



TEQIP-III

Dibrugarh University Institute of Engineering and Technology

Ref: No.DUIET/TEQIP/2017-20/ 0802 E Date: 08/02/18

Minutes of Meeting

A meeting has been conducted on 02/02/2018 in the Department of Petroleum Engineering to discuss various issues regarding the Academic improvement in DUIET and the academic activities to be performed in the Quarter-4(2017-2018) as per the Action Plan among the Academic Committee members, TEQIP-III, DUIET.

Members present in the Meeting:

- 1) Dr. Prasenjit Talukdar, Nodal Officer, Academic, TEQIP-III
- 2) Dr. Purabi Gogoi, Member, Academic Committee, TEQIP-III
- 3) Mr. Rupam Deka, Member, Academic Committee, TEQIP-III
- 4) Mr. R. K. Prasad, Member, Academic Committee, TEQIP-III
- 5) Mr. M.Tiken Singh, Member, Academic Committee, TEQIP-III
- 6) Mrs. Chayanika Borah, Member (i/c), Academic Committee, TEQIP-III
- 7) Mr. R. Michael, Member, Academic Committee, TEQIP-III
- 8) Mr. N.K.Kaphungkui, Member, Academic Committee, TEQIP-III
- 9) Mr. Partha Pratim Borthakur, Member, Academic Committee, TEQIP-III

Signature

Talukdar
08.02

Purabi
08.02.18

Rupam
08.02.18

R.K. Prasad
08/02/18

M.Tiken Singh
8/2/18

Chayanika
08/02/18

R. Michael
08/02/18

N.K.Kaphungkui
8/2/18

Partha Pratim
08.2.18

Approved,
Talukdar

Agendas of the Meeting:

A. To discuss various academic activities to be performed under Quarter-4, (2017-2018) of the action plan.

Resolution:

- 1) A Committee has been constituted for execution of the Career Counseling Programme in the month of Feb,18.
- 2) Induction programme for the first year has been going on.
- 3) GATE Preparation/Coaching will be decided/conducted after receiving detailed guidelines from NPIU.
- 4) Regarding the institutional membership for Professional Societies, each department will submit the detailed plan along with the budget on or before 9th Feb,2018.
- 5) Industry Institute Interaction: Fees for internship will be reimbursed to the students as per allocated budget and if there is any surplus amount that will be utilized for industry visit or industry expert lecture in the month of March, 2018.

B. To discuss regarding the mini- research project for all the students.

Resolution:

- 1) The members present have decided to invite proposals for mini-research project from the students.
- 2) For the same, a **DUIET Research Committee** (for the activity of Research and Development) will be constituted and the committee will frame the rules and regulation for evaluation for the project proposals and carry out the research.
- 3) The committee will consist of members from the entire departments of DUIET.

C. To discuss regarding Workshop, Conference, Seminars, Short-Term Training Programme etc by the Faculty members.

Resolution:

- 1) The academic coordinators of the respective department will convey the message among the faculty members to the respective department.
 - a) The allocated amount for the Faculty is : Rs 2,00,000/-



- b) The allocated amount for the Students is : Rs 50,000/-
- 2) Selection of Journals for publishing papers under TEQIP will be decided by the TEQIP main committee (Cell) and Director D.U.I.E.T. whenever the application comes for the same.
- 3) Department wise participation in various programme:
- i) **Department of PE**
- 1) Mr. Bhaskarjyoti Saikia has attended one national workshop on NBA Accreditation under TEQIP on 27th, December, 17 organized by ASTU, Guwahati.
 - 2) Dr. Prasenjit Talukdar has participated a Short Term Training Programme in NITTTR, Kolkata from 01.01.18 to 12.01.18.
 - 3) Dr. Nayan Medhi, Ms. Bondita Davi Das, Mr. Prasun Banik have participated in a workshop in IIT, Madras from 28.01.18 to 03.02.18
 - 4) Mr. Bhakar Jyoti Saikia, Dr. Prasenjit Talukdar and Dr. Nayan Medhi will present research papers in an International Conference from 26.02.18 to 28.02.18 in the Department of Chemistry, D.U.
- ii. **Department of ECE**
- 1) Mr. H. P. Mondal will present a research paper in an International Conference from 09.02.18 to 11.02.18 in the IIT(ISM), Dhanbad.
 - 2) Mr. N. K. Kaphungkui will attend the National Science congress at Manipur University from 16.03.18 to 20.03.18.
 - 3) Mr. Robert G. Michael will attend one faculty development programme on sensor image processing in the Department of ECE, Tezpur University, Assam from 12.02.18 to 16.02.18.
- iii. **Department of CSE**
- 1) Mr. Abhijit Baruah has attended an International Conference from 22.12.17 to 23.12.17 in the IIT, Guwahati Entrepreneurship Development.



