



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

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**MINUTES OF THE 7<sup>th</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 28<sup>th</sup> May, 2016 AT TRIPURA INSTITUTE OF TECHNOLOGY**

The 7<sup>th</sup> meeting of the Board of Governors of the Institute was held on May 28, 2016 at 3.00 P.M. in Tripura Institute of Technology.

Sri Jagdish Singh, IFS, Chairperson of the Board of Governors (BOG), TIT, Agartala, and Secretary of Higher Education, Government of Tripura 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. Dr. B. Palit, Director, Education (Higher) Department, Government of Tripura.
3. Prof. S.C.Saha, Professor of NIT Agartala
4. Prof. Kalyan Kumar Bhar, Dean R&D, Professor of Civil Engg. Dept. and Head of Computer Centre, Indian Institute of Engineering Science & Technology, Shibpur, Howrah.
5. Prof. Anjan Kr. Roy, Professor, Department of Electrical Engineering, Tripura Institute of Technology.
6. Prof. Sudip Talukdar, Professor, Department of Civil Engineering, IIT Guwahati.
7. Prof. R. K. Nath, Professor, Department of Chemistry, Tripura University.
8. Sri Bijoy Kr. Upadhyaya, Associate Professor, TIT, Narsingarh.
9. Sri A. K. Das Chaudhuri, Principal(I/C), TIT, Narsingarh.

Sri S. C. Soni, Executive Director- Asset Manager, ONGC Ltd. Tripura Asset, Agartala and Member of the BOG could not attend the meeting due to unavoidable reasons.

The Chairperson of BOG (Secretary, Education (Higher) Department) welcomed Prof. Dipak Ranjan Poddar, Prof. S. C. Saha, Prof. Kalyan Kumar Bhar, Prof. Sudip Talukdar, Prof. R. K. Nath and the other members of BOG. The Chairperson 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 the former Chairperson of BOG, Sri Samarjit Bhowmik, IAS who chaired the last BOG meeting (6<sup>th</sup>) and at the same time welcomed the new Chairperson, Sri Jagdish Singh, IFS. The House also recalled and recognized the sincere services of former Principal of TIT, Prof. Sekhar Datta towards the development of this Institute. Prof. Datta was also invited to attend the 7<sup>th</sup> BOG meeting as an invitee.

After detailed discussions, following decisions were taken by the BOG which are mentioned item wise.



**Agenda Item No.7.1 Confirmation of the minutes of 6<sup>th</sup> BOG meeting.**

The minutes of the 6<sup>th</sup> BOG meeting as circulated to all concerned were placed for confirmation and accepted by the Board.

**Agenda Item No.7.2 Action taken on the decisions of 6<sup>th</sup> BOG meeting.**

Action taken on the decisions of the 6<sup>th</sup> BOG meeting has been reviewed and the following observations are made.

1. Board has been apprised about completion of new website of TIT as per schedule with particular web desk for the chairperson, BOG and Principal, TIT. Members advised the Institute authority to complete furnishing of relevant information at an early date.
2. Board has expressed satisfaction for completion of SAR as placed to the Board for the 03(three) branches (viz. Mechanical engineering, Computer Science & Engineering and Electronics & Tele. Communication Engineering) and advised to upload the same in the NBA portal within stipulated period. The Institute may also comply with pre-qualification criteria, if applicable.
3. Board has been apprised about on-going construction work of amenities blocks including college canteen in the new degree building campus. Board has advised for renovation of the existing canteen also in the old campus.
4. Board has advised to complete the preparation of administrative and academic Master Plan.

**Agenda Item No.7.3 Ratification of some decisions, approval and sanction of funds by the Principal as per delegation of power in 2<sup>nd</sup> BOG meeting for TEQIP-II Project.**

Decisions as approved by the Principal as per delegation of power for TEQIP-II Project have been ratified by the House [Details may be seen in **Annexure-I** (Page No. 1-3)] except the tuition fees reimbursed to the faculty members from TEQIP-II fund for their M.tech. and Ph.D as per earlier decisions of BOG in its 3<sup>rd</sup> and 4<sup>th</sup> meeting. The House advised to place the same with supporting documents in the next BOG meeting for further decision and not to allow this benefit to others until further decision is taken.

