



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

Ltr. No. DUIET/TEQIP/2017-20/1602

Date: 12.04.2020

Minutes of the 9th BOG meeting

The 9th meeting of the Board of Governors (TEQIP-III) was held on 10th April 2020 at 11.30 AM through Video Conferencing. The Board discussed a few issues stated as agendas related to TEQIP-III and the approval of the same by the BoG.

Members Present

Sl. No.	Name	Designation
1	Prof. Khanindra Pathak	Chairman
2	Prof. Pramathesh Bhattacharyya	Member Secretary
3	Mr. Chiranjeet Baruah	Member
4	Mr. Reep Hazarika	Member
5.	Dr. B.N.Sahoo	Member
6.	Prof. B. R. Sharma	Member
7.	Dr. Gitalee Sharma	Member
8.	Prof. Anupama Sharma	Special Invitee from Mentor Institute
9.	Mr. Bhaskar Jyoti Saikia	Member
10.	Mr. Kaushik Das	Special Invitee as the TEQIP Coordinator
11.	Prof. Amrit Pal Toor	Special Invitee from Mentor Institute
12.	Dr. Mukul Chandra Bora	Special Invitee as the SPA, SPIU-NE
13.	Dr. Pranjal Sarmah	Special Invitee as Twinning Coordinator

It was informed to the BoG that Prof. Naliniprava Tripathy would not be able to attend the meeting due to some unavoidable circumstances.

The BoG Chairman welcomed all the members to the 9th BoG Meeting and the members discussed and scrutinized the different items as follows-

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

Item 1	Approval of the minutes of the 8th BoG meeting held on 6th September 2019
Discussion	The Nodal Officer Academic placed the minutes of the 8 th meeting of the BoG under TEQIP-III, DUIET held on 26.12.2019 before the board for its approval. After thorough review, the following resolution was taken.
Resolution	“Resolved that the minutes of the 8 th BOG meeting under TEQIP-III, DUIET be approved with the comments that the MOODLE Server formerly provided by IIT Kharagpur for two months be locally setup at DUIET in a high configuration Desktop or server as per fund availability”.

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Item 2	Approval of the Micro level Action Plan for the Quarter-1 (April-June) 2020.
Discussion	<p>The Nodal Officer Academic presented the Micro level Action Plan for the Quarter-1 (April-June) 2020. The members made the following discussions in this context-</p> <ol style="list-style-type: none">1. The proposal for lifetime membership in the Assam Academy of Mathematics was rejected by the BoG, as no individual membership in professional societies is allowed under the TEQIP-III guidelines.2. Most of the programmes/events planned in this quarter have to be postponed due to the current lockdown throughout the country and the uncertainty of the prevailing scenario. The members suggested to revise and resubmit the action plan with consultation with SPIU-NE. In this regard, the BoG put forward the following suggestions<ol style="list-style-type: none">a. The amounts against the postponed events can be utilized in other programmes such as registration/examination fees of students in online courses, provided that any student can avail reimbursement, only if he/she furnishes the course completion certificate.b. Faculties should be appointed to monitor the progress of students in such courses.c. Weekly schedule/milestones for students should be prepared and completed.d. The institute is to prepare and maintain a database of students who have registered in different online courses through platforms like NPTL/SWAYAM etc.e. If any programme/event (SDP/SELP) can be conducted through online mode, then it can be approached provided that the students should be able to access it from their native places. Director, DUIET should take the initiative to discuss with the service provider to ensure that if such an event takes place through online mode, maximum number of students should be benefitted.3. In case of Finishing school, the members suggested to carry out Training Need Analysis for the students and faculty so that the graduates finish school with identifiable competence and skill.4. Under the head of staff development, the members suggested that the Technical staff of DUIET be exposed to some all-round training to be self-sufficient such as Maintenance of server, repairing work of AC units, Computer hardware works etc.5. The faculties who had undergone various trainings/workshops/conferences/symposium etc. have to submit a report of the same

