

Minutes of Meeting

Meeting held on:	16/7/2014
Venue	Confidential Hall, CCCT.
Time	12.15pm to 1pm and 1pm to 2:10 pm
Agenda of Meeting	Civil Works under NEQUIP

MINUTE

Meeting started at 12:15pm with the Principal's permission (Chairman). NEQUIP Coordinator explained the agenda of the meeting.

As per IDP submitted to AICTE civil work plan is as follows: 4 Class rooms, 1 laboratory, 1 Drawing Hall and 1 store room.

AICTE has already given following deficiency (1) 600sqm in Class room (2) 700sqm in laboratory (3) 132sqm in Drawing Hall

Institute's requirement: 4 Class rooms, 6 Laboratory, 1 Drawing Hall and 1 Store room. Following points were discussed and made tentative conclusions:

- (i) Drawing Hall of 132sqm will be made (vertical expansion)
- (ii) Four Class rooms will be made each of 66sqm.
- (iii) CAD, Control, Electrical Machine and Electronics laboratory-II will be made (Total four). All these four laboratories will have Wall mounted storage facility incorporated in design. Wall mounted storage area will be made in existing laboratory where ever required.
- (iv) Project laboratory will be constructed on the newly built workshop terrace with strong foundation added to it or at other feasible location. Alternatively existing Analog laboratory can be converted into Project laboratory. Before converting analog lab to project lab a suitable location for analog lab needs to be identified.
- (v) Requirement of Civil laboratory and class rooms will be carried after the survey is made in new building (Women's Hostel) which is under construction. Mr. Ram Shrestha (Lecturer Civil) has been given task to submit the report on utilization of new building as institute's Civil department.
- (vi) Three Phase provision and Fire Fighting equipment needs to be provided in all laboratories.
- (vii) Building Earthing should be considered during the planning phase only.
- (viii) False ceiling, electrification etc to be considered during the design phase.
- (ix) If possible there will be exchange of laboratory as per requirement like analog lab will be replaced by electrical lab.
- (x) In all the laboratory preferably equipment to be placed near the Wall all around and not in the center.
- (xi) Common staff room, exam cell room are also prime requirement of the institute. If budget permits we shall also take up this matter.
- (xii) Control laboratory will also incorporate measurements (EMI) related laboratory.
- (xiii) Any design plan from faculty for class room and laboratory will be taken/considered if it suits.
- (xiv) To finalize the requirement of civil plan another meeting in the fourth week of July shall be conducted.

(xv) After the finale blue print is prepared, Architect and DE HRDD will be called for designing the layout.

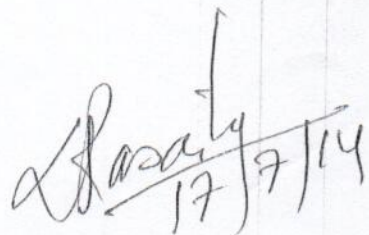
Conclusion: Civil Plan as follows is proposed:

SLNO	Plan	Number	Area
1	Class room	4	66Sqm = 264
2	Laboratory	5	66sqm = 330
3	Drawing Hall	1	132sqm = 132
4	Store	1	100sqm = 100
		Total Area	826sqm = 826sqm.

Next meeting will be held on 24/7/14.

Members present in the meeting:

1. Principal (Chairman)
2. Vice Principal
3. Academic In-charge
4. CIC (E&C)
5. CIC (DCST)
6. CIC (DEE)
7. CIC (CIVIL)
8. Finance Manager
9. ADM
10. NEQIP Coordinator.


17/7/14

Minutes prepared by

Deepak Rasaily



Chairman

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