

Minutes of 1st Meeting of Board of Governor (BOG) for AICTE-NEQIP project

First meeting of BOG for **Advanced Technical Training Centre (ATTC)**, Bardang, East Sikkim and **Centre for Computers and Communication Technology (CCCT)**, Chisopani, South Sikkim was conducted at 11.00 am on 16th of April 2014, in the conference room of HRDD, Govt. of Sikkim, Tashiling, Gangtok. The meeting was chaired by **Shri K.N.Bhutia, Chairman BOG**.

Following Board Members were present:-

1. Shri Deepak Kumar Pradhan, Special Secretary cum Director Technical Education, HRDD
2. Shri S.P Pradhan Chief Engineer, HRDD
3. Shri P.N Tamang, Member
4. Shri Dhiraj Pradhan, Joint Secretary, Directorate of Capacity Building
5. Shri Prakash Pradhan, Joint Director, HRDD
6. Shri I.K Chettri, Additional Director (TE)
7. Group Captain S.K Newlay, VSM, Principal, CCCT
8. Group Captain S. Purkayastha, Principal, ATTC
9. Shri SonamPaldenBarfunga, Vice Principal, ATTC
10. Shri Praveen Kumar Pradhan, Vice Principal, CCCT
11. Shri Deepak Rasaily, Sr. Lecturer, CCCT

The following Board members expressed their inability to attend the meeting due to prior engagement.

12. Prof. (Dr.) GautamBarua, Dept. of Computer Science & Engg., IIT, Guwahati
13. Dr. Anup Das, Dept. of Mechanical Engg., IIT, Guwahati

Other officials of the institute present in the meeting;

1. Smt. Rita Dhakal, Manager Administration, ATTC
2. Shri Khus N. Chettri, Manager Administration, CCCT

The Principal, ATTC, Gp. Capt. S. Purkayastha (Retd.) initiated the meeting. He presented the details of **project NEQIP** to BOG.

The following agenda points were discussed and the decision as given by the BOG is given below.

AGENDA 1:

GRANT OF AUTONOMY AS PER AICTE- NEQIP SCHEME DOCUMENT

Proposal: Grant of Autonomy to the institute as per AICTE Guidelines.

Decision: The chairman directed that brief details with regard to autonomy requirement should be put up in next BOG meeting which is planned on 14th May 2014. He also said the proposal should be in line with AICTE guidelines.

AGENDA 2:

ENDORSEMENT OF IDP OF ATTC & CCCT

Proposal: Copy of IDP (Institutional Developmental Proposal) prepared by ATTC and CCCT was placed before BOG with request to endorse the IDP of both the institutes by BOG.

Decision:-Chairman requested all the BOG members to go through the IDP and observations, if any, may be discussed during next meeting. However, he also stressed that as NEQIP fund has been released by AICTE on the basis of IDP prepared by the institutes.

AGENDA 3:

Ratification of expenditure incurred by ATTC and CCCT

Proposal: The following expenses have been incurred till dates which are covered by NEQIP project. It may be ratified by BOG.

Expenses incurred till date by ATTC

- a) **Modernization and strengthening of Laboratories (Power Electronics Lab)**
Rs. 15, 00,100.00 spent for purchase of Lab equipments for Power Electronics Lab from Maverick Technologies, Guwahati
- b) **The salaries of the following posts are booked under NEQIP from January 2014 onwards.**

Sl. No.	Name of Post	Total Posts	Salary	Head
1	Lecturer, Computer Science	01	Rs. 21000	FSD
2	Lecturer, Electrical & Electronics	01	Rs. 21000	FSD
3	Lecturer, Electrical & Electronics	01	Rs. 21000	IOC
4	Lecturer, Mechanical	01	Rs. 21000	FSD
5	Lecturer, Mechanical	01	Rs. 21000	IOC
6	Lecturer, English (Part Time)	01	Rs. 12000	IOC
7	Office Assistant	01	Rs. 10000	IOC
8	Maintenance Mechanic, Electrical	01	Rs. 8000	IOC

- c) **Enhancement of R&D and institutional consultancy activities**
1. Tour of Shri Lochan Adhikari to various Industries during April 2014
 2. Industrial tour of 2nd Year students to various Industries outside of state

Expenses incurred till date by CCCT

- d) Training and Tour expenses of faculty members: Rs. 92410/-
- e) NBA (National Board of Accreditation) Registration: Rs.11236/-
- f) Consultation fee to Dr.A.K. Jha of SMIT for SWOT analysis: Rs.8000/-

Total Expenditure: Rs.1,11,646/-

Decision: BOG ratified the expenses incurred as mentioned in above clause (a) (b) (c) (d) (e) and (f) subject to the expenses incurred as per AICTE norms and covered by NEQIP project.

BOG also directed that the tour reports of Shri Lochan Adhikari of ATTC be submitted to BOG in next meeting for information of all Board members.

