

DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND TECHNOLOGY,
MURTHAL

TEQIP CELL

Ref.No.DCRUST/TEQIP/12-36
Dated: 08.01.2018

Subject: Minutes of the Meeting of Action Plan Drawing-up & Follow-up Committee held on 18.12.2017

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A meeting of the Action Plan Drawing-up & Follow-up Committee was held under the chairmanship of Hon'ble Vice Chancellor on 18.12.2017 at 3:00 pm in the office of Vice Chancellor to discuss the issues related to TEQIP-III.

The Minutes of the Meeting is enclosed herewith for information and necessary action.

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11.01.2018

Coordinator, TEQIP-III
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SVC Registrar
17.01.2018

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No (TEQIP)
J. S. Min
20/1/2018

- 1. A copy for TEQIP office
- 2. " " " Coordinator TEQIP
- 3. " " " each participating dept.

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CEO

DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND TECHNOLOGY,
MURTHAL (SONEPAT)
TEQIP CELL

Minutes of the Meeting of Action Plan Drawing-up & Follow-up Committee
(TEQIP)

A meeting of the Action Plan Drawing-Up & Follow-Up committee was held under the chairmanship of Hon'ble Vice-Chancellor on 18.12.2017 at 3:00 p.m. in the Office of Vice Chancellor to discuss the issues related to TEQIP-III as per agenda circulated.

The following were present:

1. Prof. J.S. Saini, Nodal Officer, TEQIP-III
2. Prof. Raj Kumar, Ex-Nodal Officer, TEQIP (Special Invitee)
3. Prof. D.P. Tiwari Chairman CHED
4. Prof. R.K. Garg, Chairman ME
5. Prof. Dhirender Singhal, Chairman, CED
6. Dr. Anil Sindu, Associate Prof., BTED
7. Dr. Parminder Singh, Chairman, CSED
8. Dr. Suresh Verma, Coordinator, TEQIP
9. Dr. H.K. Aggarwal, Controller of Finance
10. Dr. Manish Kumar Saini, Coordinator-Procurement PMSS
11. Sh. Balbir Singh Sheokand, XEN
12. Dr. Manju, Asstt. Prof. Chemical Engg. Dept.
13. Dr. Suman Sangwan, Assistant Prof., CSED.

After deliberations, the following were resolved:

Item 1 TEQIP heads of expenditure

The TEQIP cell apprised the house about the details of heads of TEQIP-III, activity & sub activity of the project, limit of expenditure for procurement, academic activity & IOC, period of the project, preparation and execution of Quarter-wise action plans.

Item 2 Procurement

The purchase packages of the participating departments are to be initiated in the PMSS software. The participating departments are requested to submit the details of the items with specifications & vendors list (at least five vendors) as hard copy duly recommended and signed by the Chairperson of the department to TEQIP Cell before 15.01.2018, if not submitted till date, so that the procurement process could be initiated.

Further, the following purchase committee is constituted for TEQIP-III.

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|---|------------------|
| 1. Dr. J. S. Saini, Nodal Officer TEQIP | Chairman |
| 2. Chairman indenting Department | Member |
| 3. Deputy Registrar/ AR (S&P) | Member |
| 4. Representative of Finance (not below the rank of Accounts Officer) | Member |
| 5. Coordinator TEQIP | Member |
| 6. Procurement Coordinator / Co-Coordinator TEQIP | Member |
| 7. Departmental Coordinator TEQIP | Member Secretary |

Dr. S. Saini

- It is also resolved that Nodal Officer TEQIP is authorized to extend the delivery period of the packages up to 45 days on the request, if any, of supplier of item.
- Chairperson of concerned dept. is authorized to constitute a sub-committee to evaluate (Technical & Financial) the quotations & submit a comparative statement of each package to TEQIP office. Sub-committee shall include:
 1. Chairperson of the dept.: - Chairperson of the Sub-Committee (however, if the work load on this account turns out to be excessive, the Chairperson may nominate a senior faculty member as the Chairperson of the Sub-committee)
 2. Faculty member (indenting the packages) - member
 3. Departmental Coordinator TEQIP - member-secretary
 4. Representative of Finance (only for financial evaluation) - member

Item 3 Faculty Development Programme

For organizing subject area training programme, workshops, seminars & conferences, the expenses towards travel, boarding & lodging for invited expert is allowed as per PIP. The honorarium to the outside experts has been decided to be as per the norms given by NPIU in Annexure –II F No. 16-26- TS VII which states as under:

These guidelines shall be applicable for paying honorarium to the Experts invited from Institutes/ Industry for delivering lectures in Workshop/ Seminar or delivering key note address in conferences/ symposia or attending meetings of various statutory authorities like BoS, Examination Committee, Academic Council, BoG (Under UGC autonomous guidelines), Industry Consultation Committee etc

1. Persons from Institutions of National Importance (INIs), Industry Expert and Institutions participating in TEQIP-III: Rs. 5000/- per day/ meeting
2. Persons from Non-TEQIP Institutions:
 - (a) Rs. 4000/- per day for Principal/Professor/Associate Professor
 - (b) Rs. 3000/- Per day for Assistant Professor/ Contract faculty

Note:

1. No honorarium is payable to the faculty/ Professor the activities (Lecture/Seminar/Workshop/meeting) of own institution.
2. No honorarium is payable to the faculty/person from Mentor/Mentee Institute for the activities under twinning arrangement.

