

CENTRE FOR COMPUTERS AND COMMUNICATION TECHNOLOGY
ADVANCE TECHNICAL TRAINING CENTRE

MINUTES OF MEETING OF 2ND BOARD OF GOVERNORS

FOR ATTC & CCCT POLYTECHNIC UNDER AICTE-NEQIP

Venue: Conference Hall, HRDD, Gangtok

Date/Time: 14th May 2014 11:00 am onwards

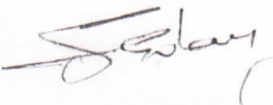
MINUTES

The meeting was attended by all members except Dr. Gautam Baruah, Representative AICTE who has excused due to pre commitments and Mr. M.K.Rai, Joint Director, South, HRDD who was on Election Duty. Shri S.D. Dhakal (Member) was represented by Ms. Tenzing Yangchen, Dy. Secretary from SICB.

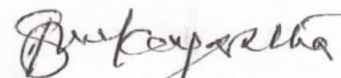
Following Board Members were present:-

1. Mr. K.N Bhutia, Chairman
2. Mr. Deepak Kumar Pradhan, Special Secretary cum Director Technical Education- Member
3. Dr. Anoop Das, Professor IIT Ghyt, -AICTE-Representative(Member)
4. Mr.S.P Pradhan Chief Engineer, HRDD-Member
5. Mr.P.N Tamang -Member
6. Ms.Tenzing Yangchen,Dy.Secretary Directorate of Capacity Building. –Rep.of Member
7. Mr.Prakash Pradhan, Joint Director, HRDD-Member
8. Mr.I.K Chettri, Additional Director (TE)- -Member
9. Gp. Captain S.K Newlay, VSM,Principal, CCCT – Member Secretary, CCCT
10. Gp. Captain S. Purkayastha, Principal, ATTC – Member Secretary, ATTC
11. Mr.Praveen Pradhan,Vice Principal CCCT-Member
12. Mr.Sonam Palden Barfungpa,Vice Principal ATTC-Member
13. Mr.Deepak Rasaily Sr.Lectruer (Chief Project Coordinator,CCCT) -Member
14. Tenzing Pradhan (Chief Project Coordinator,ATTC) -Member

With a formal welcome address by Principal ATTC, the agenda for CCCT were first placed for consideration of the Board by the Member Secretary.



G.P. Capt.(Retd) S.K.Newlay, VSM
Principal
CCCT- Chisopani, South Sikkim



PRINCIPAL
Advanced Technical Training Centre
Bardana, East Sikkim

CENTRE FOR COMPUTERS AND COMMUNICATION TECHNOLOGY
ADVANCE TECHNICAL TRAINING CENTRE

AGENDA POINTS -CCCT

Agenda 1: Ratification of first BOG Meeting which was held on 16th April 2014 at Conference Hall HRDD, Gangtok.

Decision: The Board provided ratification of all the proposals presented by CCCT & ATTC after the Chairman seeking any comments from all members.

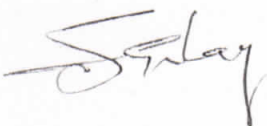
Agenda 2: Formation of committees (CCCT):

As per AICTE –NEQIP Scheme Document institute has formed following committee to ensure proper Monitoring and progress of the project.

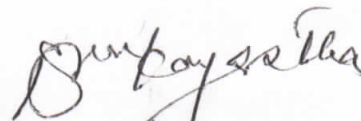
1. Academic Council
2. Academic Quality Assurance Committee
3. Finance Committee
4. Building and Works Committee
5. Purchase Committee
6. Disciplinary Committee
7. Institutional Development Committee
8. Students Affairs Committee
9. Library Committee
10. Grievance Committee
11. Anti Sexual Harassment Committee (ASH)

Decision taken by each committee will be scrutinized by Principal before being placed to BOG for discussion/Directions.

Decision: The Board approved the Committees as proposed. However, for SI 4) Building and Works Committee, Divisional Engineer (Civil), HRDD, South was suggested for inclusion as Member who will provide technical as well as procedural inputs.



G.P. Capt.(Retd) S.K.Newlay, VSM
Principal
CCCT- Chisopani, South Sikkim



PRINCIPAL
Advanced Technical Training Centre
Bardang, East Sikkim.

