



TEQIP-III Project Office
Dibrugarh University Institute of Engineering and Technology

Date 31/07/2021

Minutes of the 16th meeting of Board of Governors, TEQIP-III, DUIET

The 15th Board of Governor Meeting was abandoned due to unavailability of the external members of the Board for unavoidable reason and the next meeting was called on 31-07-2021. The 16th meeting of Board of Governors of TEQIP-III DUIET was held on 31st July 2021 from 5pm through video conference mode.

Members Present

| Sl. No. | Name | Designation |
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| 1 | Prof. Khanindra Pathak | Chairman |
| 2 | Prof. Pradip Borgohain | Member Secretary as Director(i/c) |
| 3 | Dr. B.N. Sahoo | Member as Govt. Nominee |
| 4 | Prof. B. R. Sharma | Member as University Nominee |
| 5 | Dr. Gitalee Sharma | Member |
| 6 | Dr. Bhaskar Jyoti Saikia | Member |
| 7 | Prof. Anupama Sharma | Special Invitee from Mentor Institute |
| 8 | Prof. Amrit Pal Toor | Special Invitee from Mentor Institute |
| 9 | Mr. Kaushik Das | Special Invitee as the TEQIP Coordinator |
| 10 | Dr. Purabi Gogoi | Special Invitee as the TEQIP Nodal Officer Finance |

Prof. Naliniprava Tripathy and Mr. Chiranjeev Baruah were in absentia due to unavoidable reason.

The BoG Chairman welcomed all the members to the 16th BoG Meeting and the members discussed the different items as follows-

Agenda, Discussion and Decision/Resolution of the meeting: -

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| Item 1 | To ratify the Report of Utilization of the TEQIP-III Project at DUIET Dibrugarh University since inception in 2017 to 2021 by the Board of Governors of the time bound TEQIP-III Project |
| Discussion | As per advice from the BOG, the Nodal Officer Finance of TEQIP-III project at DUIET put up the NPIU audited report of utilization of the project since inception till present as in Annexure-I for a resolution as the project is closing by 30 th September 2021 without any extension. The Board through circular resolution forwarded their approval to report of utilization of the stated items as in Annexure-I. |
| Resolution | Resolved that, "the financial report of utilization as stated in Annexure-1 from inception of the TEQIP-III Project at DUIET be approved." |
| Item 2 | To ratify the Statutory Audit Report for FY 2020-2021 by the Board of Governors |
| Discussion | As per report of the Statutory Auditor appointed by NPIU for the financial year 2020-2021, the Nodal Officer Finance of TEQIP-III project at DUIET put up the NPIU audited report of utilization of the project for the FY 2020-2021 as in Annexure-II for a resolution. The three observations were |

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| | presented thoroughly by the TEQIP Coordinator and the management reply was found as justified. The members asked the Coordinator to submit the documents to the funding agency as per the management reply in the audit report (Annexure II). The Board through circular resolution forwarded their approval to management reply of the stated observations as in Annexure-II. |
| Resolution | Resolved that, " <i>the management replies to the statutory audit report of financial year 2020-2021 of the TEQIP-III Project at DUIET as stated in Annexure- II be approved.</i> " |
| Item 3 | To ratify the Sustainability Plan of the purchased items/equipments under TEQIP-III Project at DUIET Dibrugarh University by the Board of Governors |
| Discussion | As per advice from the BOG, the Nodal Officer Academic of TEQIP-III project at DUIET placed the list of items/equipments procured since inception till present as in Annexure-III for a resolution as the project is closing by 30 th September 2021 without any extension. The Board through circular resolution forwarded their approval to sustainability report of the stated procured list of items as in Annexure-III. |
| Resolution | Resolved that, " <i>the sustainability report of the procured items/equipments as stated in Annexure- III from inception of the TEQIP-III Project at DUIET be approved.</i> " |
| Item 4 | To approve the extension of the service period of the TEQIP-III staffs till September 2021 by the Board of Governors |
| Discussion | <p>The Board members were apprised about the circular from NPIU dated 15th June 2021 that, the project extension guidelines have restricted the staff salary upto Rs. 25,000/- per month. However, the two working staffs of DUIET TEQIP were entitled of Rs. 50,000/- per month. As the project was closing, documentation work was due and both the staffs were to be engaged for completion of the documentation by July 2021.</p> <p>The Coordinator TEQIP-III DUIET placed the minutes of the institute management committee where it was decided to approve the extension of the services of the TEQIP-III two staffs at DUIET with the following payment terms:</p> <p>Mr. Debasish Nath, Project Officer TEQIP-III DUIET will be paid Rs 25000/- for June and July 2021 from TEQIP-III fund with Rs 5000/- (remaining salary) from institute fund for the said months. His full salary is Rs 30,000/- per month.</p> <p>Ms. Chayanika Konwar will be paid Rs 20000/- (full salary) for June and July 2021 from institute fund.</p> <p>However, Mr. Debasish Nath has tendered his resignation from August due to further studies and his resignation may be accepted with DU rule.</p> <p>Ms. Chayanika Konwar, Project Assistant (Accounts) TEQIP-III Project DUIET will be allowed for the service extension till September 2021. Her salary of Rs 20000/- will be paid from TEQIP-III fund as per NPIU guidelines of project extension.</p> <p>In this regard, the Board has taken the following resolution.</p> |
| Resolution | Resolved that, " <i>the service of the two staffs of the TEQIP-III Project at DUIET be approved with an inclusion of Rs 50,000/- for two months June and July 2021 from institute fund and only one staff for August and September 2021.</i> " |