It supersedes the corresponding point 2.1a, 1.iv (1.1 and 1.3 Institutions) and point 2.2b bullet 2nd (ATUs) for Internal faculty/ persons as given in the permissible and non-permissible expenditure

It was also resolved that for organizing the in-house workshops, FDPs, STTPs etc., the no. of resource persons as in-house expert and the outside expert shall preferably be in the ratio of about 50:50. Further, Govt. Universities shall be counted as Institutes of National importance.

Item 4 Teaching & Research Assistantship

In this regard, the following were resolved:

The scholarships shall be awarded to the PhD registered candidates on regular basis in the participating departments. However, the total no. of Ph.D. scholarships to be awarded under TEQIP-III shall be evaluated by the TEQIP Cell based on the amount allocation under the head. The following were also resolved:

- a. Only the students having 60% or more marks in M.Tech. shall be eligible.

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- b. The amount of scholarship awarded shall be 25000/- p.m. to PhD scholar.
- c. A teaching load of minimum 8 hours shall be assigned to all the awardees of scholarship.
- d. The duration of PhD scholarship shall be 2 years only, but up to the date of submission of thesis or till TEQIP-III project continues (which ever is earlier)
- e. If a student leaves the Univ. or gets a poor/unsatisfactory performance as per DRC report, the scholarship shall be discontinued immediately. The same must be immediately intimated by the Chairperson of concerned dept. to the TEQIP cell.
- f. The awardees of the scholarships are not supposed to receive any financial assistance-ship other than the scholarship during the period he/she is awarded. The awardees of scholarship shall submit an undertaking to that effect duly countersigned by the respective chairperson.
- g. Chairpersons of the department may be required to take the prior approval for the Ph.D. scholars engaged for teaching and research assistantship under TEQIP-III.
- h. The Ph.D. scholarship awardees shall acknowledge the grant under TEQIP in his/her thesis and his/her publications out of the Ph.D. work.

Item 5 Good Governance Document

The Good Governance Document has to be prepared and placed in the next meeting of Executive Council of the University. A Good Governance awareness workshop/ Seminar may be organized in the University.

Item 6 Work of PMSS, MIS and PFMS:

It is resolved that two efficient persons shall be appointed who can handle the work of PMSS, MIS and PFMS. For this, one post of Project Assistant (preferably B.Tech.) & one D.E.O./ programmer shall be got sanctioned from BoG (EC in our case) on contract basis as per DC rates. However, for the sake of expediency, immediate approval of the Hon'ble Vice-Chancellor (to be later ratified by E.C.) may be taken so that work of TEQIP does not suffer.

Item 7 Guidelines for International Travel

The house was apprised about the availability of the revised guidelines for International travel received from NPIU which are made available on University website under the link TEQIP-III & are also available on NPIU website. However, officers who have not availed of this facility shall be given preference.

Item 8 Data Audit / Performance Audit

It was decided that all the TEQIP coordinators of the participating departments shall submit the relevant and complete data in TEQIP Cell as and when required within prescribed /stipulated time frames.

Item 9 Joint Review Meeting

The house was apprised about the norms from NPIU that the Institute must achieve all key parameter / deliver-ables up to 31.03.2018 to get next instalment. In case of any deficiency, no further grant will be released to the Institute.

Item 10 Management Capacity Enhancement

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Nominations for Training on Management Capacity Enhancement for Administrators at IIM / NPIU will be requested periodically. It is also resolved that chance shall be given to those Officers who have not yet availed this training rather than repeating the Officers who have already attended training on Management Capacity Enhancement.

Item 11: Finishing School:

(A) To expedite / initiate the activities under this head, all chairpersons of participating depts. shall submit the proposal for training of students for enhancement of domain specific knowledge to Convener, Finishing School Committee.

(B) The proposal of training of students for soft skills & training for improving the transition rate for 1st year students shall also be prepared by Finishing School Committee.

(C) The remuneration for faculty (internal / external) may be fixed as Rs. 1000/- per hour subject to a maximum of Rs. 4000/- per day. TA shall be admissible as per prevalent rules only. These classes shall be arranged on weekends or before / after normal teaching hours in the weekdays.

Item 12: Depositions of money in 4 Funds:

Establishment of Sustainability Fund (Corpus Fund, Faculty Development Fund, Equipment Replacement Fund and Maintenance Fund) is essential to ensure that the developmental activities continue beyond the Project period. It is, therefore, compulsory to establish the Four Funds & consign 8% of revenue every year (i.e. 2% in each Fund), as per prescribed mechanism from the institutions own funds but not from the project funds. The Controller of Finance, Nodal Officer (Financial Aspects) needs to do the same for all the project years at the earliest.