**Agenda Item No.7.4 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 as per delegation of power in 1<sup>st</sup> BOG meeting for TEQIP-II Project have been ratified by the House. Details may be seen in **Annexure-II**(Page No. 4-8). Board has advised to arrange for presentation of subject matter by faculty members after attending the trainings/workshops etc. with immediate effect which would be helpful for the other faculty members also.



**Agenda Item No.7.5 Construction of Auditorium and Preparation of Playground.**

The Director of Higher Education has informed the House that the process of construction of Auditorium and preparation of Playground has already been taken up.

**Agenda Item No.7.6 Age of Superannuation of Faculties of Engineering Institutes.**

The House has welcomed the proposal of the Institute for enhancing the age of superannuation of faculty members of Engineering Institutes from 60 to 65 years which was also pointed out and agreed by the Honourable Chief Minister considering the absence of senior level faculties in technical institutes like medical education. However, before recommending the matter to the Government for implementation, the Authorities of department of higher education like to know the status of other neighboring states and other states of the country. The Director also raised the question of uniformity with General degree colleges in this regard. Though, the faculty representatives expressed the difference between Technical & General education along with necessity of separate Directorate and requested not to equalize the both. The House directed to place the matter in the next BOG meeting for further discussion and recommendations.

**Agenda Item No.7.7 Gardening & plantation work in the Institute Campus.**

The House has agreed to the proposal of gardening & plantation in the Institute campus by the agency as approved in the previous year. The House has also approved to continue for another term of 01(one) year with previous rate of Rs.4.40 lakhs only w.e.f. 7<sup>th</sup> July, 2016.

**Agenda Item No.7.8 Adoption of Annual Accounts of TEQIP-II Project for the financial year 2013-14 and 2014-15.**

The House has adopted the annual accounts of TEQIP-II Project for the financial year 2013-14 and 2014-15 and accepted the statutory audit reports prepared by M/S Jitendra Agarwal & Associates, Chartered Accountants, Lucknow. The House has also advised the Institute authority to comply with the audit observations.

**Agenda Item No.7.9 Modification of a point in the Minutes of the 3<sup>rd</sup> BOG Meeting under Agenda Item No.3.11(6).**

The House agreed to modify the decision taken in 3<sup>rd</sup> BOG meeting held 28<sup>th</sup> May, 2014 under Agenda Item No. 3.11(6) by delegating power to the Principal to approve any change in terms of quantity, estimate and modification of technical specifications within a package under TEQIP-II Project as become necessary before starting of the particular procurement process.

**Agenda Item No.7.10 Present status of ongoing TEQIP-II Project as on 30-04-2016.**

The House has been informed of the present status of TEQIP-II in terms of expenditure incurred up to 30-04-2016.



**Agenda Item No.7.11 Incentive to faculty members for obtaining membership of professional bodies.**

The House has agreed to the proposal to provide a financial incentive of maximum Rs.5,000/- to faculty members of the Institute for obtaining membership of professional bodies subject to fulfilling TEQIP-II Project guideline. This amount of financial incentive may be reimbursed to the respective faculty member after production of necessary payment proof. However, all such applications for financial incentives are to be forwarded and recommended by the respective HODs considering relevancy of the Professional body.

**Agenda Item No.7.12 Acute shortage of Ministerial Staff.**

Director, Education (Higher) Department has agreed to the issue of acute shortage of ministerial staff in the Institute considering its gravity and assured to arrange for necessary steps to resolve it.

**Agenda Item No.7.13 Recruitment of faculty members against vacant post for degree module.**

Director, Education (Higher) Department has apprised the Board about the on-going faculty recruitment process initially on contract basis for diploma level Institutions in Tripura. But, the proposal was to fill the 12(twelve) nos. of vacant posts of Professors along with conversion of the than 16(sixteen) nos. of vacant posts of Assistant Professor (5<sup>th</sup> pay structure) into Associate Professor and fill these vacancies of TIT on contract basis with open & wide advertisement until the regular recruitment is made. But the discussion in this regard was not continued further and specific decision on contractual appointment is pending.

