



TEQIP-III
Dibrugarh University Institute of Engineering and Technology

MINUTES OF THE 2nd BoG MEETING

The second meeting of BoG (Board of Governors) for TEQIP-III was held on 4th October 2018 at 2 pm in the conference Hall of the Director's office at DUIET to discuss a few issues stated as agendas related to TEQIP-III and the approval of the same by the BoG

AGENDA

Item. 1	Approval of the Minutes of Meeting of the 1 st BoG meeting under TEQIP-III, DUIET held on 14/05/2018.
Item. 2	Presentation of the progress report and action taken on the TEQIP-III Project, DUIET.
Item. 3	To approve the Action Plan of TEQIP-III for the Period from Oct 2018 to December 2018.
Item. 4	To approve procurement packages (list enclosed).
Item. 5	To approve service procurement packages (GATE, SOFT SKILL /EMPLOYABILITY SKILL, etc.).
Item. 6	To approve Different Rules of Conduct/Guidelines.
Item. 7	Upcoming twinning activities between Mentor and Mentee Institute.
Item. 8	Any other matters.

[Signature]

Members Present

1. Prof. Khanindra Pathak, Chairman
2. Dr. B.N. Sahoo, Govt Nominee
3. Mr. Chiranjeet Boruah, Member
4. Prof. L.K. Nath, University Nominee
5. Mr. Reep Hazarika, Member
6. Prof. P. Bhattacharyya, Member Secretary
7. Mr. Bhaskarjyoti Saikia, Member
8. Dr.(Mrs.) Gitalee Sharma, Member
9. Mr. Kaushik Das, Coordinator, TEQIP-III (Special Invitee)
10. Dr. P. Talukdar, Nodal officer(Academic), TEQIP-III (Special Invitee)
11. Mr. H.P. Mondal, Nodal Officer(Procurement), TEQIP-III (Special Invitee)

Item No 1: The member secretary placed the Minutes of the 1st meeting of the BoG under TEQIP-III, DUIET held on 14.05.2018 before the Board for its approval. All the members accepted the minutes with the following resolution.

Resolution 1.1:

“Resolved that the minutes of the 1st meeting of BoG under TEQIP-III, DUIET be approved.”

Item No 2: The progress report and the action taken on the TEQIP-III project, DUIET were presented by the Coordinator before the Board. The members thoroughly scrutinized and discussed the presentation. In this regard the following resolutions were adopted.

Resolution 2.1:

“Resolved that all expenditures be justified based on outcome, visibility and permanent output and in terms of reports and the periodic records of the utilisation of the infrastructure developed through TEQIP-III will have to be reported to BoG”.

Resolution 2.2:

“Resolved that the student’s training evaluation be done through their training report.”

Resolution 2.3:

“Resolved that the participation in FDP/STTP/ Workshop/ Conference/ Seminars be presented in tabular form mentioning the topic, National/International, Attended/Coordinated/Oral/Poster Presentation etc.”

Resolution 2.4:

“Resolved that the amount reimbursed to faculties/ staff related to PhD be mentioned as tuition fees instead of registration fees. Further the name of the concerned institute be stated along with.”

(Annexure VII B)

Resolution 2.5:

“Resolved that the total expenditure incurred after every quarter and the summary of the total expenditure of all the quarters completed be specified in the presentation under different heads (Procurement/ Academic). Further resolved that all expenses will be done through approved purchase procedures”

Resolution 2.6:

“Resolved that MSME around Dibrugarh will be explored for developing innovative student engagement programs with them and will be executed with proper supervision and mentoring”

Resolution 2.7:

“Resolved that the impact assessment and future prospects of all FDP/STTP/ Workshop/ Conference/ Seminars attended or conducted by faculties and students be done as post programme evaluation.”

Resolution 2.8:

“Resolved that the participation in FDP /STTP /Workshop/ Conference/ Seminars (National/ International) for which funding from TEQIP-III is required be scrutinized by the Research Committee before approval.”

Item No 3: To approve the action plan of TEQIP-III for the period from Oct 2018 to Dec 2018. The members thoroughly discussed the matters and after the scrutinization the same was accepted with the following resolution

Resolution 3.1:

“Resolved that the action plan of TEQIP-III for the period from Oct 2018 to Dec 2018 be approved.”

