



# Tripura Institute of Technology

Government of Tripura

P.O. : Agartala Aerodrome, Narsingarh, Tripura(W), Pin: 799009

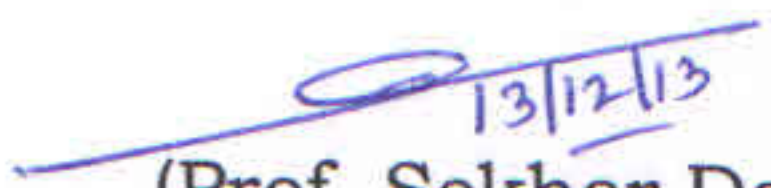
Phone: +91-381-2342330/332/336 Fax:+91-381-2342330

No. F. 8(1)-Principal/TIT/BOG/2013/ 8039 (9)

The 13<sup>th</sup> December, 2013


## NOTIFICATION

The minutes of the 2<sup>nd</sup> meeting of the Board of Governors (BOG) of Tripura Institute of Technology (TIT) held on December 04, 2013 at the Conference Room of Tripura Institute of Technology, Narsingarh, are enclosed herewith for your kind perusal.

  
(Prof. Sekhar Datta)  
Principal  
TIT, Narsingarh

To

1. Sri Kishor Ambuly, Secretary, Education (Higher) Department, Government of Tripura and Chairperson BOG of Tripura Institute of Technology, E-mail-[ambulyk@gmail.com](mailto:ambulyk@gmail.com)
2. Prof. Dipak Ranjan Poddar, Emeritus Professor & Former HOD, ETCE Department, Jadavpur University, Kolkata and member of BOG. E-mail-[drp\\_ju@yahoo.com](mailto:drp_ju@yahoo.com)
3. Prof. Asis Mazumdar, Dean & Director of School of Water Resources Engineering, Jadavpur University, Kolkata and member of BOG. E-mail-[asismazumdar@yahoo.com](mailto:asismazumdar@yahoo.com)
4. Prof. S. C. Saha, Professor & Former Director(I/C) of NIT Agartala, and member of BOG. E-mail-[subashchandrasaha@yahoo.in](mailto:subashchandrasaha@yahoo.in)
5. Dr. B. Palit, Director, Education (Higher) Department, Government of Tripura and member of BOG. E-mail-[jd\\_dhe@yahoo.in](mailto:jd_dhe@yahoo.in)
6. Prof. Kalyan Kumar Bhar, HOD of Civil Engg.Deptt., BESU, Shibpur, Howrah, member of BOG as the representative of AICTE. E-mail-[kalyan@civil.becs.ac.in](mailto:kalyan@civil.becs.ac.in)
7. Sri D. D. Purkayastha, Associate Professor, TIT, Narsingarh and member of BOG. E-mail-[debobratadebpurkayastha@gmail.com](mailto:debobratadebpurkayastha@gmail.com)
8. Sri A. K. Das Chaudhuri, Associate Professor, TIT, Narsingarh and member of BOG. E-mail-[ad\\_chaudhuri@rediffmail.com](mailto:ad_chaudhuri@rediffmail.com)
9. Smt. Sangita Das Biswas, Assistant Professor, Tripura University and member of BOG as the representative of Tripura University. E-mail-[sangitadasbiswas@rediffmail.com](mailto:sangitadasbiswas@rediffmail.com)

  
(Prof. Sekhar Datta)  
Principal  
TIT, Narsingarh



**Tripura Institute of Technology**  
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**MINUTES OF THE 2<sup>nd</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 4<sup>TH</sup> DECEMBER 2013 AT CONFERENCE ROOM OF TIT**

The 2<sup>nd</sup> meeting of the Board of Governors of the Institute was held on December 4, 2013 at 3.00 P.M. in the Conference Room of TIT, Narsingarh.