**Agenda Item No.7.14 Establishment of a committee for SC/ST as per the Schedule Caste and Schedule Tribes (prevention of Atrocities) Act, 1989.**

House has agreed to recommend to the State Government to establish committee(s) as per the Schedule Caste and Schedule Tribes (prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989 as per the mandate of AICTE. Principal, TIT may communicate the issue to the Higher Education Department.

**Agenda Item No.7.15 Creation of post of Teaching Assistants, Programmer, Instructors and System Engineer for degree module workshops and laboratories.**

The Board has agreed to the proposal for creation of post of Teaching Assistants, Programmer, Instructors and System Engineer for degree module workshops and laboratories to run academic activities effectively in the newly constructed degree buildings. Principal, TIT has pointed out the necessity of properly qualified Instructors to keep functioning all the laboratories and workshops during college hours which is absolutely required. The other posts are also equally necessary to render the appropriate services to the students.



Institute's authority has been requested to prepare a comprehensive proposal in this regard and send it to the Department of Higher Education for consideration & approval.

**Agenda Item No.7.16 Allocation of State Fund for Laboratories and Workshop of Degree Module.**

Budget of each Department and other Institutional requirement may be prepared well ahead and same may be placed in BOG meeting for discussion and recommendation to the Government. However, early action may be taken for few urgent requirements and may be forwarded to the Department for consideration.

**Agenda Item No.7.17 Facility of Air conditioning in some spaces of new construction.**

Board recommends air-conditioning of the following spaces in the new degree buildings:

- i. Seminar Room & Computer Laboratory of all five Departments of Degree Engineering and Science & Humanities block.
- ii. Principal's Chamber, Seminar & Video Conferencing Room, Training & Placement Room in Administrative block.
- iii. Central Computing Lab.
- iv. Few residential Guest Rooms for visiting Professors, Dignitaries & Members of BOG and the Seminar Room in the Amenities block.

Principal, TIT may write to the Department of Higher Education with exact identification of the rooms for taking up the matter with the construction agency.

**Agenda Item No.7.18 Some initiatives taken for the procurement utilizing of the Institutional fund - submitted for information.**

The House is satisfied with the initiatives taken by the Institution to procure laboratory equipments for Electrical Engineering Department, machineries for workshop of degree module and furniture for newly constructed buildings from the Institutional fund.

**Agenda Item No.7.19 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. The House has been apprised about the creation of provision for 04(four) funds by the Department of Higher Education as per recommendation of TEQIP-II Project where the institute's authority TIT, Narsingarh was advised to implement the same with effect from the financial year 2015-16.
2. The Coordinator of TEQIP-II project of TIT has informed the House about the initiative taken to design & develop of MIS software utilizing TEQIP-II Project Fund. The respected members of BOG have pointed out some practical difficulties from their experience which may occur during development of MIS software. Institute's authority has been advised to take initiatives considering the local conditions and available situation in this regard.
3. As per the latest UGC regulation, a faculty has to undergo a fulltime coursework in the initial stage of Ph.D. work. The duration of the coursework is from 6 month to 1(one) year in most of the Universities/Institutes. Faculty members need to avail appropriate leave for such coursework. The matter was discussed and the Board has requested the



Chairperson to interact with the Head of the University, NIT etc. to explore the possibility of pursuing such coursework in non-residential/part-time mode for faculties of TIT.


4. The House has expressed it's concerned about non-satisfactory placement of students through campus interview. Institute's authority has been advised to take necessary steps to expedite placement activities. Besides, the respected members of BOG have requested the Secretary and Chairperson to interact with the Authorities of NIT Agartala, Tripura University, ICFAI University etc. and initiate a tie up for joint effort in placement activities.
5. Institute may invite expert faculty members from renowned Institution/ University to conduct special classes for the students. Department of Higher Education was requested to provide financial assistance in this regard.
6. The Chairperson has expressed his dissatisfaction on receiving complains against few teachers who are reluctant to take regular classes. The members in general condemned the matter. The Principal, TIT was advised to ensure that all the faculty members take up the classes regularly. If any body is found to violate the norms, the same should be reported to the Department for action. As per the feeling of faculty representatives, the teachers of TIT in general are working very hard in different fields for the interest of the students. So, the entire teaching community can not be blamed for the fault of few teachers.
7. Principal, TIT may prepare a report identifying the actual hurdles & difficulties in overall growth and development of this institute since its inception and send it to the Department for further direction and advice. The follow up action in this regard may be placed in the next BOG meeting.
8. Principal, TIT would present about new information & overall activities of the Institute which took place after the last meeting, before starting of future BOG meetings.