Item 13: Start-up Cell:

Dr. Anil Kumar Gupta, Associate Professor has already been appointed as Coordinator, Start-up Cell. Faculty Facilitators and Students Coordinators are required to be appointed by participating departments at the earliest.

Item 14 The following committees are constituted for the purpose of implementation of TEQIP-III

- 1. Nodal Officer, : Prof. J.S. Saini, EED
- 2. Coordinator, TEQIP : Prof. Suresh Verma, MED
- 3. Nodal Officer Academic Activities : Dean Academic Affairs
- 4. Nodal Officer Civil Works Including environment mgnt : XEN
- 5. Nodal Officer Procurement : Nodal Officer, TEQIP
- 6. Nodal Officer Financial Aspects : Controller of Finance
- 7. Nodal Officer Equity Assurance plan : Controller of Finance

PURCHASE COMMITTEE:

- 1. Nodal Officer (TEQIP-III), : Chairman

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- 2. Chairman, Indenting Department : Member
- 3. Dy. Registrar / AR Store & Purchase : Member
- 4. Representative of Finance (not below the rank of A/c Officer): Member
- 5. Coordinator TEQIP : Member
- 6. Procurement Coordinator / Co-Coordinator : Member
- 7. Department Coordinator, TEQIP : Member

SCRUTINIZING COMMITTEE (FACULTY & STAFF DEVELOPMENT):

- 1. Hon'ble Vice Chancellor : Chairman
- 2. Prof. J.S. Saini, Nodal Officer : Member
- 3. Dr. J.S. Rana, Coordinator International Affairs Cell : Member
- 4. Dean of Respective Faculty : Member
- 5. Dean Academic Affairs : Member
- 6. Chairperson of the Department : Member
- 7. Coordinator (TEQIP) : Member-Secretary

FINISHING SCHOOL COMMITTEE:

- 1. Dr. D.P. Tiwari Chairman, Chemical Engg. Deptt. : Chairman
- 2. Dr. S. K. Grewal, Assoc. Prof., ECED : Member-Secretary
- 3. Dr. Mahender S. Narwal, Associate Prof., Mech. Engg. Deptt. : Member
- 4. Department Coordinator, TEQIP : Member

INDUSTRY INSTUTUTE INTERACTION & MOU COMMITTEE:

- 1. Dr. D.P Tiwari, Chairman Chemical Engineering : Chairman
- 2. Dr. Surender Dahiya, Associate Prof., Electrical Engg. Deptt.: Member
- 3. Coordinator / Coordinator (TEQIP) : Member
- 4. Dr. Virender Ahlawat, Training & Placement Officer : Member Secretary

FINANCE COMMITTEE:

- 1. Prof. J.S. Saini, Chairman, Electrical Engg. Deptt : Chairman
- 2. Controller of Finance : Member
- 3. Coordinator (TEQIP) : Member-Secretary

CIVIL WORKS:

- 1. Registrar : Chairman
- 2. Executive Engineer : Member-Secretary
- 3. Chairman / Coordinator of concerned Department : Member
- 4. Coordinator (TEQIP) : Member

ACTION PLAN DRAWING-UP AND FOLLOW-UP COMMITTEE:

- 1. Hon'ble Vice-Chancellor : Chairman
- 2. Registrar : Member
- 3. Nodal Officer (TEQIP) : Member
- 4. Chairpersons participating Department. : Member
- 5. Coordinator (TEQIP) : Member-Secretary
- 6. Controller of Finance : Member

Item 15: Subscription of e-journal:

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For the annual subscription of e-journals, a need-based subscription of e-journals shall be worked out by the Dy.-Librarian in consultation with the chairpersons of participating departments.

Item 16: Induction Training Programme: Mandatory Induction Training programme as envisaged in the recently released Model curriculum for Engg. U.G. programmes shall be carried out for all first year students. For this purpose, the Dept. Chairpersons may give by 30.12.2017 to TEQIP Cell the names of faculty members (one for each group of 20 students), to be sent for Training for Mentors.

Item 17: Reimbursement of fee for acquiring higher education for faculty and staff / paper publication / PhD Thesis printing & binding etc

It was decided that the reimbursement of fee shall be for faculty /staff for paper publication in SCI journals only and not for Open access facilitation. Costs of PhD Thesis printing & binding etc. Shall also be admissible.

Item 18: Student Learning Assessment (SLA) Survey

The house was apprised about the Student Learning Assessment (SLA) survey conducted on 21st, 22nd & 23rd November 2017 for the CSE and EE departments where students of B.Tech. 1st year & 3rd year & faculty members who taught / were teaching them participated.

Participation of selected institute & its selected departments in SLA was mandatory. Dr Manish Kumar Saini, Asst. Prof. EED and Sh Rajvir, Asst. Prof. CSED attended the Orientation Workshop on SLA at AICTE Auditorium, Delhi organised by NPIU on 11.11.2017. Test Administrator: Dr J.S. Saini ; SLA Coordinator: Dr Suresh Verma
Dr. Darmender Kumar, Prof. CSE, GJUST, Hisar was appointed as 3rd Party Proctor by NPIU for SLA for 21 and 22 November 2017.
