PMSS.”
<b>Item 4</b>	<b>Faculty-Faculty collaboration program between the mentor and mentee institutes</b>
Discussion	<ol style="list-style-type: none"><li>i. B. tech project joint supervisionship with the mentor institute has been initiated by the twinning coordinator, DUIET, Dr. Pranjal Sarmah</li><li>ii. The mentor institute will be inviting two groups of students, excluding the research members for the B. tech projects.</li><li>iii. The mentor institute will suggest the topics for their B. tech project work.</li><li>iv. Guiding every undergraduate project may not be practically possible for the mentor institute. Thus, the faculties from DUIET can be trained/mentored so that they can jointly supervise the project works</li></ol>
Resolution 4	“Resolved that <ol style="list-style-type: none"><li>a. Training coordinators be assigned from the mentor institute for the project works of the students as joint supervisionship.</li></ol> ”



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	<p>b. Shortlist of the teachers from the mentor institute be prepared for guiding the B. tech projects.</p> <p>c. If teachers are not available/insufficient in the mentor institute, DUIET can consult with NPIU, either through the mentor institute or directly.</p> <p>d. For petroleum engineering, DUIET can approach IIT-ISM Dhanbad for B. tech projects through the mentor institute.”</p>
<b>Item 5</b>	<b>Organizing the 1<sup>st</sup> National Conference in DUIET</b>
<b>Discussion</b>	<p>As approved in the 5<sup>th</sup> BoG meeting, the members advised that the 1<sup>st</sup> National conference in DUIET should be hosted jointly by the mentor and mentee institutes in the 3<sup>rd</sup> week of February 2020 with the fulfillment of the following points.</p> <ol style="list-style-type: none"><li>i. The theme of the National Conference is finalized as, <b>“National Conference on Challenges and Solutions of Sustainable Energy”</b></li><li>ii. The tentative budget of the National Conference will be 35 lakhs.</li><li>iii. By 8<sup>th</sup> August 2019, the 1<sup>st</sup> circular of the national conference has to be published.</li><li>iv. Apart from TEQIP, DUIET should seek sponsorship from different organizations, such as PCRA etc.</li><li>v. The BoG suggested names of a few distinguished guests for the Conference-<ul style="list-style-type: none"><li>o Arup Mishra, Director, Assam Science, Technology and Environment Council</li><li>o Basin Manager, Assam-Arakan Basin, ONGCL</li><li>o RCE Oil India Limited</li></ul></li><li>vi. Prof. Anupama Sharma nominated two members from the mentor institute for the organizing committee as follows-<ol style="list-style-type: none"><li>1. Dr. Sanjeev Gautam</li><li>2. Ms. Twinkle Bedi</li></ol></li><li>vii. A technical committee is to be formed which will include the advertisement committee.</li></ol>
<b>Resolution 5</b>	<p>“Resolved that the National Conference entitled <b>“National Conference on Challenges and Solutions of Sustainable Energy”</b> be held in the 3<sup>rd</sup> week of February 2020 with the fulfillment of all the points discussed in (i) to (vii)”</p>



