

## NEQIP-academic Committee meeting

### MINUTES

Meeting held on: 17<sup>th</sup> July 2015 Time: 3 pm to 5.45pm Venue: Confidential Room.


Members present:

| S.No. | Name                                 | Designation  |
|-------|--------------------------------------|--------------|
| 1     | Principal In charge                  | Chairman     |
| 2     | Tashi Rapden Wangchuk (AIC)          | Member Secty |
| 3     | Shyam Chhinal (CIC, DCIE)            | Member       |
| 4     | Deepak Rasaily (Project Coordinator) | Member       |
| 5     | Arvind Lal (CIC, DCST)               | Member       |
| 6     | Srishti Srehsta (CIC, DEE)           | Member       |
| 7     | Tenzing Sherpa (TPO)                 | Member       |
| 8     | K.N.Chettri, Manager Administration  | Member       |
| 9     | Anup Sarmah (ISO-MR)                 | Member       |

**AGENDA 1:** Briefing of Minutes of meeting held on 15.7.2015 and endorsement by academic committee. NEQIP Coordinator read the minutes of meeting. All members endorse the minutes as it is.

**AGENDA 2:** Qualification Up gradation under NEQIP for recently re-joined 4 faculty from ATTC, (Sameer Lamichaney, Nima Donka, Cherryla Topden and Jigme Machungpa)

Observation: Following Observations were made by the members (1) As per the service Rule (62(C)) faculty should complete 5-years of service in the Parent institute. It was observed that Mr. Sameer Lamichaney has completed 5-years but Ms. Nima Donka, Ms. Cherryla Topden and Mr. Jigme Machungpa has not completed the 5-years continuous service in the parent institute. (1) On what ground they were transferred to ATTC to be reviewed once. If the application says they are sent to ATTC for qualification up gradation then institute will not be able to send them for Higher education as they had to complete in ATTC during their 2-years stay at ATTC. (2) Since there is a huge academic requirement and 4 staff of institute has been already given clearance for pursuing higher studies (Which was approved in 3<sup>rd</sup> BoG) hence the faculty recently joined from ATTC can't be allowed for pursuing higher education this year. (3) Budget allocation for staff and faculty development is Rs. 60 lac (As per AICTE-NEQIP Scheme) which has been pre allocated for all existing faculty as per their expenditure for Higher Education. Budget left is only Rs. 2, 31,129/ with which this four faculty can't be sent for higher education. Re-appropriation of fund is only possible if AICTE approves the same. So when the Mentor (AICTE-NEQIP) visits the institute, appropriate proposal will be put to mentor for such re-appropriation so that fund arrangement can be made for this 4-faculty.

  
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(4) Committee also recommended that if any one/two faculty did not joined the M.Tech during this year (the faculty who are already approved by BoG) then as per seniority and after the fulfillment of all eligibility any one/two faculty may be allowed for higher education under the same budget.

(5) Committee said since Sameer lamichaney is eligible in all respect he may be allowed to join in case of above (4) condition but he has to do M.Tech on Civil Engineering (or Related engineering) as there is requirement on this course but not in Mechanical( His current degree) .

**Agenda 4:** Proposal of new faculty (Lecturer) in Civil engineering Department: Academic In Charge briefed that Civil department is academically loaded and faculty shortage will create major problem. There is urgent need of Lecturer in Civil Department once the Adhoc appointment of Mr.Arun Timsina Expires in July.CIC civil also justified the requirement. Creating new post and doing Advertisement, interview and selection will take long time during which the academic loss will be huge. So all members suggested that instead of doing all above formalities Institute may propose the approval of Board of management (DTE-HRDD) for the extension of Service period of Mr.Arun timsina under NEQIP who will be given new appointment letter under NEQIP with extension of one year.

**Agenda 5:** NBA

Mr.Anup Sarmah (NBA Coordinator) briefed the report on the progress of NBA implementation in the institute.Awaerness in NBA has been done to all staff/faculty.DAB is formed and first DAB meeting also conducted by all department except Department of Computer Science and Technology.DCST CIC has been directed to complete the task by the end of July 2015.It was observed that 400 marks is allotted in NBA for all departmental activities (Like formation of POs, PEOs, Linking of Cos to PEOs etc.) and 600 marks for institutional activities. Hence Chairman requested all CICs to stick to plan and schedule mandatorily.CIC (all departments) has to start filling up SAR immediately which will be reviewed and checked by Principal In charge and NBA coordinator in every Friday of the month.NBA consultant shall be called in October 1<sup>st</sup> week to assess overall progress of institute and with his suggestion and approval,SAR will be put in December 2015.Mr.Anup Sarmah will prepare the detailed Schedule for the functioning of NBA and provide to all staff and faculty so that timely completion of all activity is done.