Item No 4: The Nodal Officer Procurement has placed the procurement packages before the Board. The members discussed and scrutinized the matter. Although the procurement packages need post approval in BoG but the procurement justification has already been obtained by the institute. (Annexure-VII). In this regard the following resolutions were adopted.

Resolution 4.1:

“Resolved that that the procurement packages (Annexure-VII) be approved.”

Resolution 4.2:

“Resolved that a separate server be installed in DUIET and a competent person be assigned for its maintenance”

Resolution 4.3:

“Resolved that a separate SWAYAM ROOM be provided to each Department in DUIET.”

Resolution 4.4:

“Resolved that there will be a DISC DUIET Instrumentation service centre with necessary facilitated house suitably and supported by whoever appropriate staff under a faculty i/c of any department of DUIET.”

Resolution 4.5:

“Resolved that Department Representatives will visit neighbouring industries to visit their laboratories for preparing Laboratory Manual.”

Resolution 4.6:

“Resolved that adequate fire extinguishers and safety kits be provided for each Departments with periodic report. Safety display and safety manual keeping be made mandatory in each lab of all Departments”

Resolution 4.7:

“Resolved that for each equipment purchased a material safety data set (MSDS) be provided by the vendor”

Item No 5: To approve service procurement package. Academic Nodal Officer placed the service procurement package (GATE, SOFT SKILL/EMPLOYABILITY SKILL, etc) (Annexure VII-A) before the Board for approval. The members examined the same and decided to accept for necessary action. In this regard the following resolution was adopted.

Resolution 5.1:

“Resolved that the service procurement package as presented (Annexure VII-A) be approved”

Item No 6: The Academic coordinator placed the different rules of conduct/ guidelines prepared by all the faculties of DUIET for the smooth running of the TEQIP-III project, before the board for its approval. The BOG scrutinized the matter and accepted the same with the following resolution.

Resolution 6.1:

“Resolved that the proposed rules of conduct/ guidelines (Annexure XII) for the smooth running of the TEQIP-III project of DUIET be approved.”

Item No 7: The upcoming twining activities between mentor and mentee institute were placed before the BOG for the future activities. All the members encouraged the same and decided to accept. In this regard the following resolutions were adopted.

Resolution 7.1:

“Resolved that a tentative schedule be prepared by both the mentor and mentee institutes together and the expected expenditure for the same be discussed and finalized.”

Item No 8: The Board was requested to provide any suggestions on any other matter, which is essential for the smooth running of the TEQIP-III project. The Board discussed a few matters regarding setting up of Quality Cell and Smart Classroom. In this regard the following two resolutions were also adopted.

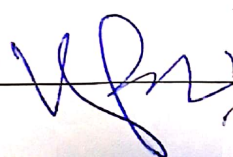
Resolution 8.1:

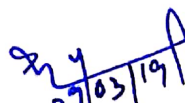
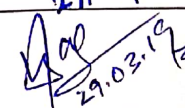
“Resolved that a Quality Cell be set up in the DUIET under TEQIP-III project to provide safety related services to the nearby community.”


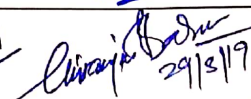
Resolution 8.2:

“Resolved that the smart classroom be extended to distance mode education like AVIEW.”

Finally, the meeting was ended with a vote of thanks by the Coordinator, TEQIP-III, D.U.I.E.T


29.3.19


29/03/19

29.03.19



29/3/19


29/3/19

ANNEXURE-VII

List of packages of goods procured under TEQIP-III (January-18 to October-18)

