



**MINUTES OF THE 5th BoG MEETING OF
TEQIP-III,**

**Dibrugarh University Institute of
Engineering & Technology**



**JUNE 11, 2019
Dibrugarh University**



TEQIP-III Project Office

Dibrugarh University Institute of Engineering and Technology

Ref: No.DUIET/TEQIP/2019/880

Date: 17.06.2019

Minutes of the 5th BOG meeting

The 5th meeting of the Board of Governors (TEQIP-III) was held on 11th June 2019 at 1.30 pm in the Director's office (conference Hall) at DUIET. The Board discussed a few issues stated as agendas related to TEQIP-III and the approval of the same by the BoG with certain conditions.

Members Present

1. Prof. Khanindra Pathak, BoG Chairman
2. Prof. Pramathesh Bhattacharyya, Member Secretary
3. Dr. B.N. Sahoo, Govt. Nominee
4. Mr. Reep Hazarika, Member
5. Mr. Chiranjeet Baruah, Member
6. Prof. Naliniprava Tripathy, Member
7. Mr. Bhaskarjyoti Saikia, Member
8. Dr. Gitalee Sharma, Member
9. Mr. Kaushik Das, Special Invitee
10. Mr. H.P Mondal, Special Invitee
11. Mr. Diganta Bora, Special Invitee

The members of the BoG discussed and scrutinized the different agendas of the 5th BoG meeting, the actions that are taken, and the following resolutions were adopted.

Item No 1:

The Coordinator placed the minutes of the 4th meeting of the BoG under TEQIP-III, DUIET held on 29.03.2019 before the Board for its approval.

Resolution 1.1

“Resolved that the 4th meeting of BoG under TEQIP-III, DUIET be approved with a few points to be implemented.

The Board was highly concerned with the performance of DUIET in the GATE 2019. Board advised to:

- i. Write to the Gate Academy that the GATE orientation is conducted immediately, and the GATE classes are commenced from July 2019.
- ii. Invite Professors from IITG who has experience of GATE as observers to evaluate the quality of the trainers and the training outcome. The Board wants that before, and after the training, a mock test should be conducted.
- iii. Introduce MOODLE for improving the teaching-learning system of DUIET using cloud server. A laptop be converted into the server, and the Moodle task be completed by the faculty members for the quality improvement of the students at



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- DUIET through conducting frequent quizzes and tests. Board expresses concern why the suggestion in the last meeting was not implemented.
- iv. Ask every faculty of DUIET to submit a plan for engaging the students in non-contact hours.
 - v. Ask the Mentor institute to submit topics of the student's B.Tech Project work and their associated guide from their institute for the PE students. Regarding other branches, they should make contact with IITG or NIT Silchar for the implementation of the summer projects in these institutes. Moreover, the topics and names of the guides should be uploaded in the common web portal.
 - vi. Invite professionals for web designing with the condition that they will also provide hands-on training to the students of DUIET.
 - vii. Register for GEM at the earliest and all further procurement be made only through GEM.
 - viii. Organize a National Conference on Technical subjects at DUIET in collaboration with the mentor institute. All faculties of DUIET to be involved in it. By June, the topics and organizing committee be finalized, and the 1st circular is uploaded.
 - ix. Form a Committee for evaluating and recommending Increment in Salary of TEQIP Staff with the following members:

SI No.	Name	Designation with Department	Role in the committee
1.	Dr. B. N. Sahoo	GM, Oil India Ltd.	Chairman
2.	Mr. Reep Hazarika	CGM (O & M), BCPL	Member
3.	Dr. P. Sonowal	Joint Registrar Administration, Dibrugarh University	Member
4.	Mr. Diganta Bora	Assistant Registrar, Finance and Accounts, Dibrugarh University	Member

Item 2:

The Nodal Officer Procurement placed the Procurement Packages from July to September 2019 in front of the Board for scrutiny, and the following resolutions were taken.

Resolution 2.1

All the purchases must be adequately justified. A tabular presentation of the justifications must be provided to reveal the rationale of the procurement for teaching laboratory, for course requirements, for students' project work, for faculty research (As such the Institute

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does not offer M.Tech or PhD Programme and hence Individual faculties be asked to go for Individual Research with Funding from AICTE RPS, DST, DBT etc. and the TEQIP is only meant for up gradation of quality of UG students) activities and for capacity building for R&D for providing services to the industry should be done through Industrial Consultancy or if it is developed there should be a time line or ready projects in hands. All purchases should be made through GeM (Government e-Market Place) and should strictly adhere to the guidelines of GeM. The purchase/ procurement should be made as per entitlement of the instructions.

Resolution 2.2

A proper professional looking Website of DUIET must be developed at the earliest. For the development/maintenance, an Expert committee should be formed comprising of TEQIP faculty till end of Projects.

1. Mr. Manojit Ghose, Asst. Professor DUIET (Member Secretary)
2. Mr. Kaushik Das, Asst. Professor DUIET (Member)
3. Mr. Amit Talukdar, Asst. Professor DUIET (Member)
4. Mr. Sumit Kumar, Asst. Professor DUIET (Member)
5. Mr. Bhargab Jyoti Saikia, Asst. Professor DUIET (Member)
6. Mr. Niranjana Bora, Asst. Professor DUIET (Member)

Item 3:

The Nodal Officer Academic placed the Action Plan for the period from 01.07.2019 to 30.09.2019 before the Board for scrutiny, and the following resolutions were taken.