**Agenda 6: Different activities to be observed and celebrated;**

| SL NO | ACTIVITY   | COORDINATOR/RESPONSIBILITY                 | APPROVAL/DECISION  |
|-------|--|--|--|
| 1     | All activities to be carried out as per Academic Calendar. | Academic In charge                         | Ensured all activity will be carried as per prescribed schedule.   |
| 2     | Re-Medial Classes  | Srishti Srestha                            | Time table, Subject scrutiny ,subject allocation shall be done by coordinator after the even semester result is declared |
| 3     | Engineers Day-15 <sup>th</sup> September                   | Mr.Arun Timsina                            | Approved.  |
| 4     | Annual Day Celebration                                     | Cultural Coordinator and Culture Committee | Approved however detail plan and budgetary to be submitted by committee.   |
| 5     | Alumuni Meet   | Placement Officer                          | Approved for conduction but students within the state to be called   |

  
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|    |   |  | on their own expenses however their fooding,lodging will be borne.  |
| 6  | Departmental Celebration Day                            | Respective Course In charge                | Approved.   |
| 7  | Worksho/Seminar/Papper Presentation/Project Competition | Respective Course In charge                | Approved. (only one activity to be done).   |
|    | Departmental News Letter                                | Respective Course In charge                | Approved however following schedule is prepared to avoid overload: (1) Civil-on or before 14 <sup>th</sup> August (2) DEE- 1 <sup>st</sup> week of Sept. (3) DCST-1 <sup>st</sup> week of October (4) DENC- 1 <sup>st</sup> Week of November.   |
| 9  | Biswkarma Puja  | Administrative Manager                     | Approved.   |
| 10 | Training of (i) Admin staff (ii) Faculty                | ADM and TO                                 | ADM to prepare schedule of training for administrative staff on requirement and cadre basis. TO to prepare training schedule for faculty as per skill matrix and priority/need basis.   |
| 11 | Mentor's visit  | NEQIP Coordinator                          | Approved however meeting will be schedule in consul with ATTC.  |
| 12 | Book Fair   | Librarian-Mr.Johan Bhattari                | Publishing house shall be contacted. Books/other study materials related to school level may by exhibited to attract other school and colleges other then engineering. Institute may also purchase books on this exhibition.  |
| 13 | Swacha Bharat Mission                                   | 5's In charge and IB Subba                 | Event will be organized in medium scale. Institute will do cleanliness in Jorthang Road with dustbin installed.   |
| 14 | Independence day-15 <sup>th</sup> August                | ADM and Sports Coordinator                 | Day will be obseroved.Football match of inter school will be organized.   |
| 15 | 4 <sup>th</sup> BOG Meeting                             | NEQIP Coordinator                          | Approved however meeting will be schedule in consul with ATTC.  |
| 16 | NSS,IEEE,CSI,ISTE                                       | Jyoti,Deepak,Bijoy,Arun                    | Approved for execution in urgent basis.   |
| 17 | Annual College Magazine-                                | Jyoti Chettri and Praveen Puri             | Approved  |
| 18 | Anti Sexual Harassment Counseling-ASH Committee         | Ms.Prerna Rai,Member Sectary ASH committee | Following committee constituted as Anti-Sexual Harassment Cell (ASHC). Principal In charge –Chairman,Prerna Rai-Member Sectary, Members; (1) Shrishti –DEE(2) Kabita Nepal-DENC (3) Prashika Tamang-DCIE (4) Ritu Tamang-Administration (5) Menuka Chettri-Community College (6) Renuka Pradhan-Girls Hostel (7)Mr.Suren Chettri (Warden Boys Hostel) (8) Bhim Maya-Safai karmachari.This Cell needs to |

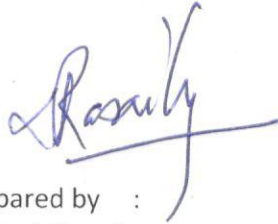


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|    |  |                    | conduct immediate counseling session for institute address the related matter time to time on need basis. |
| 19 | Attending workshop at NIT Sikkim for staff and students. | Training Officer   | Approved.   |
| 20 | Children's Day   | Hostel Wardens.    | Approved.   |
| 21 | Safety week-   | Academic In charge | Approved.   |
| 22 | In-Plant Training of Final Year students                 | Placement officer  | Approved.   |
| 23 | Red Ribbon Club  | Kabila Nepal       | All related activities approved.  |
| 24 | Gandhi Jyanti  | ADM.               | Approved.   |
|    |  |                    |   |

All above activities will be observed. NEQIP coordinator will have meeting with all responsible coordinator of these event where schedule/dates and tentative program will be decided which further shall be kept in NEQIP Finance Committee for Budget approval.

