

## 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 Observation 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 persuading higher studies (Which was approved in 3<sup>rd</sup> BoG) hence the faculty recently joined from ATTC can't be allowed for perusing 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-aappropriation 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-aappropriation 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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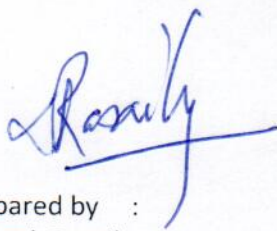
			on their own expenses however their fooding,lodging will be borne.
6	Departmental Celebration Day	Respective Course In charge	Approved.
7	Worksho/Seminar/Papper Presentation/Project Competition	Respective Course In charge	Approved. (only one activity to be done).
	Departmental News Letter	Respective 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 observed.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.Perna 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



			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.

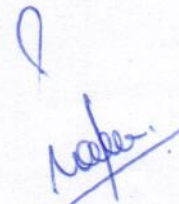
All above activities will be observed. NEQIP coordinator will have meeting with all responsible coordinator of these event where schedule/dates and tentative program will be decided which further shall be kept in NEQIP Finance Committee for Budget approval.

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