

NEQIP-academic Committee meeting

MINUTES

Meeting held on: 16th February 2015

Time: 4pm to 5.30pm

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	Kaziman Pradhan, Manager Finance	Member
8	K.N.Chettri, Manager Administration	Member
9	Anup Sarmah (ISO-MR)	Member
10	Praveen Puri	Member

1. **AGENDA 1:** Start of Remedial and tutorial classes for even semester 2015 (Jan-June'2015). Inclusion of support and administrative staff on above classes.

Tutorial Class:

- In new curriculum tutorial classes to be included.
- Tutorial classes shall be for both theory and lab.
- Current subjects will be taken for teaching and it will be in self learning mode.
- For the even semester 2015, one class/lab on each subject shall be taken as tutorial class. - for review with mentor.

Remedial Class:

- Classes to start from 9/3/15
- All CICs to identify the list of failure in coordination with exam cell.
- Time table will be prepared by CICs and verified by AIC.
- Remedial class coordinator will be Srishti Sreshta who shall ensure all classes are conducted timely.
- All DB will be cleared during the remedial classes.
- Classes will be taken for those subjects in which failure is more the 5.
- Value education subjects can be taken by administrative staff if required which will be arranged by coordinator.

AGENDA 2: curriculum revision:

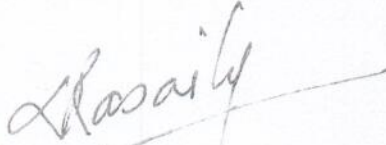
Decision Taken:

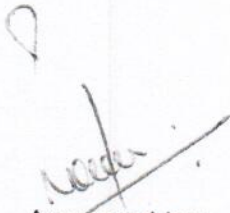
- i. Institute shall only provide the feedback
- ii. Framework shall be given to NITTTR as prepared.
- iii. NITTTR shall be immediately called in response to their letter dated 8/8/2014. Institute will have interactive workshop with resource person from NITTTR.
- iv. Principal in-charge will proactively do the follow-up with SBTE and NITTTR for the implementation of curriculum by July 2015.
- v. Mr. Tashi Rapden (AIC) will be the coordinator to coordinate the entire process of curriculum revision.
- vi. Tentative schedule for calling up NITTTR is 26-28/2/2015.

AGENDA 3: Finishing School training & action plan:

Decision taken:

- i. Rope-out programme to be conduct in proper schedule.
- ii. Village Camp is part of Finishing School Training
- iii. Apprentice in various organization to be taken up and encouraged.
- iv. MSEM to be contacted to get awareness in various scheme they execute.
- v. Aptitude/reasoning classes to be conducted.
- vi. NEDFI and NASARD to be contacted


Prepared by :
Deepak Rasaily
NEQIP- coordinator


Approved by :
Principal In-Charge
CCCT