Meeting ended with vote of thanks to all.

  
(Sri Jagdish Singh)  
Secretary, Higher Education Dept.  
&  
Chairperson, BOG, TIT

**Copy forwarded to:**

1. Prof. Dipak Ranjan Poddar.
2. Dr. B. Palit.
3. Prof. S. C. Saha.
4. Prof. Kalyan Kumar Bhar.
5. Prof. Anjan Kr. Roy.
6. Prof. Sudip Talukdar.
7. Prof. R. K. Nath.
8. Sri S. C. Soni.
9. Sri Bijoy Kr. Upadhyaya.
10. PS to the Secretary, Higher Education Department.

  
(A. K. Das Chaudhuri)  
Principal (I/C), TIT



**Ratification of decisions, approval and sanctioned by the Principal as per delegation of power.**

B) An amount of Rs. 5,116/- (Rupees five thousand one hundred and sixteen only) has been sanctioned from R&D head in favour of Mr. Shimal Das, Asstt. Prof. of this Institute as registration fee for publication of his paper in the International Conference "SHANNON-ICCS-2016" at Lovely Professional University, Punjab.

**C) Staff Development Program:**

Following employees were permitted to undergo Staff Development training Programme outside state by the Principal, TIT.

SL. NO	Name of staff/faculty	Designation	Department	Type of Programme & Venue	Name of programme	Organized by	Date of Event
1	Pankaj Mallik	Jr. Mechanic	ME	Short term training Programme	Preventive Maintenance of Machine Tools	ATI, MUMBAI	07.03.2016 To 11.03.2016
2	Pijosh kanti Roy	Jr. Mechanic	ME	Short term training Programme	Preventive Maintenance of Machine Tools	ATI, MUMBAI	07.03.2016 To 11.03.2016
3	Param lal Harijan	Cashier, LDC	TIT	Short term course/training program	Smart financial Management and official activities for removing troubles with finance related officiating including Tax	Varanasi (U.P)	18.02.2016 To 20.02.2016
4	Apurba kr. Das	Asstt. Lecturer	EE	short term training Programme	Power Electronics & Thyristor based Control System	NITTTR, Kolkata	23.05.2016 To 27.05.2016



**D) Procurement:**

Approval for following 11 (eleven) packages at the mentioned is accorded by Principal, TIT.

Sl. No	Package No	Package Name	Amount (Rs.)	Date of Approval
1	TEQIP- II/2015/TR1G01 /SHOPPING/ Manual Process-02/2 <sup>ND</sup> ATTEMPT	Cement Concrete Testing Laboratory-2 <sup>ND</sup> ATTEMPT.	10,63,533/-	28.04.2016
2	TEQIP-II/2016/TR1G01/Direct Contract/Manual Process-01	Electronics CAD & MATLAB-II	6,96,300/-	13.04.2016
3	TEQIP-II/2015/TR1G01/SHOPPING/M anual Process-09	Metallurgical Microscope	6,67,535/-	25.04.2016
4	TEQIP-II/2015/TR1G01/SHOPPING/M anual Process-10	Mechanical Engineering	8,16,900/-	25.04.2016
5	TEQIP-II/2015/TR1G01/SHOPPING/M anual Process-07	Instrumentation Laboratory	8,11,415.70/-	02.04.2016
6	TEQIP-II/2015/TR1G01/SHOPPING/M anual Process-03	Transportation Engineering Lab	9,58,440/-	16.03.2016
7	TEQIP-II/2015/TR1G01/SHOPPING/M anual Process-05	Structural Analysis Lab	2,91,480/-	16.03.2016
8	TEQIP-II/2015/TR1G01/SHOPPING/M anual Process-04	Welding Lab	7,79,100/-	16.03.2016
9	TEQIP-II/2016/TR1G01/Direct Contract./Manual Process-16	STAAD Pro.V8i & STAAD Foundation with Indian Code of design Software	6,71,950/-	28.04.2016
10	TEQIP-II/2014/TR1G01/Direct Contract/Manual Process-08	Software for Network Lab.	8,61,150/-	22.04.2016
11	TEQIP-II/2014/TR1G01/Direct Contract/Manual Process-11	Industrial Instrumentation Lab	13,56,075/-	25.04.2016