**CENTRE FOR COMPUTERS AND COMMUNICATION TECHNOLOGY
ADVANCE TECHNICAL TRAINING CENTRE**

Agenda 3: Modernization of Infrastructure:

After detail discussion with the course In-charge & concern Lab in charge of each department, procurement of 30.73 lac has been worked out under different project head as listed below.

SL NO	Activities	Budget Allocation 2013-2014 (Rs in Lakh)	Expenditure
1	Modernization and Strengthening of existing laboratories	1	1
2	Establishment of new laboratories for existing and new Diploma Course.	6	6
3	Modernization of Class rooms	4	4
4	Up-dating Learning Resources	5	5
5	Procurement of Furniture	4	4
6	Establishment /Up-gradation of Central and Departmental Computer Science.	3	3
7	Modernization/Improvement of Supporting Department.	2	2
8	Modernization and Strengthening of Libraries and increasing access to knowledge resources	3	3
9	Arrangement of alternate power source to ensure uninterrupted power supply in the computer for smooth conduction of Academic session under the head: Establishment of new laboratories for new Diploma course.	4	2.73
	Total	32	30.73

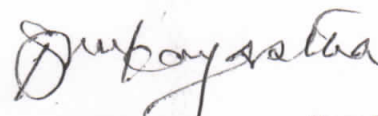
Decision: The Chairman directed that for Sl 9) and also for the Water shortage case, State Government should be approached and proposal made for funding. However, work can proceed and if State Government gives funds, the cost can be recovered back to the project for other academic activities.

For Sl. 5) and 8) members suggested that furniture that are now available of good quality but made in China may be procured after market survey. Library chairs could be of good quality plastic chairs. Further, proper system of issuing and accountability must be made for usage of the Laptops in library.



Capt.(Retd) S.K. Newlay, VSM
Principal
CCCT- Chisopani, South Sikkim





PRINCIPAL
Advanced Technical Training Centre
Bardang, East Sikkim

**CENTRE FOR COMPUTERS AND COMMUNICATION TECHNOLOGY
ADVANCE TECHNICAL TRAINING CENTRE**

Agenda 4: Faculty and staff Development for improved competency: SD of NEQIP suggests that competence level of Faculty & staff be improved by at least 20% by 2016. In order to achieve this institute recommends following for Qualification Up-gradation:

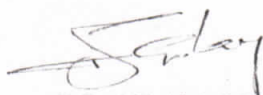
List of faculty for ME/M.Tech course.

SL NO	Name	Course	Institute	Regular/Modular	Course Fee	Status	Remark
1	Mr. Bijoy Chettri	M.Tech	SMIT,	Regular	self	Joined on Aug 2013	Adhoc faculty have been recruited
2	Uday Rai	ME	NITTTR Chandigarh	Modular	1,29,656	Application submitted to NITTTR, Chandigarh	As the date for Submission of Forms was 06/5/2014. Hence Principal has given Provisional Clearance to submit the application.
3	Mukesh Sharma	ME	NITTTR Chandigarh	Modular	1,29,656		
4	Arun Pradhan	ME	NITTTR Chandigarh	Modular	1,29,656		
5	Deepak Rasaily	ME	NITTTR Chandigarh	Modular	1,29,656		
6	Arvind Lal	ME	NITTTR Chandigarh	Modular	1,29,656		
7	Shyam Chhinal	M.Tech	SMIT	Regular	Self	Will join in Aug 2014	Adhoc Faculty will be recruited

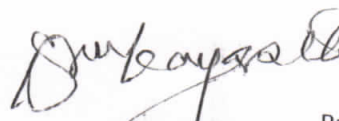
List of Faculty for B.Tech (Regular): Institute purposes following faculty be permitted to pursue Degree course.

SL NO	Name	Course	Institute	Regular/Modular	Course Fee	Status	Remarks
1	Subodh Chettri	B.Tech	SMIT	Regular	Self	Will join by July 2014	Adhoc Faculty will be recruited
2	Rajesh Baraily	B.Tech	SMIT	Regular	Self	Will join by July 2014	Adhoc Faculty will be recruited
3	Ongeyla Bhutia	B.Tech	SMIT	Regular	Self	Will join by July 2014	Adhoc Faculty will be recruited

Decision: The Board accorder approval in principle subject to final approval by CCCT Board of Management (BOM) as per Service rules. Further, clarification on reimbursement of fee component must be made to AICTE and disbursed only if scheme permits. Members also commented that their TA/DA as applicable should be budgeted and reimbursed for their entire course duration for Modular and part time Scheme only.