Sri Kishor Ambuly, Chairperson of the Board of Governors (BOG), TIT, Narsingarh, presided over the meeting. The following members of the BoG were present in the meeting:

1. Prof. Dipak Ranjan Poddar, Emeritus Professor & Former HOD, ETCE Department, Jadavpur University, Kolkata.
2. Prof. Asis Mazumdar, Dean & Director of School of Water Resources Engineering, Jadavpur University, Kolkata.
3. Prof. S. C. Saha, Professor & Former Director (I/C) of NIT Agartala.
4. Dr. B. Palit, Director, Education (Higher) Department, Government of Tripura.
5. Prof. Kalyan Kumar Bhar, HOD of Civil Engg.Deptt., BESU, Shibpur, Howrah, representative of AICTE.
6. Sri D. D. Purkayastha, Associate Professor, TIT, Narsingarh.
7. Sri A. K. Das Chaudhuri, Associate Professor, TIT, Narsingarh.
8. Smt. Sangita Das Biswas, Assistant Professor, Tripura University, representative of Tripura University.
9. Prof. Sekhar Datta, Principal, TIT, Narsingarh.

The Chairperson of BoG (Secretary, Education (Higher) Department) welcomed Prof. Dipak Ranjan Poddar, Emeritus Professor, Jadavpur University, Prof. Asis Mazumdar, Dean & Director of School of Water Resources Engineering, Jadavpur University, Prof. S. C. Saha, Professor & Former Director (I/C) of NIT Agartala, Prof. Kalyan Kumar Bhar, HOD of Civil Engg.Deptt., BESU, Shibpur, Smt. Sangita Das Biswas, Assistant Professor, Tripura University and the other members of BOG. The chairman then invited the Principal (Ex-officio Member Secretary, BOG, TIT) to initiate discussion on agenda items. After detailed discussions, following decisions were taken by the BoG.

**Agenda Item No.2.1 Confirmation of the minutes of 1<sup>st</sup> BOG meeting.**

The minutes of the 1<sup>st</sup> BOG meeting as circulated to all concerned were placed for confirmation and accepted by the Board.

**Agenda Item No.2.2 Action taken on the decisions (minutes) taken in 1<sup>st</sup> BOG meeting.**

Action taken on the decisions of the 1<sup>st</sup> BoG meeting was reviewed. The House expressed satisfaction over the action taken reports alongwith some suggestion as mentioned below :-

1. Director of Higher Education would be requested to arrange for issuance of formal notification for implementation of IRG scheme in TIT as per approval of BoG.
2. The House advised the Principal TIT to upgrade the Institutes website immediately. Help of agencies entrusted by IT Department may be taken as per rates already approved for different Government Organizations. This work should be completed preferably within 15<sup>th</sup> January, 2014.

**Agenda Item No.2.3 Budget for the Institute upto 31-03-2014 except salary.**

A comparative statement for the last 3(three) financial years i.e. 2011-12, 2012-13 & 2013-14 is to be prepared in a tabular form showing allocation / sources of funds for recurring & non-recurring funds under different heads, expenditure incurred and requirement of funds for remaining period of current financial year. The Chairman, BoG advised to take help of Sri Ajit Bhattacharjee, Accounts Officer, DHE in preparing the statement and submit the same to HE Department. A clear datasheet may be prepared showing receipts & expenditure and further requirements of fund on particular heads.

**Agenda Item No.2.4 Ratification of some decisions approved by the Chairperson of BOG on urgent issues regarding implementation of TEQIP-II Project.**

Decisions as approved by the Chairperson of BoG, one decision approved by the Director & two other decisions approved by Principal (14 items in total) on urgent issues regarding implementation of TEQIP-II Project have been ratified by the House. Details may be seen in **Annexure-I**.

**Agenda Item No.2.5 Present status of ongoing TEQIP-II Project as on 28-11-2013.**

The House has been briefed about the status of implementation of TEQIP-II Project including expenditure committed up to 31<sup>st</sup> December, 2013. Status report is enclosed as **Annexure-II**.

**Agenda Item No.2.6 Delegation of Financial & Administrative Power for TEQIP-II Project.**

Regarding delegation of Financial & Administrative Power for TEQIP-II Project, the House agreed to delegate powers as indicated below :-

**1. Delegation of Financial Power**

**a. Principal**

For single purchase order	- Rs. 20 lacs.
Limit for consumable	- Rs. 1 lac.
Limit for non-consumable	- Rs. 20 lacs.
Limit for hiring services	- Rs. 10 lacs

**b. Head of the Department or equivalent**

For single purchase order	– Rs. 0.50 lacs.
Limit for consumable	– Rs. 0.10 lacs.
Limit for non-consumable	– Rs. 0.50 lacs.

- c. All expenditure above Rs.20 lacs would have to be approved by the Board of Governors. Similarly all expenditure above Rs.0.50 lac by the Head of the Department shall be approved by the Principal.

