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

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MINUTES OF THE 4th MEETING OF THE BOARD OF GOVERNORS HELD ON 23rd DECEMBER, 2014 AT TRIPURA INSTITUTE OF TECHNOLOGY

The 4th meeting of the Board of Governors of the Institute was held on December 28, 2014 at 12.00 Noon in Tripura Institute of Technology.

Sri Ashutosh Jindal, Chairperson of the Board of Governors (BOG), TIT, Agartala, 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. Kalyan Kumar Bhar, HOD of Civil Engg.Deptt., Indian Institute of Engineering, Science & Technology, Shibpur, Howrah.
3. Dr. B. Palit, Director, Education (Higher) Department, Government of Tripura.
4. Sri A. K. Chaudhury, Head, VLFM Programme, IIM Calcutta.
5. Sri D. D. Purkayastha, Associate Professor, TIT, Narsingarh.
6. Sri A. K. Das Chaudhuri, Associate Professor, TIT, Narsingarh.
7. Prof. Sekhar Datta, Principal, TIT, Narsingarh.

Prof. Asis Mazumdar, Dean & Director of School of Water Resources Engineering, Jadavpur University, Kolkata, Prof. S.C.Saha, Professor of NIT Agartala and Smt. Sangita Das Biswas, Assistant Professor, Tripura University, Members of the BOG could not attend the meeting for unavoidable reasons.

The Chairperson of BOG (Secretary, Education (Higher) Department) welcomed Prof. Dipak Ranjan Poddar, Emeritus Professor, Jadavpur University, Prof. Kalyan Kumar Bhar, HOD of Civil Engg.Deptt., IIESTS, Sri A. K. Chaudhury, Head, VLFM Programme, IIM Calcutta and the other members of BOG. The Chairman then invited the Principal (Ex-officio Member, BOG, TIT) to initiate discussion on agenda items.

Before initiating discussion the members present in the House gracefully recalled the services & cooperation extended by our outgoing Chairperson of BOG, TIT, Sri Kishor Ambuly towards the development of this Institute during his tenure in the chair and at the same time welcomed the new Chairperson, Sri Ashutosh Jindal.

After detailed discussions, following decisions were taken by the BOG.

Agenda Item No.4.1   Confirmation of the minutes of 3rd BOG meeting.

The minutes of the 3rd BOG meeting as circulated to all concerned are placed for confirmation and accepted by the Board.

Agenda ItemNo.4.2   Action taken on the decisions (minutes) of 3rd BOG meeting.

Signature of Chairperson

Action taken on the decisions of the 3rd BOG meeting has been reviewed and the following observations are made.

1. Website must be developed within 03(three) months time from the date of awarding contract to the successful bidder. A team may be constituted to monitor updating of data/information involving students.

2. Regarding placement of retired accountant through outsourcing, the Director of Higher Education being also the member of BOG informed the House that an accountant would be posted to TIT very shortly.

3. The draft curricula as would be prepared by the Board of Studies from the Institutes end may be sent to Tripura University by February, 2015 for final approval.

4. Discussion have been made for outsourcing 05(five) lab attendants in the event of acute shortage of support staff and it is proposed by the House that meeting expenditure for such outsourcing in terms of payment of wages etc. may be carried out from Institutional IRG (degree tuition fee) till alternative arrangement is made.

Agenda Item No.4.3   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.

Eight items namely Procurement of Laboratory Equipments (18 Packages), visit of students to IIT, Guwahati (10 Nos.), registration fee for Publication of Paper (1 No.), inclusion of fund of minor Civil work in procurement of Laboratory Equipments (Rs.50 Lakh), cancellation of Package (1 No.), permission for training of Faculty member & Staff (27 Nos.), approval of in-house Training Program (13 Nos.) and re-structuring of Procurement Sub-committee have been placed in the House and the decisions have been ratified accordingly.

Agenda Item No.4.4   Institutional & Departmental Vision and Mission.

The House expressed views that Vision and Mission documents are the face of an Institute. The member of BOG would go through the documents prepared and put the final recommendation in the next BOG meeting.
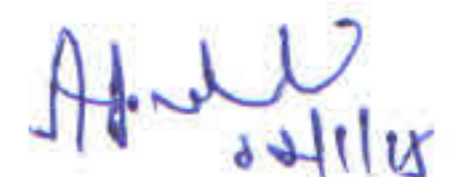
Agenda Item No.4.5   Subscription to E-journals.