**E) Modification in the procurement plan:**

**1. Following Packages are modified/changed as per the proposal of Electronics & Telecommunication Engineering Department:**

The following Packages have been withdrawn			The following modified Packages Proposed		
Sl. No.	Name of the old package	Amount (Rs.)	Sl. No.	New Package proposed	Amount (Rs.)
1	Network and Transmission Line Lab	4,50,000/-	1	Analog Communication Lab	2,40,000/-
2	Telecommunication Switching Lab	2,39,000/-	2	Digital Communication Lab	1,94,000/-
3	Electronic CAD and MATLAB Lab	4,33,000/-	3	Test & Measuring Equipment	2,54,000/-
			4	PCB Prototyping Machine	4,33,000/-

**2. Following Packages are modified/changed as per the proposal of Electrical Engineering Department:**

The following Packages have been withdrawn			The following modified Package Proposed		
Sl. No.	Name of the old package	Amount (Rs.)	Sl. No.	New Package proposed	Amount (Rs.)
1	MATLAB	6,40,0000	1	Industrial Instrumentation Laboratory	13,56,075/-
2	Power System Laboratory	8,00,000/-			
3	Power electronics Lab	5,55,000/-			

**3. Following Packages are modified/changed as per the proposal of Mechanical Engineering Department:**

The following Packages have been withdrawn			The following modified Packages Proposed		
Sl. No.	Name of the old package	Amount (Rs.)	Sl. No.	New Package proposed	Amount (Rs.)
1	Robotics Laboratory	9,85,0000	1	Mechanical Engineering Lab	8,16,900/-
2	Equipments for material Science Laboratory	13,50,000	2	Metallurgical Microscope	6,67,535/-
			3	Manufacturing Process Lab	13,00,000/-

**4. Following Packages are modified/changed as per the proposal of Computer Science & Engineering Department:**

The following Packages have been withdrawn			The following modified Packages Proposed		
Sl. No.	Name of the old package	Amount (Rs.)	Sl. No.	New Package proposed	Amount (Rs.)
1	MATLAB software	4,95,000/-	1	Laptop computers	4,41,000/-
2	NetSim Simulator	3,35,026/-	2	Network Simulation Software	8,61,150/-



1) **Ratification of some decisions, approval by the Chairperson of BOG on urgent issues regarding implementation of TEQIP-II project.**

A) As per Memo No. F.1.(314)-DHE/ESTT.(G)/2016(L)/5859(51) dated-31.03.2016 monthly honorarium of Visiting / Guest Lecturer has been enhanced from Rs. 300/- to Rs. 400/- per lecture w.e.f. April 1<sup>st</sup> 2016. The benefit has been extended to the 12 (Twelve) Nos. of Teaching Assistants engaged from TEQIP- II fund as well w.e.f. April 1<sup>st</sup> 2016.

**B) Re-engagement of Manager (IS), TEQIP Unit.**

Based on the recommendation of the TEQIP unit and Principal, TIT, the man in position of Manager (Information System) is re-engaged for another term of six month duration w.e.f 19.03.2016.

**C) Re-engagement of Accountant, TEQIP Unit.**

Based on the recommendation of the TEQIP unit and Principal, TIT, the man in position of Accountant TEQIP unit is re-engaged for another term of six month duration w.e.f 27.01.2016.

**D) Hiring of Vehicle.**

Chairperson, BOG has approved the proposal of hiring vehicle being used by TEQIP Unit for a period of another six month w.e.f 23.11.2015.

**E) Staff Development Program:**

Following Faculty were permitted to undergo Staff Development training Programme outside state as per the approval given by the Chairperson, BOG.