**2. Delegation of Administrative Power of Functionaries:**

<b>Activities</b>	<b>Approving Authority</b>
Consultancy service	Principal
Continuing Education Programs	Principal
Deputing faculty members to attend conferences & training Programs (abroad).	BoG
Deputing faculty members to attend conferences & training Programs (within India).	Chairman, BoG
Deputing staff members to attend training programs (within India).	Principal
Faculty Development Programs	Principal
Leaves (3 months or above) to faculty members for academic purposes.	BOG
Organization of conference and training Programs inside campus	Principal
Staff Development Programs inside campus	Principal

**Agenda Item No.2.7 Re-structuring of Institutional committee for implementing TEQIP-II.**

The House approved the proposal for restructuring the constituent bodies of TEQIP-II unit of TIT as proposed by TEQIP Coordinator dated 28-11-2013. Details may be seen in the statement enclosed as **Annexure-III**.

**Agenda Item No.2.8 Empowerment of procurement subcommittee of TEQIP-II Project.**

Procurement subcommittee of TEQIP-II Project was empowered by the House to process and recommend all procurement related matters of Tripura Institute of Technology as per guidelines.

**Agenda Item No.2.9 Approval of foreign visit under TEQIP-II Project.**

House accorded approval for International travel to Singapore by Sri Bijoy Kumar Upadhyaya, Associate professor & Co-ordinator TEQIP-II subject to condition that TA /DA

/other expenditures if any, may be incurred by adhering strictly as per guidelines of TEQIP-II Project.

**Agenda Item No.2.10 Segregation of Diploma module from TIT.**

The House looked into the action plan as submitted for segregating Diploma from that of Degree and advised to recast the action plan so that the segregation can be done by June, 2015 instead of July, 2016 and to take action accordingly.

**Agenda Item No.2.11 Enhancement of Other Fees besides Tuition fees under Non-Government fund paid by the students of Degree & Diploma Engineering.**

The members present in the House had a thread bare discussion on the proposal placed for enhancement of other fees @ 25% to 30% besides Tuition fees under Non-Government fund paid by the students of Degree & Diploma Engineering of Tripura institute of Technology. The House advised to further reduce the rate of increase by limiting the rate hike not more than 20%. The revised fee structure (Non-Government) would be effective from the next academic session i.e. 2014-15) :-

**Degree:**

Sl. No.	Particulars	Present Rate	Proposed Enhanced Rate
1.	Session Charge (Once in Year)	500.00	600.00
2.	Student Union (Once in Year)	50.00	60.00
3.	Games & Sports (Once in Year)	50.00	60.00

**Diploma:**

Sl. No.	Particulars	Present Rate	Proposed Enhanced Rate
1.	Games & Sports (Once in Year)	50.00	60.00
2.	Student Union (Once in Year)	50.00	60.00
3.	Internal Exam. fee (per semester)	75.00	90.00
4.	Session Charge (Once in Year)	125.00	150.00

**Agenda Item No.2.12 NBA accreditation of TIT.**

The members were apprised of the preliminary report on NBA accreditation submitted by the Convener of the committee, Sri A. K. Das Chaudhuri. The House advised for taking initial preparations of paper works separately for each 4( four) Departments for submission of the SAR etc. The matter of permanent affiliation to Tripura University which is prerequisite for Autonomous status would be pursued with the University.

**Agenda Item No.2.13 Acute shortage of support Staff (Group-D).**

The House discussed about the acute shortage of Group-D staff/Laboratory support staff at TIT, Narsingarh. As a temporary measure the House agreed to make temporary engagement of 05(five) retired Group-D employees of this Institute with wages as per Government norms and to be paid from the TEQIP-II funds taking further approval from BoG.

**Agenda Item No.2.14 Strengthening of Ministerial Staff (Group-C).**

The Chairperson advised the Director of Higher Education as also member of BoG present in the meeting to make immediate arrangement for placement of a few clerical staff for uninterrupted functioning of Account Sections at TIT.

**Agenda Item No.2.15 Renovation of the Auditorium of TIT.**

The Secretary, Education (Higher) Department and also the Chairperson BOG advised the Director of Higher Education and member of BOG to initiate a process Departmentally so that intervention of competent authority may be sought on allocations of fund as estimated by R&D Department for renovation of the Auditorium of TIT.

