

MINUTES OF MEETING

An emergent meeting has been conducted among the Academic Committee members, TEQIP-III, DUIET, Dibrugarh University, in the HOD Cabin, Department of Petroleum Engineering to discuss various academic related activities for DUIET at 10.30 am on 28/02/2018 (Wednesday).

AGENDAS FOR THE MEETING:

- 1. Framing the guidelines for TA/DA for the students**
- 2. Preparing the Action Plan for the 1st Quarter, 2018-19 for TEQIP-III, DUIET.**
- 3. Framing the guidelines for the selection of the Seed Money proposal for the research works.**

Agenda No. 01: Framing the guidelines for TA/DA for the students

The members present in the meeting have discussed in detail about framing the guidelines for TA/DA for the students under Agenda No. 01 and finally framed the following guidelines regarding the TA/DA of students under TEQIP-III, DUIET

- i. The prior approval from the Director, DUIET through the Nodal Officer (Academic) for each and every academic activity is mandatory.
- ii. As the travel allowance, the travel by train in Sleeper Class for the long distance (where no bus service is available) or the travel by bus for short distances or the travel by local Taxi (where no bus/train service is available) will be allowed.
- iii. For the accommodation, the maximum Rs. 700/- per day per person will be allowed.
- iv. For food, maximum Rs. 300/- per day per person will be allowed.
- v. Thereimbursement procedure will be processed only against the original Bill and Receipt with the signature.
- vi. The Director, D.U.I.E.T., Dibrugarh University shall have the right to alter/reject any of the above issues at any point of time.

In this regard, the committee adopted the resolution as follows.

Resolution (1): Resolved that the guidelines from Serial No. (i) to Serial No. (vi) be accepted for the TA/DA for students under TEQIP-III, DUIET

Agenda No. 02: Preparing the Action Plan for the 1st Quarter, 2018-19 for TEQIP-III, DUIET.

The members present in the meeting discussed about the preparing of the Action Plan for the 1st Quarter, 2018-19 for TEQIP-III, DUIET and have finally prepared the Action Plan for the 1st Quarter, 2018-19 for TEQIP-III, DUIET in the Annexure-I as follows. Further the committee adopted resolution (2) as follows:

Resolution(2): Resolved that the Action Plan for the 1st Quarter, 2018-19 in the Annexure-I be accepted for the TEQIP-III, DUIET.

Agenda No. 3: Framing the guidelines for the selection of the Seed Money proposal for the research works.


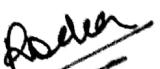

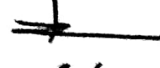
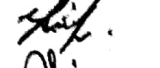
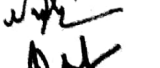
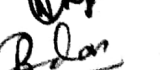

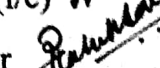
The members present in the meeting have discussed in details about the **Framing of the guidelines for the selection of Seed Money proposal for the research works** for TEQIP-III, DUIET and have finally decided that an external empowered committee will be constituted for the evaluation of the seed money proposal.

Resolution (3):

Resolved that an external empowered committee will be constituted for the evaluation of the seed money proposals.

Members Present in the Meeting

- 1) Prof. Pramathesh Bhattacharyya, Director, DUIET
- 2) Mr. RupamDeka, Asst. Prof. (ME)
- 3) Mr. R. K. Prasad, Asst. Prof. (CSE)
- 4) Mr. M. Tiken Singh, Asst. Prof.(CSE)
- 5) Mr. R. Michael, Asst. Prof. (ECE)
- 6) Mr. N. K. Kaphungkui, Asst. Prof. (ME)
- 7) Dr. Nayan Medhi, Member, Asst Prof. (PE)
- 8) Mrs. Bondita Robidas, Member, Asst Prof. (PE)
- 9) Mr. Niranjana Bora, Asst Prof. (Mathematics)
- 10) Dr. Prasenjit Talukdar, Asst Prof. (PE) Cum Nodal Officer (Academic)