Resolution 3.1

The induction program for first-year students be properly selected. Motivational Speakers should be invited and 2nd Year students should also be involved in it. Motivational Speakers name should be decided with the approval of Chairman of the Board.

Resolution 3.2

Under Staff Development Programmes, visit and training should be organized at properly selected Engineering colleges/institutes or industries. The Board suggested that faculty should attend training program/workshop in Institute of National Importance.

Resolution 3.3

The mentor institute should send the names of the co-supervisors for the projects of students to be carried out at Dr. SSB-UICET. The breakup of all activities under the twinning head of the action plan should be provided for a better understanding of the activities to be taken up under this head.



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The Board emphasizes that more students involved with the mentor institute for jointly guided project work on relevant topics should be initiated immediately.

Resolution 3.4

Retired industrial experts be invited for expert talks, and the talks should be from the courses taught in the class. The board suggested that the list of Industrial experts/ Academic experts should be prepared in consultation with the Board Members.

The Board appreciated the initiative for publication of academic Newsletter ORIHONA by the Department of CSE DUIET. However, Board suggested for publishing e-Newsletter ORIHONA for ample circulation and 30 copies of print materials be published for placement purpose.

Resolution 3.5

Several Departmental Advisory Committee (DAC) meetings be mentioned in the action plan. All the faculty members are the members of the DAC, and regular meetings of DAC should review the academic progress and plan. The Board suggested that the DAC meeting resolution for academic progress and plan need to be placed before the Board for approval.

Item 4:

The Nodal Officer Academic placed the Twinning Action Plan for the period from 01.07.2019 to 30.09.2019 before the Board for scrutiny, and the following resolutions were adopted.

Resolution 4.1

Whatever any short-term course or technical training program is organized by the mentor institute or DUIET, all lectures should be submitted to the Board in the form of eBook, doc. Or pdf. Mere power point presentation should not be the training materials. DUIET should take the initiative to publish the training manuals in a book format.

Resolution 4.2

The Twinning Coordinator of DUIET is invited to the 6th BoG meeting as Special invitee as per the Board's concern.

Resolution 4.3

All the long/short term activities under the twinning head are prepared in tabular form with the heads (List of activities, Name of Students, Name of faculties), quantitative as well as qualitative descriptions of the activities be made and circulated among the Board members for approval by circular resolution.



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Item 5:

The Nodal Officer Academic presented the progress report of Quarter 1 of the TEQIP-III Project, DUIET before the Board and after discussion, the following resolutions were taken.

Resolution 5.1

Persons undergoing any courses/programs must submit a report within a month, and a hard copy of the same should be forwarded to the DUIET library as the Board feels that if training is without value addition, it is unaccountable. Further, a book should be edited by the coordinators of the STTP on Advanced Experimental Techniques.

Item 6:

The Coordinator placed the issue of Revision of Procurement Committee before the Board, and the following resolutions were taken.

Resolution 6.1

The board instructed for constituting a Finance Committee to confirm the procurement committee resolution which is to be placed before the board for approval.

The following members recommended for Finance Committee.

1. Dr. H. C. Mahanta (Registrar, Dibrugarh University)
2. Mr. Diganta Bora (Assistant Registrar Finance and Accounts, Dibrugarh University)
3. Mr. Rupam Deka (Assistant Professor, DUIET)
4. Dr. Nayan Medhi (Assistant Professor, DUIET)

Resolution 6.2

The Board proposed for restructuring the procurement committee and the following members are recommended:

1. Dr. P. Sonowal (Joint Registrar Administration, Dibrugarh University)- Chairman
2. Mr. H. P. Mondal (Nodal Officer Procurement, TEQIP-III)
3. Mr. Diganta Bora (Nodal Officer Finance, TEQIP-III)
4. Two Faculties from DUIET
 - a. Dr. Purabi Gogoi (Assistant Professor)
 - b. Mr. Pranjal Sharma (Assistant Professor)
5. One faculty other than DUIET, nominated by the Vice Chancellor

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Item 7:

The Nodal Officer Finance presented the Statutory Audit Report of Financial Year 2018-19 (TEQIP-III Project, DUIET) before the Board. After deliberation and discussion, the following resolutions were taken.

Resolution 7.1

Board is seriously concerned with the observation of the Audit Report. The Board recommended to constitute an Audit Observation Committee with the following members.

1. Mr. Diganta Bora (Nodal Officer Finance, TEQIP-III)
2. Mr. Niranjana Bora (Assistant Professor, DUIET)
3. Mr. Dipankar Das (Assistant Professor, DUIET)
4. Mr. Manish Kejriwal (Chartered Accountant)

Resolution 7.2

For every equipment purchased, a file number be tagged. Stock verification must be completed through appointed verifier. The Verifiers can be one clerk and one Laboratory Assistant.

Circumstance documentation of observation of procurement is made with consultation of CA. Procurement must be made through GeM as per entitlement of guidelines.

Resolution 7.3

Board is highly concerned with the observation of the auditor in the purchase procedures and directs DUIET to strictly follow the purchase procedures so that no financial irregularities and mistakes are made in any purchase. NIT and other processes must be followed as per the purchase manuals.

Item 8:

The Director DUIET placed before the Board, the requirement for two Associate Professors and one Professor in each Department to fulfil the minimum criterion for NBA accreditation. The Board discussed the matter, and the following resolutions were taken.

Resolution 8.1

The recruitment of two Associate Professor and one Professor in each Department be initiated and applied to the University for further processing. BoG also suggested that the student-faculty ratio and the minimum norms of the faculties be fulfilled to apply for the NBA.