**Agenda Item No.2.16 Amount received as registration fees in organizing Seminars /Workshops.**

It is decided to consider this amount as Internal Revenue Generation (IRG) and to allow such amount to be accumulated to the IRG head/account for the development of the Institute.

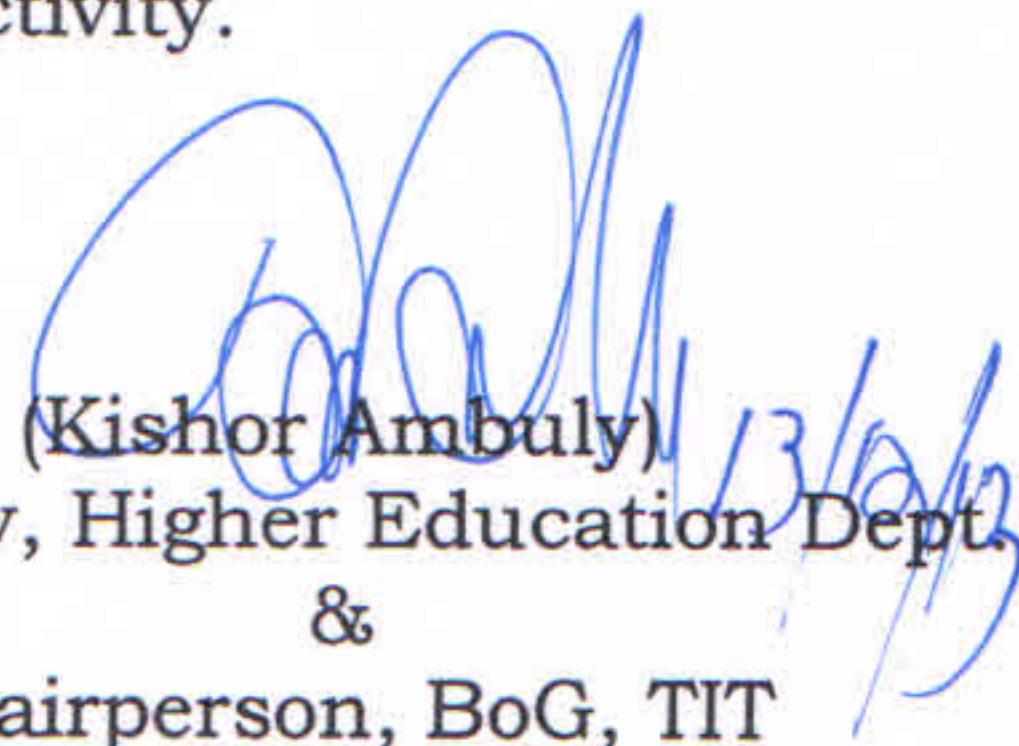
**Agenda Item No.2.17 Sanction of fund for subscribing E-Journals.**

It is decided to collect feedback from faculty members regarding utility and utilization of E-Journals. This feedback is to be submitted to the BoG.

**Agenda Item No.2.18 Any other issues which may occur at the time of the meeting on permission of The Chairperson.**

1. The Institute has sent a provisional expenditure plan for January, 2014 to December, 2014 under TEQIP-II Project urgently to NPIU, New Delhi on 02-12-2013. The matter was submitted to the House for ratification and the House ratified.
2. Feed back from students as per TEQIP-II guide lines would be introduced from the next academic session.
3. In view of weak internet connectivity provided by BSNL the House advised for inviting reputed service providers for alternative connectivity.

Meeting ended with vote of thanks to all.

  
(Kishor Ambuly)  
Secretary, Higher Education Dept.  
&  
Chairperson, BoG, TIT

**Annexure-I**

**List of items for ratification in 2<sup>nd</sup> BOG meeting of Tripura Institute of Technology, Narsingarh to be held on 4<sup>th</sup> December, 2013**

- 1) Action plan of Tripura Institute of Technology approved by Chairman, BOG dated 07/09/2013
- 2) TEQIP staff recruitment  
*Through direct recruitment on contract basis approved by Chairman, BOG dated 16/08/2013*
  - a) Manager (Information System)
  - b) Accountant

*Through outsourcing on contract basis approved by Chairman, BOG dated 25/09/2013*