Sl No.	Package Name	Price	Description	Justification	Vendor	Requisition given by
1	DUIET/TE QIP17/ALL DEPT/SW/MATLAB	Rs. 2079167	Matlab, Simulink, signal processing, control system, DSP, Communication, image processing, Antenna, RF, Nural network, Optimization tool box, Simscape Multibody, Simscape Fluids, Symbolic Math, Fuzzy logic toolbox, Global optimization toolbox.	Matlab software is very essential for the department of ECE and ME and CSE for simulation purposes. (Subjects: Digital signal processing EC-611, Control Systems EC-513, computational lab- CS-211 & project 1 (ME-710) Project 2- (ME-811)	ELMEX Solution Pvt. Ltd	Dr. Pranjal Sarmah
2	DUIET/TE QIP18/ECE /SW/MULTISIM	Rs. 534540	"Multi MCU module: For Analog, Digital and Mixed mode circuit simulation and microcontroller-based circuit design and simulation."	For validation of theory concepts through circuit designs simulation require for syllabus-based experiments and for project and research works (Subject Code: - EC-712, EC-811, EC-311, EC-411)	Trident Tech Labs Pvt. Ltd.	Mr. N.H. Singh
3	DUIET/TE QIP21/CES /SW/NETSIM	Rs. 338282	Net-Sim [Network Simulator Software]	To demonstrate and simulate different types network scenarios. (Computer Networking lab (Paper Code: CS614)	TETCOS	Mr. Sudipta Majumder
4	DUIET/TE QIP19/ALL DEPT./SW AYAM PRABHA	Rs. 445470	TV: LED screen 55", in-built audio system 20W output, 3-USB, WIFI, 3-HDMI, 4KUHD, SMART, 3840x2160.	It is under AICTE mandate.	Rainbow	Dr. Pramatesh Bhattacharyya
5	DUIET/TE QIP15/ALL DEPT/LAB WORK BENCH	Rs. 2797662	Heavy Marble Table (with Steel Boxes) (2 Meter Breadth, 5 Meter Length). Chair, work table, storage etc.	To setup TEQIP cell at the institute and setup new laboratory in the departments CSE, PE, ECE. (Subject codes: EC-611, CS614, CS313, PE-202, PE-303, PE-613))	Fresh Aqua Tech India Pvt. Ltd.	Dr. Prasenjit Talukdar
6	DUIET/TE QIP24/LAB/CIVIL WORK	Rs. 999065	Lab and class room Partition and minor civil work.	Small laboratory partitions and class room partitions to make tutorial rooms and dark room for physics laboratory.	Skyview Infradev Pvt. Ltd.	Dr. Prasenjit Talukdar, Mr. H.P. Mandal, Dr. Purabi Gogoi, Dr. Pranjal Sarmah
7	DUIET/TE QIP22/ALL DEPT/COMPUTER_PRINTER	Rs. 539635	Desktop Computer, Notebook, Multifunction Laserjet Duplex Printer	To setup TEQIP Cell in the Institute	Nettrack System and Services	Mr. Kaushik Das
8	DUIET/TE QIP16/ALL DEPT/AC	Rs. 1253712	Split AC; 2-ton capacity Energy Rating: 5 Star warranty: 1 year comprehensive; 5 years on compressor Anti dust filter, active carbon, nono silver, catechin filter, anti bacterium and silver ion	ACs are required in the computer lab for all the departments and for some of the sophisticated laboratory at the institute and conference hall.	Rainbow	Mr. Kaushik Das and Mr. H.P. Mondal
9	DUIET/TE QIP11/ECE /MICROPR	Rs. 563063	8085 trainer kit, 8086 trainer kit, 8051 microcontroller kit, ADC	These are the basic equipment of microprocessor and microcontroller laboratory.	Maverick Technologies	Mr. H.P. Mondal