S.K. Neway, VGM
Principal
CCCT- Chisopani, South Sikkim




PRINCIPAL
Advanced Technical Training Centre
Bardang, East Sikkim

**CENTRE FOR COMPUTERS AND COMMUNICATION TECHNOLOGY
ADVANCE TECHNICAL TRAINING CENTRE**

Agenda 5: Following faculties are perusing Higher Education on their own through distance mode without hampering regular academic session:

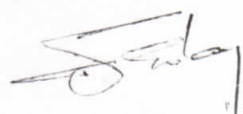
Sl. No.	Name	Department	Status	Date/year of Join	Expenditure
1	Mr. TsheringBhutia	Computer Sci	Doing MCA from SMIT	Joined on Oct 2013	91520
2	Mr. DeependraAdhikari	DENC	Doing B.Tech from KSOU	Joined on July 2013	180000
3	Ms Joyce DayalRai	DENC	Doing Msc(IT) from SMIT	Joined on Feb 2014	53100
4	Kabita Nepal	DENC	Doing B.Tech from KSOU	Joined on July 2013	180000
5	Karma GyatsoBhutia	DENC	Doing B.Tech from KSOU	Joined on July 2013	180000
6	Mr.TashiRapden	DEE	Doing M.Tech from KSOU	Joined on July 2013	100000
				Total	Rs.7, 84,620

Decision: The Chairman stated that as the faculty has joined the courses prior to the formation of the Board; it may not be suitable to accord approval. However as the scheme document states that the project was from Oct 2013 to 2016, the above may be permitted. The AICTE should be approached on the matter and clarification sought and if the scheme allows, then it is approved else it should be treated as nullified.

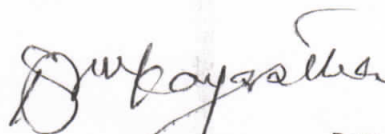
Agenda 6: Civil construction:

Draft Drawing and estimate for construction of laboratory and Classrooms has been sent to Chief Engineers Office for scrutiny and advice. (Initially on 10th Oct 2013 and again on 7th may 2014).

Decision: The Chief Engineer, HRDD was in receipt of the proposal and would immediately depute Divisional Engineers to study and scrutinize the proposal. He also commented that all details should be worked out. Further, the fund availability under Civil construction need to be clarified from AICTE that budget is Rs. 62 lacks or Rs 1.25 Cr. This needs to be immediately taken.



CP. Capt.(Reid) S.K.Newlay, VSM
Principal
CCCT- Chisopani, South Sikkim

PRINCIPAL
Advanced Technical Training Centre
Bardang, East Sikkim

**CENTRE FOR COMPUTERS AND COMMUNICATION TECHNOLOGY
ADVANCE TECHNICAL TRAINING CENTRE**

Agenda 7: Activity planned to be carried out till Dec 14 and budget allocation is as follows:

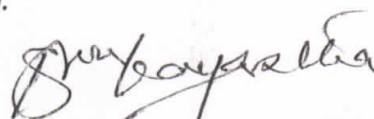
SL. NO	Head	Action Proposed	Schedule	Budget Allocation	Actual Expenditure
1	Finishing School Training	Rope-out Program	May 2014	5 Lac	1.6
2	Academic support for weak , SC/ST students	Short Term Training/Tutor Class	Summer Vacation/July-Sept 2014	14 Lac	13.22
3	Institutional Management Capacity Enhancement	Short Term Training (Phase-I) for ADM,FM,AFM, OA, Librarian	July to October 2014	3Lac	2.5
4	Faculty and staff Development for effective Teaching	Short Term Training-Phase-I	July-Nov 2014	15 Lac	2
5	Enhanced Interaction with Industry	Industrial Visit, Rope-in Program, Internet BW Subscription	March-July 2014	2 Lac	0.44
6	Implementation of Institutional Reforms	NBA and Internet BW		8	1.13
7	Enhancement of R&D and intutional Consultancy services.	Paper Publication		2	0.57
			Total	34.5	21.97

Decision: For SI 2) the institute must make as system of identifying weak students as a matter of classifying students needing such training. Academically weak students, as per examination performance would be a viable method. Further, each training must have an objective and impact study to be conducted post training.

