



Tripura Institute of Technology

Government of Tripura

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


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The 2nd June, 2014


NOTIFICATION

The minutes of the 3rd meeting of the Board of Governors (BOG) of Tripura Institute of Technology (TIT) held on May 28, 2014 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
2. Prof. Dipak Ranjan Poddar, Emeritus Professor & Former HOD, ETCE Department, Jadavpur University, Kolkata and member of BOG. E-mail- 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
4. Prof. S. C. Saha, Professor & Former Director(I/C) of NIT Agartala, and member of BOG. E-mail- subashchandrasaha@yahoo.in
5. 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
6. Dr. B. Palit, Director, Education (Higher) Department, Government of Tripura and member of BOG. E-mail- jd_dhe@yahoo.in
7. Sri A. K. Chaudhury, Head, VLFM Programme, IIM Calcutta and member of BOG. E-mail ak_chaudhury14@rediffmail.com
8. Smt. Sangita Das Biswas, Assistant Professor, Tripura University and member of BOG as the representative of Tripura University. E-mail- sangitadasbiswas@rediffmail.com
9. Sri D. D. Purkayastha, Associate Professor, TIT, Narsingarh and member of BOG. E-mail- debobratadebpurkayastha@gmail.com
10. Sri A. K. Das Chaudhuri, Associate Professor, TIT, Narsingarh and member of BOG. E-mail- ad_chaudhuri@rediffmail.com


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MINUTES OF THE 3rd MEETING OF THE BOARD OF GOVERNORS HELD ON 28TH MAY 2014 AT CONFERENCE ROOM OF TIT

The 3rd meeting of the Board of Governors of the Institute was held on May 28, 2014 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. S. C. Saha, Professor & Former Director (I/C) of NIT Agartala.
3. Prof. Kalyan Kumar Bhar, HOD of Civil Engg.Deptt., BESU, Shibpur, Howrah.
4. Dr. B. Palit, Director, Education (Higher) Department, Government of Tripura.
5. Sri A. K. Chaudhury, Head, VLFM Programme, IIM Calcutta.
6. Smt. Sangita Das Biswas, Assistant Professor, Tripura University.
7. Sri D. D. Purkayastha, Associate Professor, TIT, Narsingarh.
8. Sri A. K. Das Chaudhuri, Associate Professor, TIT, Narsingarh.
9. Prof. Sekhar Datta, Principal, TIT, Narsingarh.

Prof. Asis Mazumdar, Dean & Director of School of Water Resources Engineering, Jadavpur University, Kolkata and Member of the BOG could not attend the meeting for unavoidable reason.

The Chairperson of BOG (Secretary, Education (Higher) Department) welcomed Prof. Dipak Ranjan Poddar, Emeritus Professor, 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, Sri A. K. Chaudhury, Head, VLFM Programme, IIM Calcutta, 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.3.1 Confirmation of the minutes of 2nd BOG meeting.

The minutes of the 2nd BOG meeting as circulated to all concerned were placed for confirmation and accepted by the Board.

Agenda ItemNo.3.2 Action taken on the decisions of 2nd BOG meeting.

Action taken on the decisions of the 2nd BOG meeting was reviewed and the following observations have been made.

1. For upgradation of Institutes website (Agenda Item No.2.2) tender has to be finalized on priority and a technical committee may be constituted to deal with this issue exclusively.
2. Statements showing allocation/flow of fund to Tripura Institute of Technology from different sources including internal resources (Agenda Item No.2.3) during the financial year 2012-13 and 2013-14 (excluding salary) and expenditure incurred under different heads may be prepared by the Institute for onward transmission of the same to the Department immediately. After reconciliation by the Department these would be placed before the BOG in its next meeting of.
3. Scope of hiring one expert retired Accountant to streamline the accounts of the Institute may be explored.
4. The House advised for taking steps for revision/upgradation of the existing curricula taking note of suggestions from different experts. The departments which are better equipped in terms of facilities should come forward and take all preparatory steps to apply for NBA accreditation (Agenda Item No.2.12). Feedbacks of the pass out students should also to be collected and a database prepared as an important part of NBA profile. This exercise should be conducted in a manner so that the new syllabus can be introduced from 2015-16 academic session
5. Under Agenda Item No.2.13, it has been decided to go for outsourcing few Group-D employees till regular vacant posts are filled up.

Agenda Item No.3.3 Ratification of some decisions, approval and sanction of funds by the Principal as per delegation of power in 2nd BOG meeting under Agenda Item No. 2.6 for TEQIP-II Project.