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| Item 5 | To approve the extension of the service period of the TEQIP-III faculties till 30th September 2021 by the Board of Governors |
| Discussion | <p>The members were apprised about the NPIU circular over mail stating about the extension of the TEQIP-III Project with extension of the services of the NPIU recruited quality teachers under the project TEQIP-III. As in line of the same, the institute has extended the service of the following 07 (seven) existing teachers of Assistant Professor with the eligible increments:</p> <ol style="list-style-type: none"> 1. Dr. Susmita Paul, Asst. Prof., Mathematics 2. Ms. Charu Guleria, Asst. Prof., CSE 3. Mr. Nidhish Anthony, Asst. Prof., ECE 4. Mr. Jagannath Patra, Asst. Prof., ECE 5. Mr. Naveen Verma, Asst. Prof., ME 6. Mr. Ravi Kumar, Prof., ME 7. Dr. Rituraj Singh, Asst. Prof., PE <p>The members of the Board have agreed to the decision by NPIU that their service has been extended till 30th September 2021 or until the TEQIP-III Project is funding the institute for their salary specifically and the following resolution has been taken in this regard.</p> |
| Resolution | Resolved that, <i>“the service of the seven teachers of the TEQIP-III Project at DUIET be approved for a renewal extension of service till 30th September 2021 without any further extension.”</i> |
| Item 6 | Rejection of the Sand Pack Flooding equipment procured under TEQIP-III Project for PE Department DUIET |
| Discussion | <p>The Coordinator of TEQIP-III Project at DUIET put up the following matter regarding rejection of the SPF equipment:</p> <ul style="list-style-type: none"> • The item Sand Pack Flooding equipment worth Rs 13,98,300/- was procured for Dept. of Petroleum Engineering DUIET from the supplier ‘D-cam Engineering, Ahmedabad’ after tender in Assam e-tender as the NIC CPPP user credentials were due from NPIU as per email conversation. • The Assam e-tender was published in 2 Newspapers (Regional and National) after approval taken from SPIU-NE in email. • However, the item was searched by the concerned departmental faculties in GeM and not found before publishing the e-tender. DMC (Department Management Committee) Resolution was provided to NPIU/SPIU. • The item not available in GeM in recent period also. A copy of the GeM unavailability was provided. • However, such unavailability report was not generated in GeM portal during the tender of the item in e-tender. This is the only reason which caused for rejection by SPIU/NPIU through email from SPA SPIU-NE. • The expenditure will be made from Institute fund as per resolution of IMC (Institute Management Committee) on 13-07-2021. The same will be reimbursed to institute fund from NPIU. <p>The members of the Board expressed their observation that the project was well implemented by the young group of faculty members and a single unavailability of document before the circular email from NPIU was somewhere a communication gap with the funding agency as the drafted Assam e-tender invitation was verified by funding agency</p> |