For SI 3) and 4), members suggested that National level institutions such as NIRD, Hyderabad, NIPFP, Delhi, IIPA may be approached as they provide quality training at reasonable rates. AICTE representative, Prof. Dass also volunteered to provide information if such trainings are provided by any of the IIT's. After this , the proposal was accorded approval.



S.P. Capt.(Retd) S.K.Newlay, VSM
Principal
CCCT- Chisopani, South Sikkim

PRINCIPAL
Advanced Technical Training Centre
Bardang, East Sikkim

**CENTRE FOR COMPUTERS AND COMMUNICATION TECHNOLOGY
ADVANCE TECHNICAL TRAINING CENTRE**

Agenda 8: Incremental Operating Cost Expenses to the tune of approximately 20 lakh is expected under different head as shown.

SLNO	Head	Budget per annum	Remarks
1	Salary for Faculty against existing vacancy	5,77,860	
2	Salary for staff against vacancy created under Project	4,56,000	
3	Remuneration to Chief Project coordinator	-	
4	Printing and Stationery	70,000.00	
5	Meeting expenses	70,000.00	
6	TA/DA for conference and workshop/Local Conveyances	130,000.00	
7	Telephone bill and Internet Modem Recharge	9,600.00	
8	Operational Maintenance	200000	10% of total Equipment Procured under Project.
9	Contingency fund	200000	
TOTAL		17,134,60	

Note: Preliminary expenditure of Rs.87,134.00 already approved in first BOG meeting.

Decision: Under SL 2) for appointment of new staff, members were of the view that existing staff be delegated these responsibilities and provided certain incentives. Chairman commented that post project; it would be difficult to remove them. The proposal was asked for re-consideration and a common model between CCCT and ATTC should be adopted.

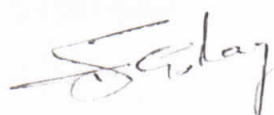
AGENDA POINTS ATTC by Member Secretary, ATTC

AGENDA 9: TRAINING OF STUDENTS UNDER STUDENT SUPPORT.

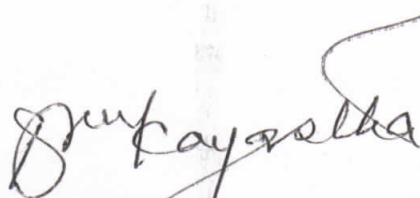
PROPOSAL: Soft-skills enhancement programme has been scheduled from 9th May 2014 – 13th May 2014. The total expenditure amounting Rs. 3,37,822/- maybe ratified.

DECISION:

The expenditure has been ratified and also the board has suggested that the Institute has to put in place a system of training the Institute's own faculty members to conduct such trainings to the students, so that the cost may be saved.



P. Capt. (Retd) S.K. Newlay, VSM
Principal
CCCT- Chisopani, South Sikkim

PRINCIPAL
Advanced Technical Training Centre
Bardano, East Sikkim

**CENTRE FOR COMPUTERS AND COMMUNICATION TECHNOLOGY
ADVANCE TECHNICAL TRAINING CENTRE**

AGENDA 10: ENHANCEMENT OF INSTITUTIONAL CONSULTANCY ACTIVITIES AND INDUSTRIAL VISITS.

PROPOSAL: Expenditure incurred by Mr. Lochan Adhikari, Head of Department (Mechatronics and Manufacturing) and Head, Training and Placement Cell, visited in the month of April to various Industries under R&D head and Institute Industry Interaction Cell (IIIC), head amounting to Rs. 1,06,661/- may be regularized.

Expenditure incurred during Industrial visits of 2nd Year students (215 students) and 9 escorts to various Industries in Bangalore and Chennai under the R&D head amounting to Rs. 1,90,466/- also may be regularized.

DECISION:


The proposal was approved.

AGENDA 11: ACTION PLAN FOR 1ST YEAR NEQIP PROJECT.

