

## Minutes of meeting

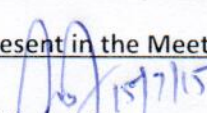
An urgent meeting of NEQIP Academic Committee held on 15/7/2015 to discuss following:


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 (Prerna 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:

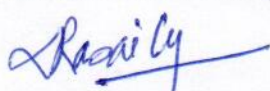
1. Principal In charge briefed the staff feedback and suggested review for improvement in academic delivery. A suggested that he will individually meet every staff and share their feedback.
2. All the four faculty joined from ATTC will be assigned subjects for odd semester. Nima Donka and Cherryla Topden 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 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. Prerna 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 review 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.

**PROJECT CO-ORDINATOR  
CCCT, AICTE-NEQIP**