Decisions as approved by the Principal, TIT for five items namely Procurement of Laboratory Equipments (8 Packages), excess amount of Rs.1,669/- during foreign travel by Sri B.K.Upadhyaya, Associate Professor, R&D Projects for students and faculty members(6 Projects), Publication of Minutes of BOG in Institutional website and Students' visit to IIT, Kharagpur regarding implementation of TEQIP-II Project have been ratified by the House.

List of packages for Procurement of Laboratory Equipments as ratified:

| Sl. No | Package No | Package Name | Amount | Date of Approval |
|--------|----------------------------------|--|-----------------|------------------|
| 1 | TEQIP-II/2013/TR1GO1/Shopping/29 | Analog Communication | Rs. 2,30,625.00 | 09.01.2014 |
| 2 | TEQIP-II/2013/TR1GO1/Shopping/28 | Optical Fiber | Rs. 90,000.00 | 09.01.2014 |
| 3 | TEQIP-II/2013/TR1GO1/Shopping/26 | Digital Electronic Lab | Rs. 1,18,125.00 | 09.01.2014 |
| 4 | TEQIP-II/2014/TR1GO1/Shopping/47 | Photocopier | Rs. 94,5000.00 | 18.03.2014 |
| 5 | TEQIP-II/2014/TR1GO1/Shopping/39 | Engineering Physics, (Revised, 2 nd attempt.) | Rs. 6,77,093.00 | 10.02.2014 |
| 6 | TEQIP-II/2014/TR1GO1/Shopping/41 | Microwave Lab. | Rs. 6,18,255.00 | 18.02.2014 |
| 7 | TEQIP-II/2013/TR1GO1/Shopping/27 | Digital Communication Engg. | Rs. 1,80,675.00 | 09.01.2014 |
| 8 | TEQIP-II/2014/TR1GO1/Shopping/49 | Surveying Lab (3 rd attempt) | Rs. 6,15,300.00 | 19.05.2014 |

List of R&D Projects for students and faculty member as ratified:

| Sl. No. | Name of the project | Category | Project Cost | Name of faculty / students |
|---------|--|-----------------|----------------|--|
| 01 | Synthesis and characterization of monometallic complexes of manganese and ruthenium with polydentatedihydrazones | Faculty project | Rs. 1,99,505/- | Dr. Jayanta Chakraborty, Assistant Prof. (Chemistry) |
| 02 | Study of brain wave using NEUROSKY mind wave mobile. | Student Project | Rs. 25,116/- | Joyeeta Goswami, Anwasha Chowdhury, Biroj Bhowmik, Rinku Das. |
| 03 | Design and implementation of an IEEE 802.11 Wi-Fi based home automation system. | Student Project | Rs. 14,824/- | Partha Rudra, Joysree Biswas, Durba Sarkar, Joudeep Saha, Santana Chakma. |
| 04 | Making a quad rotor unmanned aerial vehicle. | Student Project | Rs. 30,640/- | Saswati Rudra Paul, Bismita Das, Bipasha Nath, Tulika Majumdar, Mausumi Das. |
| 05 | Controlling different peripheral by using GSM protocol | Student Project | Rs. 16,438/- | Purba Dighal, Rimi Paul, Sweety Paul, Kushal Dey, Anjali Kumari. |
| 06 | Creating a Personal Area Network by IEEE 802.15.4 Zigbee Alliance Mesh. | Student Project | Rs. 16,465/- | Shirsha Ghosh, Sangita Paul, Purbayan Deb, Sreyashi Roy. |

The House stressed upon the need for encouraging the students to participate in Projects/ R&D activities by enhancing the project cost to Rs.50,000/- (Rupees Fifty Thousand) per project from Rs.25,000/- (Rupees Twenty-five Thousand) as presently existing.

Agenda Item No.3.4 Re-submission of action plan for segregation of Diploma Module from TIT.

The House looked into the action plan for segregating Diploma from Degree and advised to initiate action as per this plan so that the segregation can be done as soon as the 2nd Phase of construction is completed.

Agenda Item No.3.5 Subscription to E-journals.

The House discussed on feedback of faculty members and approved for continuing with the subscription to E-journals.

Agenda Item No.3.6 Internet connectivity at TIT.

The House was informed about the present status of internet connectivity of this institute. It was decided to consult NIC regarding making arrangements for maintenance of internal networking system & computers. Financial assistance will be provided either from the Department or from Institute's fund as the situation demands.

Agenda Item No.3.7 Ratification of some decisions approved by the Chairperson of BOG on urgent issues regarding implementation of TEQIP-II Project.

