

Minutes of the meeting held on 23<sup>rd</sup> May 2014 at 2pm at Confidential Room for AICTE NEQIP Project

Members Present		
S.No.	Name	Designation
1	Principal	Chairman
2	HOD cum Vice Principal	Member
3	Tashi Rapden Wangchuk (AIC)	Member
4	Anup Sarmah (MR-ISO)	Member
5	Shyam Chhinal (CIC, DCIE)	Member
6	Deepak Rasaily (Project Coordinator)	Member
7	Arvind Lal (CIC, DCST)	Member
8	Arun Pradhan (CIC, DENC)	Member
9	Mukesh Sharma (CIC, DEE)	Member
10	Tenzing Sherpa (PO)	Member
11	Manager Finance	Member
12	Manager Administration	Member
13	Storekeeper	Member

#### AGENDA

1. Modernization and strengthening of existing laboratories
2. Establishment of new laboratories for existing and new Diploma Course
3. Modernization of class rooms
4. Updating learning Resources
5. Procurement of furniture
6. Establishment/Upgradation of central and Departmental Computer Science
7. Modernization / Improvement of supporting department
8. Modernization and strengthening of Libraries and increasing access to knowledge resources
9. Arrangement of alternate power and water source (lying of 2km – approx. pipeline from Tinzir Khola to Denchung) to ensure uninterrupted power and water supply for smooth conduction of Academic session under the head : Establishment of new laboratories for new Diploma Course.

The following points were discussed :

The Principal advised to start purchase under the project. Safety precautionary measures/guidelines to be sought from the supplier with the items purchased.

#### 1. Modernization and strengthening of existing laboratories

- A) Microprocessors 8085/8086 are required. It has been agreed to be bought under this project. Further, Mr. Arun Pradhan CIC, DENC has been advised to prepare detailed account of the working / non working equipments in the Lab for replacement/modernization.
- B) Power Electronics Lab needs to be purchased. It has been advised that some amount of money from the allocated fund needs to be spared for display of chart display, board etc. in the Lab. Mr. Mukesh Sharma, CIC DEE to prepare details.

#### 2. Establishment of new laboratories for existing and new Diploma Course

Obsolete items are to be listed and disposed/sold/auctioned. Establishment of Project Lab has been kept on hold and to be decided at a later date. Networking Administrator Lab to be procured .

**3. Modernization of class rooms**

For modernization of classrooms, class room No. 4 has been selected for upgradation as a test measure. Rest of the classrooms to be upgraded on successful setup of this classroom.

**4. Updating learning Resources**

Total of 880 books for Electronics and Civil Department needs to be bought. 4 to 5 Nos of Ebooks are also proposed to be bought under the project.

All items to be purchased under NEQUIP must be crosschecked with Mr. Arun Pradhan (MHRD Upgradation of Polytechnics) to avoid duplication.

**5. Procurement of furniture**

Replacement of existing furniture is proposed. Mr. Anup Sarmah has been given the responsibility of preparing the list and its procurement.

**6. Establishment/Upgradation of central and Departmental Computer Science**

Procurement of UTM for Server Room (As per Appendix K of modernization of infrastructure procurement) has been kept on hold.

WI – FI Router & PC card are to be bought

Procurement of MIS Software was proposed but has been kept on hold to decide at a later date.

**7. Modernization / Improvement of supporting department**

ID card Printer is to be bought.

PC for Exam Cell and Store have been proposed.

**8. Modernization and strengthening of Libraries and increasing access to knowledge resources**

The institute needs to register as a member of National Digital Library which is mandatory under the NEQIP project.

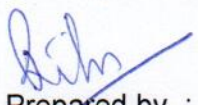
**9. Arrangement of alternate power and water source to ensure uninterrupted power and water supply in the institute for smooth conduction of Academic session under the head : Establishment of new laboratories for new Diploma Course.**

Arrangement of alternate power and water supply has been approved by Board of Governors under NEQIP.


- For each head, coordinators has to assign for the execution of project.

Copies of all work orders/supply orders to be handed over to Store Keeper for follow up and record. All items to be received by the store keeper and labeled after identification.

Meeting closed at 4.05 pm.



Prepared by :  
Ritu Syangdan Tamang  
OA



Approved by :  
Grp. Capt. (Retd.) Suneel Kumar Newlay  
Principal