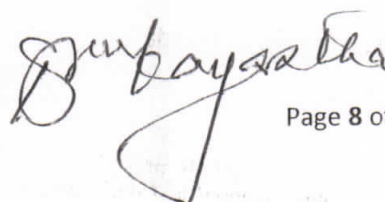
PROPOSAL: The following activities have been planned till December 2014 for implementation.

S. No.	ACTIVITIES	COST (Rs. In crores)
1.	Modernization and strengthening of laboratories	0.15
2.	Establishment of new laboratories for existing diploma programs	0.30
3.	Modernization of classrooms	0.113
4.	Upgradation of learning resources	0.008
5.	Procurement of furniture	0.05
6.	Establishment/Upgradation of Central and Departmental Computer Centers	0.022
7.	Modernization and strengthening of supporting departments	0.07
8.	Modernizations and strengthening of libraries and increasing access to	0.05
9.	Civil Construction	0.125
10.	Formation & Functioning of IIIC	0.038
11.	Enhancement of R&D and institutional consultancy activities	0.04
12.	Faculty and Staff Development (including faculty qualification up gradation, pedagogical training, and organising/participation of faculty in workshops, seminars and conferences) for improved competence	0.20
13.	Institutional Management Capacity enhancement	0.03
14.	Implementation of institutional academic reforms	0.05
15.	Academic support for weak , SC & ST students	0.15
16.	Incremental Operating Cost	0.15
	TOTAL	1.546

• Amount exceeding Rs. 1.25 crore (Total released amount for the year 2014) will be adjusted by limiting the procurement as per the need and priority.


Capt. (Retd) S.K. Newlay, VSIW
Principal
CCCT- Chisopani, South Sikkim





CENTRE FOR COMPUTERS AND COMMUNICATION TECHNOLOGY
ADVANCE TECHNICAL TRAINING CENTRE

DECISION:

The plan has been approved.

AGENDA 12 – CONSULTANT ARCHITECT

PROPOSAL: Ratification was sought from the Board regarding hiring of M/S DESIGN CONCEPTS, Arithang, Gangtok as Consultant Architect with a consultancy fees @3.5%

DECISION:

The proposal has been approved.

AGENDA 13: CIVIL CONSTRUCTION.

PROPOSAL: Plan for vertical extension in the administrative block of ATTC.

DECISION:

The plan is to be approved by the Technical Section of HRDD for which the plan has been submitted to Shri S Pradhan, Chief Engineer (II), HRDD. A detailed estimate is also to be put up for approval by the Chief Engineer (II). The Technical section of HRDD would be going through the plan and may depute an Engineer for site inspection and final preparation of a detailed estimate. After completion of all required technical formalities by the Technical section of HRDD, the entire plan may be submitted to BoG for final approval for execution. The State Government norms may be adhered to for executing the civil works.

COMMON AGENDA POINTS CCCT&ATTC

AGENDA 14: GRANT OF AUTONOMY AS PER AICTE GUIDELINES.

PROPOSAL:

Financial Autonomy for Principal: For single purchase order, up to 50 lakhs against the provision of minimum 50 lakhs as per AICTE norms (AICTE-NEQIP).

Financial Autonomy for HoDs : Rs. 1 lakh for single purchase order as per provision made in the AICTE-NEQIP project.

The administrative autonomy maybe granted to Principal and HoDs for entire process of procurement of items/equipment, installation and execution of various training programme etc.,

Any expenditure more than 50 lakhs for a single item, prior approval of BoG may be obtained. Similarly, purchase more than 1 lakh for any single item by HoDs, prior approval is required to be obtained from the Principal.

P. Capt.(Retd) S.K. Newlay, VSM
Principal
CCCT- Chisopani, South Sikkim



Principal
Advanced Technical Training Centre
Bardang, East Sikkim

CENTRE FOR COMPUTERS AND COMMUNICATION TECHNOLOGY
ADVANCE TECHNICAL TRAINING CENTRE

DECISION:

Grant of Autonomy is approved

AGENDA 15: ENDORSEMENT OF INSTITUTIONAL DEVELOPMENT PROPOSAL (IDP).