None of the above activity should hamper the regular academic session. All information/copy of scheduled program must be given to academic in charge.



Prepared by :  
Deepak Rasaily  
NEQIP- coordinator

PROJECT CO-ORDINATOR  
CCCT. AICTE-NEQIP



Approved by:  
Principal In-Charge  
CCCT

Minutes of meeting

An urgent meeting of NEQIP Academic Committee held on 15/7/2015 to discuss following:

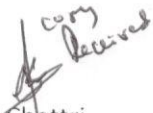
1. Academic Review.
2. Arrival of 4-faculty from ATTC (Sameer Lamichaney, Nima donka, Cherrila topden, Jigme Machungpa)
3. Service period of 4-adhoc staff (Mr. Dipen Sharma, Arun Timsina, Moses Pradhan and Bimal Kharel)
4. Staff approved for Higher Studies (Perna Rai, Shirshak Gurung, Tenzing Sherpa, Shrishti Srestha)
5. Faculty Joined from SMIT after one year completion of M.Tech. (Arun Pradhan, Mukesh Sharma)
6. Higher Studies for four faculty joined from ATTC.

Following decision were taken after the detail discussion:


1. Principal In charge briefed the staff feedback and suggested review for improvement in academic delivery. A suggested that he will individually meet every staff and share their feedback.
2. All the four faculty joined from ATTC will be assigned subjects for odd semester. Nima Donka and Cherryla Topden will share the load of Electrical subjects apart from electronics subject. If required training in core electrical subjects shall be provided before handing over the subjects or wherever it is necessary.
3. (i). Mr. Dipen Sharma, and Mr. Arun Timsina whose adhoc period expired on 9<sup>th</sup> July 2015 will be relieved on 31/7/2015. Mr. after completion of their present assignment of admission and Exam Cell. Dipen Sharma was appointed in lieu of Ms. Cherryla topden and Ms. Nima Donka who has re-joined institute the so extension of adhoc appointment of Mr. Dipen Sharma could not be considered. Mr. Arun Timsina will also be relieved on the same day.  
(ii) Mr. Moses Pradhan and Mr. Bimal Kharel were appointed for the period of one year in place of Mr. Mukesh Sharma and Mr. Arun Pradhan (Who had gone for higher studies). Since two faculty re-joined the institute so Mr. Moses Pradhan and Mr. Bimal Kharel also will be relieved from their normal duty on their respective adhoc appointment expiry dates.
4. Staff who all are going for higher studies : Modalities will be as follows:  
(i) One computer Faculty (Lecturer) may be recruited in place of Ms. Perna Rai and Shirshak Gurung under NEQIP for the period of one year if they go for higher studies.  
(ii) No faculty will be recruited in place of Tenzing Sherpa and Shrishti Srestha instead Nima Donka and Cherryla Topden will share their load for which NEQIP will bear half salary of both the faculty.
5. Mr. Arun Pradhan and Mukesh Sharma will be assigned subjects and will perform their regular duties. ADM shall provide the order to resume their normal duty with immediate effect.
6. All staff going for higher studies should give their admission details as early as possible. Also all staff needs to join back the institute by 2016 July after the completion of one year.
7. ADM, CIC and AIC may suggest and put up any requirement if exist to NEQIP coordinator which may be reviewed by Academic Committee of NEQIP further to fill up the requirement.
8. **For all above Administrative Manager will expedite and execute all modalities within stipulated time.**

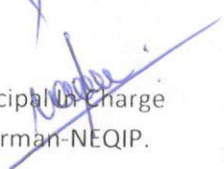
**Members Present in the Meeting**

  
Mr. Abinash Tamang  
(In-Lieu of Finance Manager)

  
Mr. K.N. Chettri  
Manager (Admin)

  
Mr. Tashi Rapden  
Academic In-Charge

  
Deepak Rasaily  
NEQIP-Coordinator

  
Principal In-Charge  
Chairman-NEQIP.

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