  - c) Office Assistant
  - d) Computer Operator
  - e) Group D Staff.
- 3) Engagement of vehicle for TEQIP office for six month *approved by Chairman, BOG dated 28/09/2013*
- 4) Approval for Organizing National Seminar on Energy Science & Engineering beyond AICTE grant of Rs. 2.00 Lakh from TEQIP-II fund (Rs.90,000/-) *approved by Chairman, BOG dated 29/10/2013*
- 5) Approval by Chairman, BOG for organizing SDP with following details

Sl. No	Name of the training programme	Period & Duration	No. of participant	Chief Coordinator	Collaborating Institute	Estimated Cost
1	Video Image Processing	24 <sup>th</sup> – 26 <sup>th</sup> January, 2014 (3 days)	40	Ms. Ananya Mukherjee, Asst. Prof. ETCE Deptt.	ISI, Kolkata	Rs. 61,350/-
2	Pedagogical Training Phase – I	6 <sup>th</sup> – 17 <sup>th</sup> , January, 2014 (two weeks)	40	Dr. Jayanta Charaborty, Asst. Prof. Sc & Hu Deptt.	NITTTR, Bhopal	Rs. 7,75,850/-
3	Pedagogical Training Phase – II	16 <sup>th</sup> – 27 <sup>th</sup> , June, 2014 (two weeks)	40	Dr. Arjun Dey, Asst. Prof. Sc & Hu Deptt.	NITTTR, Bhopal	Rs. 7,75,850/-

- 6) Student Support Activity :
  - a) Proposal for organizing special classes and remedial classes to the students against remuneration is *approved by Chairman, BOG dated 30/08/2013*
  - b) Engagement of 12 nos. of Teaching Assistants against remuneration Rs. 300/- per class and increase of 10 classes per month to already recruited Guest faculties with same remuneration. *Approved by Chairman, BOG dated 30/08/2013*

**Annexure-I**

- 7) Minor Civil Works for renovation of existing structure opposite to new construction site of degree building. The work is entrusted to RD deptt., Govt. of Tripura, *approved* by Chairman, BOG dated 09/10/2013
- 8) Procurement:  
Approval for following four packages at the dates mentioned is accorded by Chairman, BOG .

Sl. No.	Package No	Package Name	Amount	Date of Approval
01	TEQIP-II/2013/TR1G01/DIRECT CONTRACT/4	BOOKS OF PRENTICE HALL PUBLISHER	143638.00	07/09/2013
02	TEQIP-II/2013/TR1G01/SHOPPING/16	STRUCTURAL ENGG. LAB.	704250.00	10/10/2013
03	TEQIP-II/2013/TR1G01/SHOPPING/21	NETWORK LAB. HARDWARE	290700.00	25/11/2013
04	TEQIP-II/2013/TR1G01/SHOPPING/	BASIC THERMODYNAMIC	506100.00	25/11/2013

- 9) Approval is accorded by Principal, TIT, Narsingarh for telephone connection for use by TEQIP office dated 27/08/2013.
- 10) Approval is accorded by Director of Higher Education, Government of Tripura for two wireless internet connections through USB stick on 01/07/2013.
- 11) Two proposals of Faculty/Staff training has been approved by the chairman BOG on 27/09/2013 and 09/10/2013 with 25 and 26 faculty/staff members.
- 12) TA/DA Norms for faculty training is approved by Chairman, BOG on 27/09/2013.
- 13) Approval accorded by Principal, TIT, Narsingarh for participation in the Tech Fest of IIT Guwahati for Seven Number of students with financial assistance for TA/DA and registration fee.
- 14) Approval accorded by Chairman, BOG on 28/11/2013 permitting financial assistance to Bijoy Kumar Upadhyaya, Associate Professor & HOD, Department of Electronics & Telecommunication Engineering for registering his accepted paper in an International Conference at Singapore.



**Annexure-II**

**Status Report of ongoing TEQIP-II Project**

1. Total fund received & date : Rs.5 crores  
On 13-09-2013
2. Expenditure made for staff training till date : Rs.5.63 lacs approx.
3. Expenditure made on other heads : Rs.3.05 lacs approx.  
(Staff salary, IOC, Remedial classes etc.)
4. Committed expenditure to be made by 31<sup>st</sup> : Rs.10.57 lacs approx.  
December,2013