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	<p>stating how it has been beneficial to the academic curriculum of the students with proper justifications.</p> <ol style="list-style-type: none">6. The proposed National Conference (RESTS-2020) that is to be held on 3rd and 4th July 2020 should be postponed until further notification from the Govt. (preferably September 2020). In the meantime, articles, abstracts and other submissions may be processed. In leu of that, an online workshop for teachers/students may be hosted in DUIET. A panel consisting of experts from various disciplines may be constituted and should be placed before the BoG through circular resolution.7. The board expressed its dissatisfaction regarding the status of B.Tech. projects of the final year students who have undergone project work in the mentor institute (Dr. SSB-UICET Panjab University). The members suggested that the students have to submit their interim report/literature review within a duration of 10-15 days and both the institutes (mentor and mentee) should guide them for successful completion of the project work within the given time and the same has to be submitted through online mode as the lockdown time is uncertain.
Resolution	<p>“Resolved that-</p> <ol style="list-style-type: none">1. The proposal for lifetime membership in the Assam Academy of Mathematics be not permitted as no individual membership in professional societies is permissible under the TEQIP-III guidelines.2. The Action Plan for the Quarter-I (April-June 2020) be revised and resubmitted with consultation with SPIU-NE, keeping in mind the following points:<ol style="list-style-type: none">a. The amounts against the postponed events be utilized in other programmes such as registration/examination fees of students in online courses, provided that any student can avail reimbursement, only if he/she furnishes the course completion certificate.b. Faculties be nominated to monitor the progress of students dedicatedly in suchc. Milestones for students be prepared and completed within target period preferably week-wise.d. A database of students for registering in various online courses through different platforms (NPTEL/SWAYAM) be collected and recorded by the Director for proper implementation.e. The Director, DUIET gathers relevant information on Online programmes/events to be planned during the lockdown period

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	<p>keeping in mind that it can be accessed by all the students/teachers. In case of Finishing school.</p> <ol style="list-style-type: none">3. "Training Need Analysis" be carried out by the faculties and students of DUIET so that graduates finish school with significant competence and skill.4. The Technical staff of DUIET be made self-sufficient by exposing them to training like Maintenance of server, repairing work of AC units, Computer hardware works etc.5. A report to be submitted by the faculties after participating in any training/workshop/conference/symposium under TEQIP-III.6. The proposed National Conference (RETS-2020) to be held on 3rd and 4th July 2020 be postponed until further notification from the Govt. (preferably September 2020). In the meantime, articles, abstracts and other submissions be processed.7. The students be directed to submit their interim report/literature review of their B. Tech. projects in online mode within a duration of 10-15 days and both the supervising institutes (mentor and mentee) provide necessary guidance/assistance to them."
Item 3	Procurement initiated in the previous quarter and to be conducted in Quarter-1.
Discussion	The Coordinator, TEQIP-III placed the list of equipments of which procurement has been initiated and in pipeline. The board expressed its satisfaction with the procurement procedure followed. The members added a suggestion that since any amount remains unbooked until and unless the purchase order is being issued, the equipments/items against which, purchase orders are not being issued (procurement in pipeline) till date, should be completed as soon as possible, or else, the amount goes unutilized.
Resolution	"Resolved that the pending purchase order be issued as soon as possible within the lockdown days only."
Item 4	Progress Report of the TEQIP-III Project in the Quarter-4 (January-March) 2020.
Discussion	<p>The Nodal Officer Academic presented the Progress Report of the TEQIP-III Project in the Quarter-4 (January-March) 2020. In this regard, the members the following comments:</p> <ol style="list-style-type: none">1. In connection with the "Matribhasha Divas" celebration in DUIET, the members suggested if any initiative can be taken from DUIET, Dibrugarh University to promote the publication of Engineering/Technical books (textbook/reference books) in mother-tongue language. The chairman added that NPTL is going to have translations of its products in different languages, but

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	<p>Assamese is not there till date. However, if for some courses, any faculty from DUIET can translate the video to dub into Assamese, proposal can be sent to IITM (approximately Rs 8 lakhs is given for translation of one course). If any faculty member from DUIET is willing to do so, they will get trained in the content and delivery style. As there is no such video in Assamese, lot of vernacular medium students will be benefitted.</p> <p>2. The board found that participation of female students in different tech. fest/conferences etc. is relatively low compared to male participants from DUIET. Hence, the female students should be encouraged by the faculty members to expose themselves more and more to such events in order to gain confidence for their future purposes. In this regard the following resolution was taken.</p>
Resolution	<p>“Resolved that</p> <p>1. A resolution be taken on the “Matribhasha Divas” celebration in DUIET to promote the publication of Engineering/Technical books (textbook/reference books) in mother-tongue language. Also, if any faculty member of DUIET is willing to undertake the translation and dubbing of NPTL materials into Assamese, proposal may be sent to IITM for the same.</p> <p>2. Female students of DUIET be encouraged to participate more in various technical events in premium institutes.”</p>

As there were no other items to be discussed, finally, the meeting was concluded with a vote of thanks from the Director DUIET.

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