 Chairman
Member 
Member 
Member 
Member 
Member 
Member 
Member(i/c) 
Convener 

Annexure - I

TEQIP-III Annual Action Plan: 2018-19									
Subcomponent 1.1: Institutional Development Grants to Institutes in focus States & Faculty Reforms									
Name of the Institute :									
(Amount in Rupees)									
Heads	Component Code	Sub-Heads	Quarter-1						Total Expenditure Estimates
			April, 2018		May, 2018		June, 2018		
			Specific Activities	Estimated Exp.	Specific Activities	Estimated Exp.	Specfic Activities	Estimated Exp.	
Procurement of goods	1.1.1.1	Equipments (for hostel, sports and any non academic activity not permitted)							
	1.1.1.2	Learning resources (e-books, e-journals, text book etc.)	e-books, e-journals, text book	200000.00	e-books, e-journals, text book	200,000.00	e-books, e-journals, text book	200,000.00	
	1.1.1.3	Furniture (for hostel, sports and any non academic activity not permitted, but allowed for TEQIP Cell)							
	1.1.1.4	Minor civil works (for hostel, sports and any non academic activity not permitted, no new building), (repair, maintenance & extension allowed)							
		Improve student learning (The activities include: IIT/ NIT training to students at IIT/NIT or in parent institute; Induction Training; GATE Preparation Classes; Career Counselling, Student Counselling; Psychometric/ Diagnostic Test; Remedial Classes; Peer Learning; Student Visits to IIT & R&D organizations; GATE Registration Fee (only for final year students); Institutional memberships for professional societies eg, IEEE, ACM, IETE, CSI, Automotive Engineering, ISTE, IE(I), ASCE, ASME, for student chapters; Sponsorship of 20% on academic activities in Tech Fest; Registration Fees and TA/DA for students participating in Tech Fest of IIT/NIT; GATE Orientation Programme, etc.)			GATE Preparation Classes (PE, ME, ECE, CSE)	400000	GATE Preparation Classes (PE, ME, ECE, CSE)	400000	
			Remedial Classes	15000.00	Remedial Classes	15000	Remedial Classes	15,000.00	
					Student Visits to IIT & R&D organizations (PE, CSE)	100,000.00			
	1.1.2.1		Institutional memberships for professional societies	50000.00	Institutional memberships for professional societies	50000	Institutional memberships for professional societies	50000	
	1.1.2.2	Research Assistantships (The activities include: Research Assistantship for full time Ph.D. students excluding QIP candidates, etc.)							
	1.1.2.3	Graduates employability (The activities include: Start up activity; Soft Skill training (Industry Readiness); Finishing Schools, etc.)	Start up activity	200000.00	Start up activity	200000.00	Start up activity	200000.00	
		Faculty/Staff Development and motivation (The activities include: Short Term Training Programmes (STTP) in house; Refistration fee and TA/DA for STTP in other reputed institutes; IIT training to faculty at IIT or in parent institute; Attending Conferences/			Short Term Training	500000.00	Short Term Training	500000.00	
			Attending Conferences/ Seminars/Workshops	100000.00	Attending Conferences/ Seminars/Workshops	1500000.00	Attending Conferences/ Seminars/Workshops	1500000.00	

	Seminars/Workshops; Qualification Upgradation; Support Staff training, etc.)	Support Staff training	10000.00	Support Staff training	10000.00	Support Staff training	20000.00	
1.1.2.4		Refistration fee and TA/DA for STTP in other reputed Institutes	100000.00	Refistration fee and TA/DA for STTP in other reputed Institutes	150000.00	Refistration fee and TA/DA for STTP in other reputed Institutes	150000.00	
	Research and development (The activities include: Attending Conferences/ Seminars/ Workshops for UG/PG/Ph.D students within or outside institute; Spares and consumables for UG/ PG student research project; Seed Money for R & D for faculty research projects; Publication in peer reviewed journals having citation & impact factor and scopus index; Fees for patent filing for faculty and students, etc.)					Seed Money for R & D for faculty research projects;	200000.00	
		Spares and consumables for UG/ PG student research projects	100000.00	Spares and consumables for UG/ PG student research projects	100000.00	Spares and consumables for UG/ PG student research projects	100000.00	
1.1.2.5		Attending Conferences/ Seminars/ Workshops for UG/PG/Ph.D students within or outside Institute	30000.00	Attending Conferences/ Seminars/ Workshops for UG/PG/Ph.D students within or outside Institute	30000.00	Attending Conferences/ Seminars/ Workshops for UG/PG/Ph.D students within or outside Institute	30000.00	
1.1.2.6	MOOCs and digital learning (The activities include: Certification fees for online courses (MOOC's); Development of MOOC's/ Online courses, etc.)	online courses (MOOC's)	2000.00	online courses (MOOC's)	5,000.00	online courses (MOOC's)	5,000.00	
1.1.2.7	Mentoring/Twinning system (should at least spend 3% of the PLA,include non- remunerative activities like: Two way faculty, staff and student exchange programs for training and academic activities; Joint R & D; Arranging seminars, academic meetings and conferences for students and faculty; Organising Industry partnerships for joint R&D, internship and placement activities; Learning forums for improving governance practices, institutional management and reforms; Joint Advisory or consultancy services; any other activities as deemed mutually appropriate)							
		Student Feedback & Faculty Appraisal	10000.00	Student Feedback & Faculty Appraisal	10000.00	Student Feedback & Faculty Appraisal	10000.00	
1.1.2.8	Reforms, governance (The activities include: Academic Reforms (ICC, BoS, Academic Council/ Senate, BoG); Accreditation & UGC Autonomy; Student Feedback & Faculty Appraisal etc)	Academic Reforms (NBA)	50000.00	Academic Reforms (NBA)	10,000.00	Academic Reforms (NBA)	10,000.00	
1.1.2.9	Management Capacity development (The activities include: Management Capacity Building programmes at IIM; NPIU workshops etc.)	Management Capacity development	100000.00	Management Capacity development	100000.00	Management Capacity development	100000.00	
1.1.2.10	Hiring Consultancy Services It does not require activity plan (It will be required for all above activities for which the methods given in procurement shall be adopted)							
	Industry-Institute Interaction (The activities include: Internships; Industry expert lectures; Placement Activities & Hospitality; Industry Visits, etc.)			Industry Vislt (ME, PE, ECE, CSE)	200000.00			
				Industry expert lectures (ME, CSE, ECE, PE)	300000.00			

	1.1.2.11			Industry-Institute interaction (PE)	200,000.00			
Operating Cost	1.1.3.1	Consumables						
	1.1.3.2	Operation and maintenance of equipments						
	1.1.3.3	Office expenses (The activities include: stationary, printing, etc.)						
	1.1.3.4	Meetings (only project related meetings)						
	1.1.3.5	Hiring of Vehicles (only for project activities)						
	1.1.3.6	Travel Cost (only for project activities)						
	1.1.3.7	Salary (for TEQIP office staff)						
Faculty Reforms	1.1.4.1	Salary (Quality Teachers)						
TOTAL								