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**Annexure-III**

**Institutional TEQIP Unit with its sub-committees is as follows:**

**Institutional TEQIP Unit**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Will serve as</b>
01	Prof. Sekahr Datta	Principal	Head TEQIP Unit
02	Sri Bijoy Kumar Upadhyaya	Associate Professor	Coordinator
03	Sri Arup Kumar Daschaudhuri	Associate Professor	Member
04	Sri Debabrata Deb Purkayastha	Associate Professor	Member
05	Sri Samir Kanti Bhusan	Associate Professor	Member
06	Sri Raja Chakraborty	Associate Professor	Member
07	Smt. Kaberi Majumder	Assistant Professor	Member
08	Sri Ankur Biswas	Assistant Professor	Member
09	Sri Bidyut Bhattacharjee	Assistant Professor	Member
10	Sri Jibesh Datta	Assistant Professor	Member

**Academic Sub-committee**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Will serve as</b>
01	Sri Arup Kumar Daschaudhuri	Associate Professor	Nodal Officer
02	Smt. Jhunu Debbarma	Associate Professor	Member
03	Smt. Madhuchanda Choudhuri	Assistant Professor	Member
04	Dr. Jayanta Chakraborty	Assistant Professor	Member
05	Smt. Jhuma Mitra	Assistant Professor	Member
06	Smt. Sunita Debbarma	Assistant Professor	Member

**Procurement Sub-committee**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Will serve as</b>
01	Sri Samir Kanti Bhusan	Associate Professor	Nodal Officer
02	Sri Manoj Jamatia	Assistant Professor	Member
03	Sri Johnson Debbarma	Assistant Professor	Member
04	Smt. Ananya Mukherjee	Assistant Professor	Member
05	Sri Sanjoy Mitra	Assistant Professor	Member
06	Smt. Dalia Debbarma	Assistant Professor	Member
07	Sri Bibhas Roy	Assistant Professor	Member
08	Sri Bivas Chakraborty	Assistant Professor	Member
09	Sri Simal Das	Assistant Professor	Member

**Financial Management Sub-committee**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Will serve as</b>
01	Sri Bidyut Bhattacharjee	Assistant Professor	Nodal Officer
02	Sri Asis Debbarma	Assistant Professor	Member
03	Sri Dharendra Ch. Sarkar	Account Officer	Member
04	Sri Swadesh Ranjan Acharjee	U D Clerk	Member
05	Sri Param Lal Harijan	Cashier	Member

**Annexure-III**

**Civil Works & EMF Sub-committee**

Sl. No.	Name	Designation	Will serve as
01	Sri Jibesh Datta	Assistant Professor	Nodal Officer
02	Sri Shiv Sekhar Das	Assistant Professor	Member
03	Sri Bharat Sarkar	Assistant Professor	Member
04	Sri Biswajit Datta	Assistant Professor	Member
05	Sri Bijoy Deb	Assistant Professor	Member

**MIS, Monitoring & Evaluation Sub-committee**

Sl. No.	Name	Designation	Will serve as
01	Sri Ankur Biswas	Assistant Professor	Nodal Officer
02	Sri Pankaj Debbarma	Assistant Professor	Member
03	Smt. Dharmistha Das	Instructor	Member

**Faculty & Staff Development Sub-committee**

Sl. No.	Name	Designation	Will serve as
01	Sri Raja Chakraborty	Associate Professor	Nodal Officer
02	Dr. Subhendu Banik	Associate Professor	Member
03	Sri Gourav Bhattacharjee	Assistant Professor	Member
04	Dr. Kabir Chakraborty	Assistant Professor	Member
05	Sri Jeetu Debbarma	Assistant Professor	Member
06	Sri Subhankar Debbarma	Assistant Professor	Member

**Institutional Reform Sub-committee**

Sl. No.	Name	Designation	Will serve as
01	Sri Debabrata Deb Purkayastha	Associate Professor	Nodal Officer
02	Dr. Arjun Dey	Assistant Professor	Member
03	Sri Anghuman Chakraborty	Assistant Professor	Member
04	Smt. Adwitya Gope	Assistant Professor	Member
05	Sri Dipak Debbarma	Assistant Professor	Member

**Equity Assurance Plan & DMF Sub-committee**

Sl. No.	Name	Designation	Will serve as
01	Smt. Kaberi Majumder	Assistant Professor	Nodal Officer
02	Dr. Chhaya Das	Assistant Professor	Member
03	Sri Sudip Bhowmik	Assistant Professor	Member
04	Smt. Chinu Mog Choudhury	Assistant Professor	Member
05	Sri Pradip Kumar Deb	Instructor	Member