	PROCESSOR		interface module, stepper motor interface, keyboard display, Traffic light controller, 7-segment display interface.	There are 30 students in a group and procuring 15 kits, meaning one kit for 2 students. We procured 8085 trainer kit in the year 2013 but presently most of the kits are not working properly. (Subject-microprocessor and microcontroller (EC-511) and Embedded systems (EC-613))		
10	DUIET/TE QIP9/ECE/PROJECT LAB	Rs. 3109155	PCB prototype machine, 70 MHz Digital Storage Oscilloscope with Built in Function Generator, Soldering station, Spectrum analyser, Benchtop Multimeter 5 ½ Digit, Regulated Multi output DC Power Supply.	<ul style="list-style-type: none"> To share with the growing hardware, start up community by transforming ideas into products To perform B. Tech final year projects. To perform advanced research works (Subject code :- EC-712, EC-811)	Vishal Vyapar Vikash	Mr. N.H Singh
11	DUIET/TE QIP7/CSE/ROBOTIC S_1	Rs. 961480	Raspberry Pi 3 Learning and Development Kit, Lynxmotion Bot Boarduino Shield-Compatible Robot Controller, 4WD Arduino Mobile Robot Kit with Bluetooth 4.0, Turtle Bot 2, Biogripp Robotic Hand (3D print), Laser Scanner etc.	Experimental platform for implementation of Simultaneous Localization and Mapping (SLAM) algorithms and Robot planning. High Level Vision Sensing Experiments. Robotics Syllabus: Tactile Sensing study and Experiments. Arm Geometry, Arm Dynamics, Degree of Freedom and Grasp analysis experiments. (Subjects: Robotics & Artificial Intelligence Lab (Paper Code: CS602, CS711))	Fusion System	Mr. Abhijit Baruah
12	DUIET/TE QIP1/CHEMISTRY	Rs. 1589385	Fourier Transform Infrared Spectrophotometer. Double Beam UV-Visible Spectrophotometer.	<ol style="list-style-type: none"> To learn the basic principles of UV-visible spectrophotometry and to measure concentration by a UV-visible spectrophotometer. The principles and instrumentation of UV-Visible spectroscopy is included in the B. Tech 1st and 2nd Semester theory syllabus. For B. Tech 5th semester petroleum engineering students as an experiment on IR spectroscopy is included in their syllabus titled To record and analyse the IR spectra of two solids and two liquid samples. (Subjects: Engineering chemistry lab (CY-110) and Chemistry of petroleum lab (PE-513) and final year project for PE and ME (ME-710 & ME-810)) 	A & B Associates	Dr. Gitalee Sharma
13	DUIET/TE QIP14/ALL DEPT/COMPUTER PROJECT OR	Rs. 2886011	Desktop, Projector, Projector Screen, Online UPS 5KVA with batteries.	Computers and projectors are required for various laboratories and class rooms to improve the teaching and learning process.	Sanmati Traders	Dr. Nomi Baruah, Mr. Sudipta Majumder, Mr. H.P. Mondal

14	DUIET/TE QIP16/AL L DEPT/FUR NITURE	Rs. 5735861	Conference room chair, Lab Work bench, Book Rack for record keeping for all Laboratory, Seating stool (Revolving and height adjustable), Student's desk cum bench, Faculty chair etc.	Furniture required to keep books, laboratory reports etc. chair for conference hall, stool for students in the laboratory, classroom desk.	Commercial Equipment House	Mr. Kaushik Das, Mr. H.P Mondal, Dr. Pranjal Sarmah, Dr. Prasenjit Talukdar
15	DUIET/TE QIP20/AL L DEPT/SM ART CLASS	Rs. 5796630	Interactive display panel etc.	Classroom up gradation two for each department.	Young India Films	Mr. Kaushik Das, Mr. H.P Mondal, Dr. Pranjal Sarmah, Dr. Prasenjit Talukdar
16	DUIET/TE QIP2/PHY SICS	Rs. 653105	Cathode ray oscilloscope with function generator. Thermocouple, temperature bath with heating arrangement. Kerr cell, Beam splitter. polariser, analyser, photodetector. Plane transmission Grating with light source. Newtons ring arrangements etc.	Purchased in 2009 and now getting out of work, so needed to be replaced. Newly introduced in the syllabus, hence the experimental set-ups should be purchased. (Subject: Engineering Physics lab: PH-110)	A & B Associates	Dr.Purabi Gogoi
Total: Rs. 30282223						

ANNEXURE VII-A

List of service packages procured under TEQIP-III (January-18 to October-18)

Sl. No.	Package Name	Price	Description	Justification	Vendor
1.	TEQIP-III/NPIU/GT/SSS/01	Rs41,20,368	A total of 300 hours for gate training was conducted in all the Departments of DUIET	It is under AICTE mandate	The Gate Coach, New Delhi
2.	TEQIP-III/NPIU/ET/SSS/02	Rs 5,87,172	A total of 200 hours for employability skill was conducted in all the Departments of DUIET	It is under AICTE mandate	Universal Education, Bangalore

Annexure VII (B)

Guidelines for financial assistance to faculty pursuing Ph.D.

