

## Minutes of 1<sup>st</sup> Academic Council / Committee meeting under NEQIP Project

Meeting was held on 29<sup>th</sup> Aug 2014 at confidential Room of CCCT at 4pm.  
Following Academic Committee/Council members attended the meeting:

SLNO	Members	Appointment	Designation-Academic Council/Committee
1	GP.Capt.SK Newlay	Principal	Chairman
2	Deepak Rasaily	Sr. Lecturer	Project Coordinator/Member Secy.
3	Tashi Rapden	AIC	Member
4	Uday Rai	CIC DENC	Member
5	Shristhi Shrestha	CIC DEE	Member
6	Arvind Lal	CIC DCST	Member
7	Praveen Puri	Exam Coord.	Member
8	Tenzing Sherpa	TPO	Member
9	Shyam Chhinal	CIC DCIE	Member
10	Kush Narayan Chettri	ADM	Member

The following Agenda points were discussed and the decisions given by the committee is as given below:

### **Agenda 1:**

#### **Briefing of 2<sup>nd</sup> BOG meeting:**

Principal explained the financial autonomy given to the institute as stated in 2<sup>nd</sup> BOG minutes. The faculty qualification up gradation head will cover and benefit all faculty those who are eligible to avail this benefit. A minute of 2<sup>nd</sup> BOG meeting is available with Project Coordinator for reference by all. All faculties undergoing M.Tech/M.E. shall be paid full salary. Any course approved by UGC is eligible for availing this benefit which shall further be clarified with mentor (NEQIP). Principal also briefed the list of committees formed and Rule of procurement for which minutes of meeting can be referred. All members of committee be required to work for the benefit of the institute.

### **Agenda 2**

Review of post/Vacancy for booking salary under NEQIP: Not discussed as few concerned members were not present in the meeting

### **Agenda 3**

#### **Syllabus revision**

All existing syllabus revision has to be done by the institute staff as they know their requirement better. The syllabus can be endorsed for implementation by NITTTR.

CIC DCST suggested that matter like syllabus revision should be approached to SBTE (DTE) who should make guidelines and depute faculty for the task. All faculties engaged for this kind of task like syllabus revision, coordinating any project should be credited in their CAS scheme to which Principal Sir agreed upon. The following decisions were taken:

- 1 Letter will be sent to SBTE asking their permission for this task
- 2 Draft copy prepared by all CIC for revision of existing syllabus will be taken into account.
- 3 Institute will also invite Industry to provide their expert input.
- 4 TPO will call all nearby Hydel Projects, companies for DEE and DCIE
- 5 Mr. Tashi Rapden will invite Industry expert for DCST
- 6 Mr. Deepak Rasaily has taken responsibility for DENC

After all inputs taken from the industry, NITTTR shall be called for further action. Few deadlines were kept.

1. All industry will be called between 10<sup>th</sup> to 15<sup>th</sup> September 2014.
2. Feedback report should be ready by 18<sup>th</sup> September 2014
3. Call NITTTR for endorsement by 20<sup>th</sup> to 23<sup>rd</sup> September 2014

#### **Agenda 4**

##### **In-plant Training**

TPO given brief about In plant training for Final Year students. He briefed past experience of training.

Problem faced during Training were:

1. The cost per student were very high (fooding and lodging). It was difficult to monitor all the students in Kolkata
2. The most effective training was done only by TATA Communication Ltd. for DENC students

Proposal for this year:

1. In-house training to be imparted for DCST Course since all lab facility are available in the institute only thus incurring less burden to parents.
2. Nearby Jal Power and DANS Energy for Electrical and Civil branch. All students can stay in the hostel and bus facility can be provided.
3. TATA Communication for DENC.
4. All In-Plant training to be confirmed by TPO by 1<sup>st</sup> October 2014.(all detail expenditure to be work out and need to approved)

Principal and all the members accorded approval for the same.

#### **Agenda 5**

##### **Tutorial classes**

All CIC proposed conduction of classes for academically weak students. DCIE have prepared the list of weak students with the help of exam coordinator.

Principal approved the tutorial class for 2<sup>nd</sup> year and 3<sup>rd</sup> year students. All CICs need to prepare complete list of weak students and time table for class conduction before next meeting. Classes will start form 29<sup>th</sup> September 2014.

Meeting concluded with following few important remarks by the Principal and all CICs

1. Lecturer needs to be in their assigned Lab for at least 30 minutes
2. In plant training must be credited with marks so that its importance increases.
3. All the project reports (Mini and Major) must have common format and it should be closely monitored by CIC and AIC

Meeting closed at 5.30 pm

  
Approved by  
Principal