Following decisions taken by the Chairperson on urgent issues are ratified by the House:

1. Re-engagement of Manager (Information System), TEQIP Unit, TIT for another term (2nd term) of six month duration with salary hike from Rs.16,000/- to Rs.20,000/- with effect from 24-02-2014.
2. Hiring vehicle being used by TEQIP Unit for a period of another six months (2nd term).
3. Staff Development Training for 32 nos. of employees including faculty members.

Agenda Item No.3.8 Present status of ongoing TEQIP-II Project as on 20-05-2014.

The present status of ongoing TEQIP-II Project as on 20-05-2014 has been reviewed. Summary is indicated below:-

| | | |
|------------------------------------|---|------------------------------|
| 1. Total fund received & date | : | Rs.5 crores On 13-09-2013 |
| 2. Expenditure made on Eight heads | : | Rs. 64,49,652.00 |
| 3. Committed expenditure | : | Rs. 7,04,472.00 |
| Grand Total | : | Rs. 71,54,124.00 |

Principal was advised to take immediate necessary steps to expedite the process of procurement to ensure quick utilization of funds.

Agenda Item No.3.9 Approval of the NCB package under TEQIP-II Project for procurement of Computer etc.

The House analyzed the NCB Package No.TEQIP-II/TR/TR1G01/90 dated 01-01-2014 amounting Rs. 1,27,71,555/- (Rupees One Crore Twenty-seven Lakh Seventy-one Thousand Five Hundred Fifty-five) for purchasing 273 nos. of computers under TEQIP-II project. In view of the fact that a single tender has been received and quoted prices are high, it was decided to cancel the present bidding process and to go for a fresh bidding with some higher configuration. It is also suggested to procure required application & antivirus software separately on campus license basis.

Agenda Item No.3.10 Package-wise approval for procurement under TEQIP-II Project.

All packages as submitted before the house reviewed and ratified by the House.

Agenda Item No.3.11 Some more issues connected with TEQIP-II Project.

Issues under the agenda items are discussed and decided as follows:

1. The house discussed the self review and development plan for Good governance as prepared & sent to NPIU by the institute. The Board members were requested to go through the plan and give their suggestions on role of BOG in good governance before the next BOG meeting.

2. Ten points of Performance Indicators of TEQIP-II project were reviewed. The House advised some suitable steps to be taken by all concerned for improving performance.
3. (a) It is decided to reimburse the course fee/tuition fee paid by the faculty members for pursuing higher studies from TEQIP-II fund during this project period of TEQIP-II .
(b) Proposal for giving incentives to faculty members as recognition to their work of excellence by utilizing TEQIP-II fund accepted by the House.
4. For students' visit to industry outside the State, a maximum number of 10(ten) students per Branch per year are to be selected on the basis of merit and on the basis of other set norms. The House agreed to provide air fare to such selected trainees from Agartala to Kolkata and back. Other facilities would remain unchanged.
5. House accorded approval for International travel to Dubai by Smt. Kaberi Majumder, Assistant, Electrical Engineering department for presentation of research paper during December, 2014 subject to condition that TA /DA /other expenditures if any, may be incurred by adhering strictly as per guidelines of TEQIP-II Project.
6. The House agreed to delegate power to the Principal to approve any change in terms of quantity, estimate and modification of technical specifications within a package as become necessary during procurement process under TEQIP-II Project.

Agenda Item No.3.12 Slow procurement process of equipments & machineries.

It is advised by the House that the Principal would sit with all the HODs, members of Procurement Cell and find way out to accelerate the process.

Agenda Item No.3.13 To identify suitable week days for fixing BOG meetings in future.

The House is of the opinion that the last Saturday of a month may preferably be thought of for conducting the BOG meetings to minimize inconvenience for the members from outside the state.

Agenda Item No.3.14 Immediate provision for additional space of Library.

The House agreed to the proposal for refurbishment of the old building for accommodating the degree library until the new buildings come up and advised for getting estimate prepared by R.D. Department for further course of action.

Agenda Item No.3.15 Refurbishment work of Canteen Building.

The House agreed to the proposal and advised to send the estimate to be prepared by R.D. Department to the Directorate of Higher Education for further course of action.

Agenda Item No.3.16 Any other issues which may come up at the time of discussion on permission of The Chairperson.

