

Minutes of the meeting

Joint meeting of Academic Committee and Institutional Development Committee was held on 9.03.2015 at 3pm at confidential room chaired by Mr. Praveen Kumar Pradhan, Incharge Principal. The following members attended the meeting.

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|-----|-----------------------|------------------------|
| 1. | Anup Sarmah | MR ISO |
| 2. | Tashi Rapden Wangchuk | AIC |
| 3. | Shyam Chhinal | CIC DCIE |
| 4. | Deepak Rasaily | NEQIP Coordinator |
| 5. | Praveen Puri | Exam Coordinator |
| 6. | Shristhi Shrestha | CIC DEE |
| 7. | Kaziman Pradhan | Manager Finance |
| 8. | Khus Narayan Chettri | Manager Administration |
| 9. | Suren Kumar Chettri | Hostel Warden |
| 10. | Tenzing Sherpa | TPO (Students) |

AGENDA

3rd Joint Board of Governors (BOG) meeting of CCCT and ATTC under AICTE-NEQIP Project to be held on 14.3.2015 at CCCT.

Incharge Principal highlighted on preparation of main activities for the said day wherein VC of Sikkim University (Chairman BOG) will be attending.

| S.N. | Activity | Responsibility |
|------|---|--|
| 1. | Hospitality | Manager Admn. |
| 2. | Reception | Geeta with few students |
| 3. | Campus Visit | Academic team lead by AIC |
| 4. | Deliberation in the meeting | Project Coordinator & Manager Finance |
| 5. | Inaugural of footpath & publication of newsletter | Shyam Chhinal & Praveen Puri (Rinku has also been assigned with overall publication) |

The following were discussed and agreed upon by all members present :


- As informed by Incharge Principal, the VC has shown keen interest in seeing the academic facilities in the campus. Normal classes will take place on the day. All faculty have to be present on their respective classes.
- Inaugural of footpath and 1st newsletter publication of DCIE "EUAGGELION" meaning good news in Greek to be done by the VC on the same day. However, layout of the newsletter to be finalized. Distribution of newsletter to start immediately after publication.
- Refreshment as proposed by Manager Admn. will be done by Cakes & Bakes (canteen).

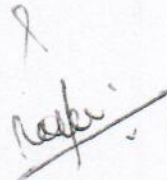
4. Installation of LIBSYS and its functioning to be done in the library before the meeting. Librarian & Computer team of Rajeev Sharma, Arvind Lal, Ranjan Mishra to ensure smooth functioning.
All members may be issued Library membership card.
5. Agenda for the meeting to be mailed to all the members by 2pm on 12th of March 2015.
6. 2nd BOG minutes to be scrutinized and necessary proposal to be put up again for approval.
7. Proposal for blanket coverage to all regular Lab Instructors to pursue B.Tech to be put up for approval as has been mandated by the BOM in the last meeting held on 21st of Feb. 2015.
8. SOP of qualification upgradation to be put up for approval.
9. No major procurement to take place this semester. However, required items like battery etc. may go ahead.
10. Core team to be formed for NEQIP consisting of 4 members alongwith Coordinator.
11. New proposal for procurement of CCTV camera, MIS, Faculty cabin to be included in the agenda.

Incharge Principal also informed that request to AICTE for running 2nd shift Civil in CCCT has been initiated from the Director/DTE.

The Academic Council Committee and the Institution committee members to meet again on 12th March 2015 to finalize the agenda for the meeting on 14th March.

Meeting closed at 5pm.


Prepared by :
Ritu Syangdan (Tamang)
OA


Approved by :
Praveen Kumar Pradhan
Incharge Principal

Pl. provide copy to
1) NTAIB Coord
2) FM.
for placement to agenda