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<b>Item 6</b>	<b>GeM registration for procurement of goods for the Qtr 2 (July-Sept) 2019 and thereafter.</b>
Discussion	The BoG expresses its satisfaction regarding the registration in GeM. GeM registration has been done for a few members and procurement can be initiated after the approval of the procurement plan. However, the items in the Procurement Plan were discussed and the Estimated Cost Justification needs to be approved.
Resolution 6	“Resolved that the Revised Procurement Plan for Qtr 2, 2019 be approved by the BoG Members through circular resolution and estimated price must be justified and signed by the HODs.”
<b>Item 7</b>	<b>Inventory Marking in all the equipment/items of DUIET procured till now.</b>
Discussion	The BoG members suggested that the inventory marking has to be done from the parent institute (Dibrugarh University) side. For that, a proposal has to be sent from the Procurement Committee to the University Authority. (i) The inventory marking has to be done by the month of July 2019 (ii) A verification team has to be formed comprising of university nominees to check, verify and put remarks on the inventory marking procedure. (iii) The marking should be done with permanent marker or paint. No stickers or labels will be permissible to mark the goods (either consumable or fixed) (iv) If the inventories contain any serial no. (e.g. In laptops) that has to be included in the stock register.
Resolution 7	“Resolved that the inventory marking be done in the month of July 2019 following the guidelines mentioned in (i) to (iv).”
<b>Item 8</b>	<b>Procurement of equipment.</b>
Discussion	i. If any item is to be purchased through GeM, individual packages for each item are to be made. ii. Templates are circulated among different departments seeking- <ul style="list-style-type: none"><li>○ Indian publisher list</li><li>○ Online subscriptions</li><li>○ Reference books (including foreign publications)</li></ul> The procurement committee must verify the estimated prices and



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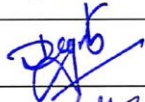
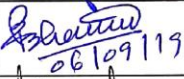
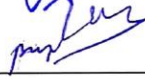
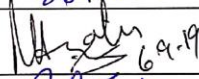
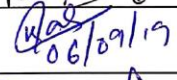
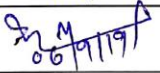
	<p>need and Availability of the items. The committee should take full responsibility for the justifications provided against the estimated prices and needs.</p> <ul style="list-style-type: none"><li>iii. Justification can be done through –<ul style="list-style-type: none"><li>a. Random market survey</li><li>b. Experience from the previous purchases</li><li>c. Inviting quotation from vendors</li></ul></li><li>iv. The lifespan of the equipment (if applicable) has to be mentioned.</li><li>v. The specifications of the items to be procured should be generalized, rather than getting in detail or specific.</li><li>vi. Regarding the procurement of laptops, the BoG suggest that one laptop can be allotted to each department, provided it has to be used for the fulfilment of the academic curriculum through –<ul style="list-style-type: none"><li>a. Moodle operation</li><li>b. Teaching-learning assessment.</li><li>c. Database management</li><li>d. Monitoring of students' attendance and teachers' performance</li></ul></li><li>vii. In case of procurement of books, the BoG advised to mark the following key points<ul style="list-style-type: none"><li>A. Split the packages according to the publishers</li><li>B. If some books are not available for offline purchase, National Digital Library can be used.</li><li>C. There will be no repetition of books with the central library of the parent institution.</li><li>D. The AICTE prescribed books will be considered as the minimum threshold limit required for the institution.</li></ul></li></ul>
Resolution 8	<p>“Resolved that: -</p> <ul style="list-style-type: none"><li>i. Proper justification of the mentioned estimated price of the procured goods must be incorporated in the proposed procurement plan.</li><li>ii. Justification will be needed/required for<ul style="list-style-type: none"><li>a. Specifications should be mentioned.</li><li>b. Price (by inviting quotations)</li><li>c. Need (by analyzing availability and need)</li></ul></li><li>iii. Documentary evidence of the estimated price (quotations, price list, etc.) has to be entertained with the procurement requisition form.</li><li>iv. Resubmission of the plan of the procurement packages has to be done on or before 14<sup>th</sup> July 2019.”</li></ul>



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Finally, the meeting was ended with the vote of thanks to the chair and members present by the member secretary.

**Signature of the Members: -**

Sl. No	Name	Signature	Sl. No	Name	Signature
1.	Prof. Khanindra Pathak		6.	Mr. Diganta Bora	
2.	Prof. Pramathesh Bhattacharyya	 06/09/19	7.	Dr. Pranjal Sarmah	
3.	Mr. Reep Hazarika	 06-19	8.	Dr. B.N. Sahoo	
4.	Mr. Kaushik Das	 06/09/19	9.	Dr. Mukul Chandra Bora	
5.	Mr. H.P Mondal	 06/09/19			