ELIGIBILITY CRITERIA:

All the regular Faculty, enrolled under Ph.D. Programmes in Engineering disciplines and Basic Sciences as per the prevailing University/ Institute norms and regulations, are eligible for the financial assistance under TEQIP – III grant, subject to the fulfilment of following conditions:

1. The Faculty must be Indian National only.
2. The Faculty must be enrolled under Part-time/ Full-time Ph.D. Programme only.
3. The Faculty who are receiving assistance from the Institute or from any other funding agencies for their PhD programme will not be considered for assistance under TEQIP-III.
4. The Faculty, receiving the assistance, shall continue to take the teaching load as per the norms for a regular teaching faculty of the department. The HOD will certify the satisfactory engagement of the faculty for the release of the financial assistance.
5. Assistance will initially be for a period of one year and it can be extended up to a maximum period of three years subject to the availability of fund. The assistance will be renewed every year. The R & D Committee will assess the progress of the research work of the faculty and the assistance will be renewed only on satisfactory performance report by the committee. The chairman of the R & D committee shall arrange such assessment and send a report to the TEQIP-III office for further processing.
6. The faculty must abide by the existing LEAVE RULE of the institute. Any absence over and above the prescribed limit of admissible leave shall entail deduction from the assistance, besides other actions as may be decided by the Institute, which may be up to the extent of discontinuation of assistance.
7. The faculty must abide by CONDUCT RULES of the institute. If any disciplinary action is taken by the Institute authority against a faculty, his/ her assistance shall be discontinued (and recovered) from the date of effect of such order.

8. Faculty, receiving assistance under this scheme, is not normally expected to resign within one year of disbursement of the grant. In the event of the faculty resigning in this period, the last year's disbursement shall be recovered.

9. All the Faculty members who are currently pursuing Ph.D. are eligible for financial support. Maximum amount to be reimbursed for tuition fee is Rs. 20,000/- per year. Maximum amount to be reimbursed for Fees charged for course work, Thesis writing, etc. is Rs. 10,000/- during the entire course. The expenditure for one journal publication as first author in peer reviewed High Impact Factor and indexed journal and for presentation of one paper in one International Conference with published proceeding with ISBN number as first author. Only one author per paper will be allowed to attend the conference through funding. Attendance in the conference is mandatory. Registration fee alone will not be reimbursed through funding, without attendance in the conference. Conference must be reputed one i.e. it should have its own website and the proceedings must be indexed or the conference must be conducted in association with some national or international association like IEEE, ASME, ICS etc. For international travel registration fee, Air fare, accommodation (per day as per UGC norms) will be provided.

Annexure-XII

Rules of Conduct for Faculties and Staff.

The TA, DA and any other expenses to the Faculties and Staff may be sanctioned as per the NPIU (National Project Implementation Unit) Guidelines and Permissible and Non-Permissible Manual.

1. The prior approval from the Director, DUIET through the TEQIP Coordinator/Academic Nodal Officer for each activity is mandatory.
2. The reimbursement procedure will be processed only against the original Bill and Receipt with the proper signature and seal.
3. The Director, D.U.I.E.T., Dibrugarh University shall have the right to alter/reject any issues at any point of time.
4. Faculties/staff in this sense means both contractual and regular staff/faculties.
5. Guidelines for attending conference workshop, Short Term Training Programme, etc.

❖ Faculty/Staff members and students may be allowed to attend permissible program under TEQIP-III with prior approval from the Director, DUIET. (Guidelines for leave e.g. duty leave, station leave, etc. will be as per the Dibrugarh University rules)

❖ Faculty members/Staffs/Students may apply to present in the Conference/Workshops/ Seminar/ Symposium/ STTP/Training etc. as per the available format.

❖ A faculty/Staff may avail maximum TWO (02) numbers of Workshops/Symposium/ STTP/Training etc. in an academic year (including vacation/holidays). In case any faculty/staff deputed by the institute authority shall not be counted within the above two.

