



**CENTRE FOR COMPUTERS AND  
COMMUNICATION TECHNOLOGY  
CHISOPANI, SOUTH SIKKIM**

(Under Directorate of Technical Education, Government of Sikkim)  
Approved by A.I.C.T.E. ISO 9001:2008 Certified



**INSTITUTIONAL MANAGEMENT CAPACITY ENHANCEMENT**

Month	Work done/Activity	Remarks
April		
May	In second BOG meeting on the proposal of alternate power supply for the smooth functioning of institute, BOG approved the tapping of village line which can be booked under NEQIP and later it will be reimburse by State Govt. (BOG meeting dated 14/5/14:agenda 3)	
June	Vice-Principal attended workshop on Leadership development at NITTR, Chandigarh	
July	Work order issued to Power Department, Govt of Sikkim to start process of tapping village line.	
August	(with reference to BOG minutes held on 16/4/14 agenda no.7) internet: upgraded from 2mbps to 4mbps from August.	
September	Survey on the underground water was done by Kolkata firm. The report says no possibility of underground water.	
October	Institutional Development Committee meeting held on 21/10/14 in which following decisions has been taken (1) whole campus will be made WI-FI covered by 15th Feb 2015 (2) Water harvesting system will be explored	
November	<ol style="list-style-type: none"><li>4 Administrative staff went for training at MDI Gurgaon on program "Financial Modelling using MS-Excel"</li><li>Alternate water supply tapping process proposed with the approval from BOG, Govt. Letter was sent to DC South.</li><li>Development of SIS/MIS to be processed and decision to be taken in meeting</li><li>Standard operating procedure for Admin staff training to be developed by ADM.</li></ol>	
December	<ol style="list-style-type: none"><li>3 Administrative staff will go for training at IIM Kolkata on Program "Communication and Presentation Skill" and Librarian and System Analyst will go to MDI Gurgaon for training.</li><li>Water tapping work to be completed within December.</li><li>Principal will be attending a training program at JNTU Hyderabad on topic "Recent Advances in Renewable Energy Applications" from 24/11/14-13/12/14 under NEQIP but it is decline by BOM, Govt. of Sikkim.</li></ol>	
January	Consultancy for the development of SIS/MIS to be explored	
February	<ol style="list-style-type: none"><li>Commencement of WI-FI campus</li><li>Consultancy for the development of SIS/MIS to be explored</li></ol>	
March	Training of remaining administrative staff will be Explored.	

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