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| | representative before publishing the e-tender. The members discussed in detail and decided with a resolution in this regard that the fund may be requested to the Dibrugarh University authority to be paid to the supplier so that it may be settled from NPIU if applicable. |
| Resolution | Resolved that, <i>"the amount of Rs 13,98,300- may be requested to the Dibrugarh University authority to be released to the supplier from institute fund so that it may be settled from NPIU if applicable."</i> |
| Item 7 | Non-allocation of fund for the payment of Rs 25000/- against procurement of Public Address System under TEQIP-III Project for ECE Department DUIET. |
| Discussion | The members discussed about the procurement of the Public Address System for the Dept. of ECE, DUIET. All the present institute members mentioned that PAS item was found in working condition. The Board members asked the TEQIP Coordinator to put up the relevant documents of the purchased Public Addressing System for ECE Dept at DUIET. The members have verified the documents and were convinced that the item was procured through GeM. The TEQIP procured items need to be updated in the PMSS (Procurement Management System Support) before making payments from the project and this item was facing issue while entering the data in PMSS during end of March 2021. However as per the communication with support desk of PMSS server sided issue, it was convinced by the members that the GRN (Goods Receive Note) and other documents could not be downloaded due to the technical issue from server side during the tenure of the project. Copies of the ticket generation have been enclosed in the file for verification of the said matter. However, the issue was resolved lately by the helpdesk but the funding agency has denied paying the amount in June. In this regard, a resolution was taken. |
| Resolution | Resolved that, <i>"the Director (i/c) will request the university authority to admit the bills and vouchers to release the payment of Rs.25000/- from institute (DUIET) fund."</i> |
| Item 8 | Non-allocation of TEQIP fund for the payment of Rs.1,09,844/- against procurement of CCTV accessories and consumables under TEQIP-III Project for DUIET Library, DUIET Exam Cell and TEQIP-III Project Office. |
| Discussion | The members present in the Board meeting discussed about the supply of accessories and consumables required to install the three CCTV. The members asked the concerned persons of TEQIP-III to produce the relevant documents in the meeting. The members were explained that, CCTV set tender was done in GeM but no bid received during the tender in GeM. So the CCTV sets were split in TEQIP PMSS portal for approval from SPIU/NPIU. Cameras and NVR devices were procured through GeM. As the project was closing, the other accessory and consumable items were procured through manual quotation invitation with short tender and the decision of the manual tender was taken through a resolution among the stakeholders and intenders held on 23 rd March 2021. The concerned persons of TEQIP-III put up the quotation evaluation documents of the same. The members were informed that the quotation evaluation of all the accessories and consumables were made through pocket tendering and the CCTV cameras through GEM. The three received quotations were evaluated on the Technical Committee of DUIET on 25th March 2021. The committee members agreed to the minutes of the said meeting where the L1 was selected for supply and fitting of the |

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| | accessories and consumables of the CCTV sets. The funding agencies however denied for the payment of the accessories and consumable items. In this regard, a resolution was taken. |
| Resolution | Resolved that, <i>“the purchase documents related to the supply and installation of CCTV consumables and accessories were to be considered as per resolution of the Technical Evaluation Committee in its meeting held on 25/03/2021. Further, Dibrugarh University authority may be requested to process the pending payments of Rs.1,09,844/- from the institute (DUIET) fund as funding agency denied funding.”</i> |
| Item 9 | Non-allocation of TEQIP fund for the payment of Rs.2,20,005/- against procurement of AC accessories and consumables under TEQIP-III Project for CSE, ME Departments and Library DUIET. |
| Discussion | <p>The members present in the meeting discussed about the procurement for 15 (Air Conditioners) ACs and its consumable items and accessories. The committee members asked the Coordinator of TEQIP-III to present the relevant documents in the meeting after being informed that the 15 ACs procured through GeM at CSE Dept (07), ME Dept (01) and DUIET Library (07) were in working condition. The concerned person of TEQIP-III presented all the documents relevant to the purchase of consumable items for installation of 15 nos of the ACs under TEQIP-III.</p> <p>The concerned persons also explained the time constraints related to fund for ACs pertaining to which a short tender was published for the related electrical work and accessories so that the work could be completed speedily. Also, the payment for electrical connections and accessories were not admitted by the TEQIP-III project fund. The Board was convinced that there was a need to complete the work at a very short time period before 31st March 2021. In this regard, a resolution was taken.</p> |
| Resolution | Resolved that, <i>“the Dibrugarh University authority be requested to admit the bills and payment related vouchers from the institute (DUIET) fund as the consumables and accessories for ACs were not paid from the TEQIP-III fund and release the payment of Rs.2,20,005/- from DUIET fund.”</i> |

As there were no other items to be discussed, finally, the meeting was concluded with a vote of thanks from the Director (i/c), DUIET.

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