AGENDA 4:

Employment against higher Education

PROPOSAL:

- a) ATTC and CCCT proposed a blanket approval to book expenditure against "**Faculty and Staff Development head**" with respect to employment of faculty against the post left vacant by faculty perusing higher education as per AICTE norms.
- b) Faculty to be sent for qualification up gradation to NITTTR, Chandigarh as per modular scheme. Board members were appraised the modalities and advantage of modular scheme.

Decision: The Chairman directed that the institute should follow the established procedure as outlined in AICTE guidelines to depute faculty for higher education.

AGENDA 5:

Civil Construction at ATTC and CCCT

Proposal:

ATTC Proposed of vertical extension on the terrace of academic block, partition of existing reading Room, renovation of existing Engineering Drawing Room, possible construction of new shed for extension of 1st year workshop classes.

CCCT proposed of vertical extension on three existing terrace of academic block

Decision: The board members unanimously decided that the institute should put the detail plan and estimates to the technical cell of HRDD. Further on receiving the technical approval, the same may be put up to BOG for final approval.

AGENDA 6:

NBA(National Board of Accreditation)

Proposal:

BOG was briefed about the NBA scheme and the necessity to acquire accreditation. Also members were informed that registration has been completed and self-assessment is being undertaken at both the institutes to ensure submission of application as per requirement and norms.

Decision: The board emphasized the implementation of NBA and directed the institute to initiate the process of accreditation according to the defined procedures.

Institute should ensure best quality product at cheapest rate and should have maximum coverage. Proper inventory to be maintained and proper auditing is to be carried out periodically.

AGENDA 8:

Training for weak students

Proposal: BOG was appraised that as per guidelines outlined in SD, there is a mandatory requirement to provide extra tutorial to weak students with an aim to improve their knowledge level. In order to ensure this both institutes plan as follows:

- i. Tutorial classes to be started during off days.
- ii. To hire consultant to impart specific training skills.
- iii. Finishing school training – Imparting of specific technical skill.

Decision: The board members directed that both the institutes may go ahead with the activities and final decision on this may be taken at institute level.

AGENDA 9:

Training for faculty and staff members

Proposal:

Training as per training schedule of Institute and also in-house trainings to be imparted during summer and winter breaks.

Decision: The board advised the institute to initiate quality training program and to forward such proposal to DTE's for approval and accordingly program implementation may take place.

AGENDA 10:

MIS (Management Information System) software for ATTC and CCCT

Proposal: Purchase of software for proper management and interlink of all departments.

AGENDA 7:

Procurementas stated in IDP

a) **Proposal by ATTC:** In order to ensure proper implementation of AICTE policies as defined for NEQIP project institute proposes:

- i. **Setting of Robotics & CIM Lab**
- ii. **Strengthening of support departments:** Science Lab to be upgraded and Language Lab to be set up.
- iii. **Modernization of classrooms:** Up gradation of existing classrooms to smart classes.
- iv. **Increase of bandwidth for Internet services of the Institute**
- v. **IIIC(Industry Institute Interaction Cell):** Up gradation of the Industry Institute Interaction Cell – Procurement of Computer systems, Printers and furniture.
- vi. **Updation of learning resources (Library):** Procurement of e-books, journals, computer systems, server storage.

b) **Proposal by CCCT:**

- i) Existing Laboratories of Electronics, Electrical, Computer, Civil and Support Department.
- ii) **Strengthening Administration:** Purchase of ID card printer, repair of existing EPABX system, CCTV, Biometric attendance etc.
- iii) **Modernization of classrooms:** Up gradation of existing classrooms to smart classes.
- iv) **Payment of 1st quarter of 2014 for 2 MBPS raw internet bandwidth charges from Reliance/AISECT. Increase of bandwidth for Internet services to 4 MBPS. Payment of future bills from NEQIP project.**
- v) **IIIC (Industry Institute Interaction Cell):** Payment of TA/DA, honorarium, student visits, expert guest lecturers.
- vi) **Updation of learning resources (Library):** Procurement of e-books, journals, computer systems, up gradation of LIBSYS automation software with barcode reader.

Decision: All procurement should follow the AICTE guidelines and the state financial norms. Proper advertisement and tendering should be executed.

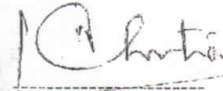
Decision: The institute may go ahead with the purchase of MIS but in course of time it must explore the possibility of developing customized software of its own in order to save substantial amount of fund which can be utilized for some other purposes.

Remarks by Chairman

The BOG meeting concluded at 1.30 PM. The Chairman in his concluding remarks expressed that fund allocated for the project should be used judiciously with a focus on providing quality training and education by way of improved infrastructure facilities and teaching methods. He said that the main objective of the project is to make the students knowledgeable and competitive so that their professional life become both meaningful and rewarding. The Chairman proposed that the next meeting be held on the 14th May, 2014 at the same venue, which the members agreed.

At the end, Principal CCCT, Gp. Capt. S.K.Newlay, VSM (Retd.) proposed vote of thanks and assured all members present that all suggestions would be implemented in true letter and spirit.

Approved By:



(K.N.Bhutia)
Chairman, BOG