Sl. No.	Name of staff/ faculty	Designation	Department	Type of programme	Name of programme	Organized by & Venue	Date of Event
1	Prof. Sekhar Datta	Principal	TIT	WOSA - 2016	World summit on Accreditation Program	Leela ambience Hotel and Residences, Gurgaon, New Delhi	18-20 <sup>th</sup> March 2016
2	Bijoy Kumar Upadhyaya	Associ. Prof.	ETCE	WOSA - 2016	World summit on Accreditation Program	Leela ambience Hotel and Residences, Gurgaon, New Delhi	18-20 <sup>th</sup> March 2016
3	Goutam pal	Asstt. Prof.	CSE	WOSA - 2016	World summit on Accreditation Program	Leela ambience Hotel and Residences, Gurgaon, New Delhi	18-20 <sup>th</sup> March 2016
4	Goutam pal	Asstt. Prof.	CSE	Short term course/training program	Video based Scene Understanding	IIT, Kharagpur	07.12.2015 To 18.12.2015



Sl. No.	Name of staff/ faculty	Designation	Department	Type of programme	Name of programme	Organized by & Venue	Date of Event
5	Bijoy kumar Upadhaya	Associ. Prof.	ETCE	Short term course/training program	Coding Theory and Advanced Information Theory	IIT, Delhi	21.12.2015 To 24.12.2015
6	Ashish Debbarma	Asstt. Prof.	Sc & Hu. Deptt.	Short term course/training program	Smart financial Management and official activities for removing troubles with finance related officiating including Tax	Varanasi (U.P)	18.02.2016 To 20.02.2016
7	Debraj Das	Asstt. Prof.	ME	Short term course/training program	Practical aspect of finite element analysis	IIT, Guwahati	25.01.2016 To 29.01.2016
8	Goutam pal	Asstt. Prof.	CSE	Short term course/training program	Machine Vision and Learning	IIT, Kharagpur	05.03.2016 to 06.03.2016
9	Jibesh Datta	Asstt. Prof.	CE	short term training Programme	GIS for CIVIL Engineers	IIT, MUMBAI	23.05.2016 to 27.05.2016
10	Bosco Biswa Jamatia	Asstt. Prof.	CE	short term training Programme	GIS for CIVIL Engineers	IIT, MUMBAI	23.05.2016 to 27.05.2016
11	Arijit Banik	Asstt. Prof.	CE	Short term training Programme	International Conference in Advances in Dynamics, Vibration and Control (ICADVC-2016)	NIT, Durgapur	25.02.2016 To 27.02.2016
12	Atrayee Deb	Asstt. Prof.	Sc & Hu. Deptt.	Short term training Programme	Recent Trends in Catalysis	IIT, Guwahati	13.05.2016 to 14.05.2016
13	Biswajit Majumder	Asstt. Prof.	ME	Short term training Programme	Multiphase Flow in Oil & Gas Industry	IIT, Guwahati	07.03.2016 to 11.03.2016
14	Dr. Jayanta Chakraborty	Asstt. Prof.	Sc & Hu. Deptt.	short term training Programme	Drinking water, adulteration of Food and health	NITTTR, Kolkata	20.06.2016 to 01.07.2016
15	Dr. Subhendu Banik	Associ. Prof.	Sc & Hu. Deptt.	short term training Programme	Recent advance in Optimization theory and Applications	NITTTR, Kolkata	27.06.2016 To 01.07.2016
16	Arup kr. Daschudhury	Associ. Prof.	EE	Conference	Third International Conference on Transformation in Engg.	College of Engg. Pune	09.01.2016 To 12.01.2016



Sl. No.	Name of staff/ faculty	Designation	Department	Type of programme	Name of programme	Organized by & Venue	Date of Event
17	Raja Chakraborty	Associ. Prof.	ME	short term training Programme	Practical aspect of finite element analysis	IIT, Guwahati	25.01.2016 To 29.01.2016
18	Bivash Chakraborty	Asstt. Prof.	ME	short term training Programme	Mechatronics & Automation	NITTTR, Kolkata	11.01.2016 To 15.01.2016