1. The House agreed to the proposal of Electrical Engineering department for replacement of previous four(4) packages as uploaded by five(5) new packages in connection with procurement under TEQIP-II project as follows-

Previous Packages:

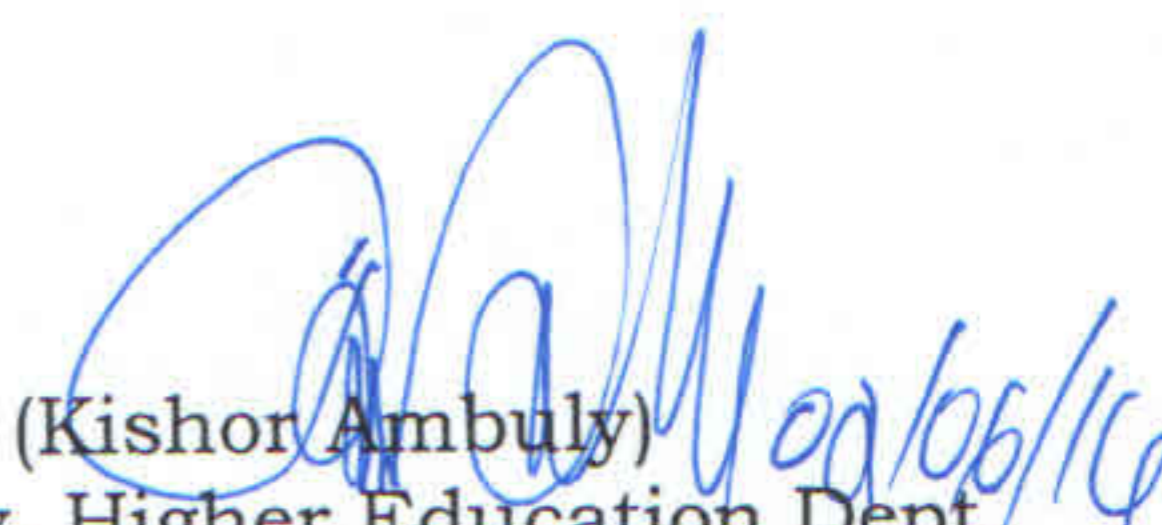
| Sl. No. | Package No. | Name of Laboratory | Amount in Rs. |
|---------|-----------------------|--|---------------|
| 1. | TEQIP-II/TR/TR1G01/27 | Instrumentation and Microprocessor Applications Laboratory | 13,00,000.00 |
| 2. | TEQIP-II/TR/TR1G01/28 | Control System Laboratory | 19,50,000.00 |
| 3. | TEQIP-II/TR/TR1G01/33 | Process Instrumentation & Process Control Laboratory | 15,40,000.00 |
| 4. | TEQIP-II/TR/TR1G01/35 | Electric Drives Laboratory | 12,90,000.00 |
| TOTAL | | | 60,80,000.00 |

Replaced by following **Present Packages:**

| Sl. No. | Name of Laboratory | Amount in Rs. |
|---------|--|---------------|
| 1. | Instrumentation Laboratory | 5,80,000.00 |
| 2. | Control System Laboratory | 25,07,938.00 |
| 3. | Process Instrumentation & Process Control Laboratory | 8,20,000.00 |
| 4. | Power Electronics Laboratory | 5,55,000.00 |
| 5. | Power System Laboratory | 8,00,000.00 |
| TOTAL | | 52,62,938.00 |

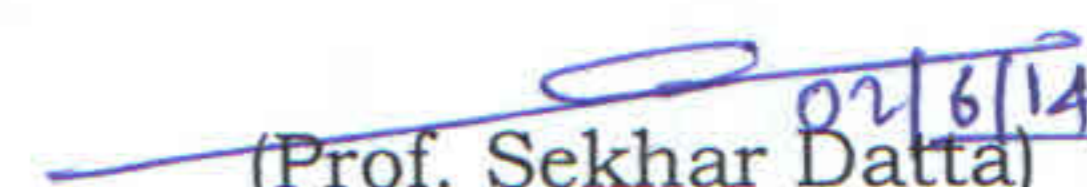
2. The Performance Auditor of TIT (in connection with TEQIP-II project), Prof. Tapan Kr. Basu met the members of BOG and highlighted the deficiencies of the institute. He also requested to take up the matter with the affiliating University for constituting 'Board of Studies' in the institute.

Meeting ended with vote of thanks to all.


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

Copy forwarded to:

1. Prof. Dipak Ranjan Poddar
2. Prof. Asis Mazumdar
3. Prof. S. C. Saha
4. Prof. Kalyan Kumar Bhar
5. Dr. B. Palit
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(Prof. Sekhar Datta)
Principal
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