The members agreed to subscribing of e-journals & e-books for an estimated amount of Rs.21.32 lakhs for the year 2015 incurring expenditure from the Institutional IRG (degree tuition fee).

Agenda Item No.4.6   Re-imbursement of tuition fee paid by faculty members & staff members.

The terms & condition for reimbursement of tuition fees as placed before the BOG is approved by the House.

Agenda Item No.4.7   Procurement of Computers.

Signature of Chairperson

Procurement proposal of computers in packages as per DGS&D rate contract and as submitted before the House has been approved. The House also authorizes the Chairperson BOG to approve, issue of sanction memo. and other related works of procurement of Computers.

Agenda Item No.4.8   **Ratification of some decisions approved by the Chairperson of BOG on urgent issues regarding implementation of TEQIP-II Project.**

Approvals contain 6(six) items namely procurement of laboratory equipments (2 packages), approval for training of faculty members (54 Nos.), Hiring of Vehicle for TEQIP –II Project, re-engagement of Manager of TEQIP Unit, permission for engagement of manpower for TEQIP-II Project and cancellation of NCB package (revised-02) for Desktop PC & Laptops have been placed and ratified by the House.

Agenda Item No.4.9   **Present status of ongoing TEQIP-II Project as on 05-12-2014.**

The House has been informed of the present status of TEQIP-II in terms of expenditure incurred upto 05-12-2014. It is observed that on completion of the procurement of computers the project status in terms of expenditure ratio would reach to a desired level.

Agenda Item No.4.10   **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.4.11   **Some more issues included in agenda items connected with TEQIP-II Project.**

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

1. The members present in the House approved the re-engagement of Accountant with revised honorarium from Rs.13,000/- P.M. to Rs.15,000/- P.M. as recommended by TEQIP-II unit w.e.f. the date of such re-engagement. The House also approved the payment of salary for the interim period (i.e. from date of expiry of contact period till date) as per previous rate of honorarium.

2. The House approved re-structuring of Financial Monitoring Sub-Committee (FMS) of TEQIP-II Project in the way of reliving Sri Bidyut Bhattacharjee from the charge of the Nodal Officer, Financial Sub-committee (FMS) of TEQIP unit with a replacement by Sri Asis Debbarma, Assistant Professor of TIT as proposed by the TEQIP Co-ordinator. Sri Bidyut Bhattacharjee will continue to be associated with the sub-committee as member.

3. Adoption of 'Block Grant' pattern of funding for TIT, Agartala, the Director Higher Education Department and also the member of BOG informed the House that some fund would be allocated for TIT. A concept paper in this regard may also be made available with the Department by the Institute if available.

Agenda Item No.4.12   **Expenditure for Campus License of urgent software.**

The House agreed to initiate for procuring campus license of urgent softwares accruing expenditure from the Institutional IRG (degree tuition fee) from the appropriate agency as per norms and taking special care on license versions.

Signature of Chairperson

Agenda Item No.4.13   Gardening & plantation work in the Institute Campus.

The members present in the House agreed to continue gardening & plantation work in the Institute Campus. The House also approved to go for re-bidding this time as the same agency with similar rate contracts, terms & conditions has been given extension for 2(two) consecutive terms. The fund for such expenditure as would be finalized after selection of the successful bidder would be met out of Institution IRG (degree tuition fee) as done before.

Agenda Item No.4.14   Any other issues which may come up at the time of discussion on permission of The Chairperson.

The House also decided the following points-

1. Initiatives have to be taken to prepare application for NBA by March, 2015. In this regard one or two faculties from each department have to be assigned to dedicate to the task within time frame.

2. Next BOG meeting may be convened in the last week of March, 2015 preferably in the new campus of TIT.

3. The House suggested that all faculty members & staff who would undergo training under TEQIP-II must have to submit a written report about their learning and in need they may also place/express their views in seminars/workshops.

4. The House advised respective faculty to become the member of IEEE. It is also suggested whether financial assistance may be provided by the Institute.

5. The Chairperson requested Prof. Dipak Ranjan Poddar, honourable member of BOG to guide and advise TIT, in the process of application for NBA accreditation.

Meeting ended with vote of thanks to all.

(Sri Ashutosh Jindal)
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
6. Sri A. K. Chaudhury
7. Smt. Sangita Das Biswas
8. Sri D. D. Purkayastha
9. Sri A. K. Das Chaudhuri

(Prof. Sekhar Datta)
Principal
Tripura Institute of Technology

Signature of Chairperson