❖ A faculty/Staff may avail maximum THREE (03) numbers of Conference/Seminar in an academic year (including vacation/holidays). In case any faculty/staff deputed by the institute authority shall not be counted within the above three.

❖ TA/DA and leave rule for all (faculty/staff/student) shall be as per institute/TEQIP-III norms.

- ❖ Scrutiny member(s) shall verify the fulfilment of requirement and the information submitted by the applicant before recommending the proposal to the higher authority.
- ❖ In all the cases, the applicant shall submit a report to the TEQIP office after attending the program, as per the format available.

6. Guidelines for the Remedial classes.

- Remedial classes are only allowed on the non-working days (as per DUIET academic calendar) i.e. Saturday/Sunday/any other Holiday.
- Maximum no of payable remedial classes will be 20% of the total theory classes taken by the respective faculty member for a particular subject.
- Student selection for remedial class will be as per NPIU guidelines (Diagnostic test, Class performance test will be followed in DUIET) and respective faculty members have to submit the records for the same to the TEQIP Cell at the time of application.
- Remedial classes of subject under the same subject code should be conducted at the same time irrespective of Departments. (Department may be different, but classes will be conducted together).
- Payable remedial classes are allowed only for the regular classes.
- Remuneration for remedial classes will be Rs. 1000/- per class/day for theory classes and Rs. 500/- per class/day for practical and workshop classes.
- Faculty should inform TEQIP office prior to conducting remedial classes (3-4 days) in a non-working day so that they can arrange office staff to get access of the Departmental Building. Remuneration of Rs. 250/- per class/day (one office staff for all departments of DUIET) will be provided to the office staff for the same.
- In the Attendance sheet (format for which will be provided by the TEQIP Cell), the respective faculty members must write the time, date, name of the office staff (with consultation with TEQIP Cell), etc.

7. Guidelines for the Thesis Printing under TEQIP-III, DUIET.

- A maximum amount of Rs. 4000/- per faculty will be allowed as the thesis printing fees for one time.

8. Guidelines for the laboratory consumables for the faculty under TEQIP-III, DUIET.

- To avail the benefit of the reimbursement for consumables, the candidate must be a student of Dibrugarh University. For the faculty research work, to get the benefit of research consumables, the research project/work must be the under the Dibrugarh University or a joint research work/project.

9. Guidelines the Seed Money for the research works.

- ❖ An external empowered committee will be constituted by the Director, DUIET for the evaluation of the seed money proposals whenever the proposal comes for the same from the faculty members.
- ❖ The faculty members must have to furnish the documents of submission of his research proposal to the funding agencies along with his application for the seed money

10. Guidelines for Feedback System in DUIET

There will be two feedback systems-

- a. One- Departmental level
- b. Two- Central (i.e. Institute level)

a. Departmental level

For the Department level Feedback System, respective department will frame their feedback form and they will maintain their systems within their department. This system will be a monthly system. The respective faculty members will collect his/her Feedback Form through the Class Representative (CR) of the respective class and accordingly she/he will

- i. Analyze the forms and prepare report/plan for further improvement and/or official uses. (e.g. NBA/NAAC/AICTE, etc.)
- ii. The respective faculty members must have to keep/maintain the reports and feedback forms for further use as document.

iii. The form will not contain the name, roll no. and signature of the individual students. The report thus prepared must contain the different methods/ways to improve the qualities of teaching learning methods based on Feedback Forms.

iv. Faculties will take the Feedback Forms as an important tool for their improvement in teaching learning methods.

v. The respective faculty member (who is assigned) for this specific purpose will frame the feedback form and the guidelines for the same for their department.

Central (i.e. Institute level)

i. The central Feedback form will be prepared by the TEQIP-III cell in due time which will be supplied to the respective Department/ Faculties.

ii. This will be a six-monthly system and student will directly submit the Feedback Forms to the director office in the provided closed box.

iii. The form will contain the name with signature of the individual students and their privacy will be maintained by Director, DUIET.

iv. The Director, DUIET may call the Faculty Members to discuss his/her performance accordingly.

v. The expenses for Feedback system (A4 pages, personal box files, etc. for each faculty) may be done from TEQIP-III fund if required.