

Minutes of meeting with Mentor -- NEQIP Program

Venue -- Confidential Room, CCCT

Date/Time—06 Sept., 2014; Time: 0900 Hrs onwards

Following persons were present:

S.N.	Members	Designation	Responsibility under NEQIP
1	GP.Capt. S K Newlay,VSM	Principal	Chairman-CCCT
2	Mr.Deepak Rasaily	Sr. Lecturer	Project Coordinator-CCCT
3	Mr. Tashi Rapden	AIC	Member
4	Mr.Praveen Kumar Pradhan	HOD/Vice Principal	Member
5	Dr.Surendra Kumar	Former Professor and Emeritus Fellow, I.I.T.Roorkee	Mentor, AICTE NEQIP

NEQIP Coordinator, Mr. Deepak Rasaily initiated the meeting by welcoming Dr. Surendra Kumar on his first visit to CCCT, Chisopani. He presented details of project NEQIP, its current status, and action taken by the institute to implement the program in real spirit and letter.

The members discussed several issues related to the implementation of the NEQIP project and the Mentor advised as follows:

(A). As per IDP 25% of sanctioned grant (Rs. 5 crore), i.e. Rs. 1.25 crore can be spent at the maximum for civil construction subject to the availability of funds in the respective head.

The members apprised the mentor about their procedure being adopted for this purpose as per the State Govt. Rules, which is as follows:

- i. Identify a location for the construction work, extension to the existing building
- ii. Hire the services of a structural Engineer
- iii. Plan to be prepared
- iv. Estimates to be got prepared
- v. Obtain the approval from BOG
- vi. Handing over the construction work to the State Govt. for doing the needful to
- vii. meet the AICTE timeline

However, fee for getting prepared the plan and estimate, and the structural design is to be retained by the institute for making the payment of these services.

(B). Re-appropriation of Fund from one head to other is possible in the interest of completion of the project with the knowledge of AICTE.

(C). With respect to the up-gradation of Qualification (Bachelors/Masters Degree) of the Faculty following expenditure to be charged to the NEQIP Project

- I. Admission to Regular programs- Full salary needs to be paid to the staff however institute to formulate the policy on percentage of salary to be booked under NEQIP Scheme.
- II. Admission to Modular/Part Time Programs – Fees paid by the staff.
- III. Admission to Open and Distance Learning (ODL) Programs - Fees paid by the staff.
- IV. Salary paid to the ADHOC appointees recruited against the vacancy of staff allowed to pursue higher studies under a regular program.
- V. TA/DA paid to the staff to attend Classes or for appearing in the examinations.

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(D) Institute to Frame rules which have to be followed for the up-gradation of qualification of faculty members under NEQIP Scheme.

(E). Experts from Local industries be invited for revising the syllabus. This will help in identifying the requirements.

(F). Expenses for NITTTR experts can be charged to the NEQIP project when invited for vetting the syllabus.

(G). Faculty should visit students during In-plant training at their training place.

(H). 80% of fund utilization till Dec. 2014 is necessary for the release of next installment of grant under this project.

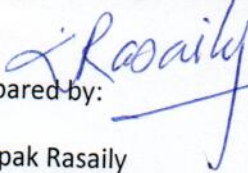
(I). The mentor also advised the NEQIP coordinator to do the following activities as per AICTE - NEQIP requirements.

Monthly activity schedule for at least one year be made.

- I. Bimonthly report (every 2 month) be sent to the AICTE w.e.f. September 1, 2014.
- II. Status of Project with respect to every activity/item as on August 31, 2014 be prepared.
- III. Guest lecturers from industries /Academia on topics of interest to the students be organized.
- IV. Interest earned through NEQIP fund may be used for developing CORPUS fund.
- V. Standard testing facility to be developed by the institute for resource generation.
- VI. Purchases with buy back option can be made wherever possible.
- VII. Lab manuals be prepared and handed over to the students.
- VIII. Skill up gradation Capabilities may be developed in house in due course in areas wherever possible.
- IX. Instruments/Equipments may be purchased with one year onsite warranty and 2 -3 years comprehensive AMC so that these may remain operable without any break down / failure.

Meeting ended with vote of thanks to the Chair.

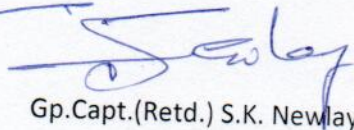
Prepared by:



Deepak Rasaily

Sr.Lecturer

Project Coordinator (NEQIP)

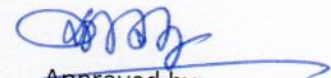


Gp.Capt.(Retd.) S.K. Newlay

Principal

Chairman-NEQIP (CCCT)

Approved by:



Prof.Surendra Kumar

IIT ROORKEE

AICTE-Mentor (NEQIP)