PROPOSAL: In 1st BoG meeting, Chairman desired that all members of BoG to go through the IDP and observations, if any, may be discussed in 2nd BoG meeting. It may be mentioned that initial NEQIP fund has been released by AICTE based on this existing IDP.

DECISION:

The IDP has been accepted and endorsed by all Board Members.

Agenda 16: ATTC & CCCT PURCHASE PROCEDURE TO BE FOLLOWED

(A) PURCHASE OF PROPRIETARY ITEMS:

PROPOSAL: All proprietary items concerning the technical training equipment, purchase committee within the institute may decide upon a specific brand and model of training kits. This decision however needs to be based upon written documents and proof of its quality and for such item a direct purchase from the manufacturers/wholesale dealers may be allowed.

DECISION:

All proprietary items can be purchased directly from the OEM provided a certificate of proprietorship is produced by the company. For purchase of other equipment, a procedure of purchase as approved has to be followed. Also, for such purchase, SFR (Sikkim Finance Rules) or GFR (General Finance Rules) is to be referred.

(B) DGSND Items:

PROPOSAL: Any DGSND item, if found within the required specification, may be allowed to be procured.

DECISION:

Approved.

(C) PURCHASE OF PETTY ITEM:

PROPOSAL: Item costing less than Rs. 10,000/- may be procured locally from approved vendors without tendering procedure.


DECISION:

Approved.

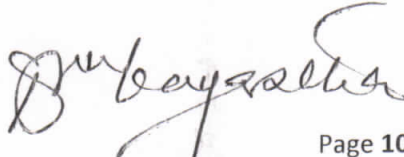
(D) PROCUREMENT OF ITEM COSTING LESS THAN 1 LAKH:

PROPOSAL: May be allowed to procure through closed tendering process without paper advertisement.

DECISION: Approved.


GP. Gapt.(Retd) S.K. Newlay, VSM
Principal
CCCT- Chisopani, South Sikkim




PRINCIPAL
Advanced Technical Training Centre
Bardang, East Sikkim

CENTRE FOR COMPUTERS AND COMMUNICATION TECHNOLOGY
ADVANCE TECHNICAL TRAINING CENTRE

***NOTE: FOR CALL OF TENDER:**

PROPOSAL: A local tender within the state and the tender notice on the institute website is to be notified. Selected vendors from outside the state which are to be selected based upon past experience are to be sent quotation call letters. The decision of final award of contract may be based upon technical and financial bid. The bidders complying with the technical bid may be made eligible for the financial bid. This procedure may be approved.

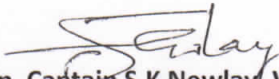
DECISION:

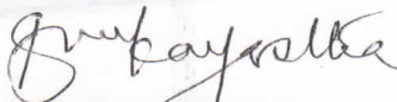
The process has been approved with a suggestion that the tender notice is also to be put up in the Sikkim Government official website through the IT department.

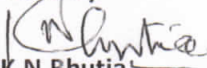
Conclusion: The Chairman made the following concluding remarks:

- That the Board has provided the guidelines the Institutions should start the process of implementation in right earnest.
- Every effort must be made to minimize cost without compromising on quality.
- All activities must have an impact on better education of the students.
- Students must be made competent so that they are able to get jobs.
- All students must be made knowledgeable and special focus should be given on weaker students.
- All the stake holders should work sincerely and honestly without losing sight of the objectivity.
- There should be strict monitoring.
- Proposals submitted to the Government must be monitored on a day to day basis to avoid delays.
- The next meeting should be scheduled anytime in September 2014 after reports on implementation are circulated to the members.
- Members must make efforts to visit institutions and monitor the projects under implementation.

Meeting Closure: The meeting concluded at 2 pm after a vote of thanks presented by Principal, CCCT followed by small lunch and refreshments.


Gp. Captain S.K Newlay, VSM,
Member Sectary cum Principal, CCCT


Gp. Captain S. Purkayastha,
Member Sectary cum Principal, ATTC

Approved by

Shri K.N. Bhutia
Chairman,
Board of Governors,
AICTE- NEQIP-CCCT &
AICTE-NEQIP-ATTC Sikkim

PRINCIPAL
Advanced Technical Training Centre
Bardang, East Sikkim

CHAIRMAN
Board of Governors
CCCT, AICTE-NEQIP