- 2) Mr. Abhijit Baruah has attended the Parivartan 2017 from 21.12.17 to 22.12.17 in the IIT, Guwahati on Entrepreneurship and Start up development.
- 3) Mr. M. Tiken Singh will present a research paper in an International Conference from 23.03.18 to 25.03.18 in the Uttarakhand University.
- 4) Mr. Abhijit Baruah will present a research paper in an International Conference from 17.07.18 to 21.07.18 in the IIITDM, Kancheepuram, Chennai.
- 5) Mr. Abhijit Baruah and Mr. Rabinder Prasad will attend one faculty development programme on Machine Learning and IOT in the Department of CSE, Tezpur University, Assam from 19.02.18 to 23.02.18.
- 6) Mr. Kaushik Das will attend one workshop on NBA Process in AICTE, Auditorium New Delhi from 8th to 9th Feb, 18.
- 7) Mr. Rabinder Prasad has attended one national workshop on NBA Accreditation under TEQIP on 27th, December, 17 organized by ASTU, Guwahati.

iv. Department of ME

- 1) Mr. Rupam Deka has attended the Parivartan 2017 from 21.12.17 to 22.12.17 in the IIT, Guwahati on Entrepreneurship and Start up development.
- 2) Mr. Partha Pratim Borthakur will attend one Orientation Programme in the North Eastern Hill University, Assam from 20.02.18 to 18.03.18.
- 3) Mr. Dipankar Das will attend one workshop on NBA Process in AICTE, Auditorium New Delhi from 8th to 9th Feb, 18.



D. To discuss regarding the Faculty Development Programme on NBA process in the month of March.

Resolution:

- 1) The members present have decided to conduct one 1-week Faculty Development Programme on NBA process in the month of March,18.
- 2) The TEQIP Academic Coordinator will discuss with the Institute NBA coordinator regarding the further necessary steps for the programme.
- 3) One committee will be constituted for the same as soon as possible and the committee will start the works for the same soon after getting the notification from the Director, DUIET.

E. To discuss regarding the formation of guidelines for the Remedial classes.

Resolution:

- 1) Remedial classes are only allowed on the non-working days (as per DUIET academic calendar) i.e. Saturday/Sunday/any other Holiday.
- 2) Maximum no of payable remedial classes will be 20% of the total theory classes taken by the respective faculty member for a particular subject.
- 3) Student selection for remedial class will be as per NPIU guidelines (Diagnostic test, Class performance test will be followed in DUIET) and respective faculty members have to submit the records for the same to the TEQIP Cell at the time of application.
- 4) Remedial classes of subject under the same subject code should be conducted at the same time irrespective of Departments. (Department may be different but classes will be conducted together).
- 5) Payable remedial classes are allowed only for the regular classes.
- 6) Remuneration for remedial classes will be Rs. 1000/- per class/day for theory classes and Rs. 500/- per class/day for practical and workshop classes.
- 7) Faculty should inform TEQIP office prior to conducting remedial classes (3-4 days) in a particular non-working day so that they can arrange office staff to get access



of the Departmental Building. Remuneration of Rs. 250/- per class/day (one office staff for all departments of DUIET) will be provided to the office staff for the same.

- 8) In the Attendance sheet (format for which will be provided by the TEQIP Cell), the respective faculty members have to write the time, date, name of the office staff (with consultation with TEQIP Cell), etc.
- 9) Unfortunately, if any irregularities have come to the notice of TEQIP Cell, the TEQIP Cell has to formally inform about these to the Hon'ble VC, Dibrugarh University.

F. To discuss regarding the conduction of Faculty Development Programme in the month of June/July in Collaboration with NITTTR Kolkata.

Resolution:

- 1) The members present have decided to conduct one 1-week Faculty Development Programme in Collaboration with NITTTR Kolkata in the last week of June or First week of July month, 18.
- 2) The topic should be such that the entire department of DUIET can participate.
- 3) One committee will be constituted for the same as soon as possible and the committee will start the works for the same soon after getting the notification from the Director, DUIET.

G. To discuss regarding the Procurement of ERP Software (Academic).

Resolution:

- 1) The members present have decided to procure the ERP Software for DUIET.
- 2) Mr. M. Tiken Singh (Dept. of CSE), Mr. R. K. Prasad (Dept. of CSE) and Mr. Rupam Deka (Dept. of ME) will be given the responsibility for the same.

H. To discuss regarding the Short Term Training Programme in the Department of CSE.

Resolution:

- 1) The members present have decided to conduct one 1-week Short Term Training Programme in the Department of CSE in the month of March, 18.



- 2) One committee (nominated by the department) will be constituted for the same as soon as possible and the committee will start the works for the same soon after getting the notification from the Director, DUIET.

I. To discuss regarding the Teachers Feedback System in DUIET.

Resolution:

- 1) The members present have decided to implement the monthly teachers' feedback system in DUIET.
- 2) The TEQIP Cell will frame the feedback form as soon as possible.

J. Any other issues

Resolution:

1. Department of Petroleum Engineering will conduct one 1-week Short Term Training Programme in the year 2018 and the exact date, committee, etc. will be fixed by further discussion with the department.
2. Except the specific post (e.g. Director, Coordinator, Nodal Officer, In-Charge, etc.) related meeting/training/workshop, it is not encouraged for the faculty members to attend/participate/present/visit, etc. for two three times in a year.

Handwritten signatures and dates:

- Handwritten signature: *Prakash*
- Handwritten signature: *R. S. S. S.* / 08.2.18
- Handwritten signature: *Prakash* / 08/2/18
- Handwritten signature: *Prakash* / 08.2.18
- Handwritten signature: *Prakash* / 08/02/18
- Handwritten signature: *Prakash* / 08.02.18
- Handwritten signature: *Prakash* / 2/2/18
- Handwritten signature: *Prakash* / 08/2/18
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