

**MINUTES OF MEETING OF THE 5th JOINT BOARD OF GOVERNANCE (BOG) FOR ATTC & CCCT POLYTECHNICS
UNDER AICTE- NEQIP PROJECT.**

Venue: Conference Hall, HRDD, Gangtok.

Dated: 12/08/2016

Start Time: 11AM

The fifth meeting of Joint BOG (Board of Governors) for the Advanced Technical Training Centre (ATTC), Bardang, East Sikkim and Centre for the Computers and Communication Technology (CCCT), Chisopani, South Sikkim was held on the 12th of August 2016, at **Conference Hall, HRDD, Gangtok, East Sikkim.**

The following members were present:-

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|--|----------------------------|
| 1. Prof (Dr.) T.B. Subba, Vice-Chancellor, Sikkim Central University | Chairman, ATTC & CCCT |
| 2. Mr. D.K. Pradhan, Director, DTE, HRDD | Member , ATTC & CCCT |
| 3. Ms. Saraswati Syangden, Addl. Director, DTE, HRDD | Member , ATTC & CCCT |
| 4. Mr. B.P.Kharel, Addl. Chief Engineer, HRDD | Member , ATTC & CCCT |
| 5. Mr. Sonam Denzongpa JD (East) | Member, ATTC |
| 6. Mr. M.K.Rai JD (South) | Member, CCCT |
| 7. Dr. I.B.S.Yadav Asst.Director, SIRD | Member , ATTC & CCCT |
| 8. Dr. Anoop K Dass, Prof& Head, Mechanical Department | AICTE Representative, ATTC |
| 9. Mr. Sonam Palden Barfungpa, Principal Incharge, ATTC | Member Secretary, ATTC |
| 10. Mr. Praveen Pradhan, Principal Incharge, CCCT | Member Secretary, CCCT |
| 11. Mr. Deepak Rasaily, NEQIP Coordinator | Member, CCCT |
| 12. Mr. Tenzing Dorjee Pradhan, NEQIP Coordinator | Member, ATTC |
| 13. Mr. Deependra Chettri, Lecturer ATTC-Deputy Project Coordinator, | |

The following members were not present in the meeting.

1. Dr. Gautam Baruah, AICTE Representative for CCCT
2. Ms. Mrinalini Shrivastava, Chief Administrator, SICB
3. Mr. P.N. Tamang, Special Secretary (RETD.)

The meeting started with the permission of the Chairman, BOG. The Member-Secretary, CCCT presented the welcome address.

ATTC presented the agenda first, followed by CCCT.

Contents

PART I (AGENDA 1): CONFORMATION OF MINUTES OF THE 4THBOG MEETING.

PART II (AGENDA 2): REPORT OF ACTIONS TAKEN ON MINUTES OF THE 4THBOG MEETING.

PART III (AGENDA 3 TO 4): MATTER FOR RATIFICATION AND PROGRESS REPORT.

PART IV (AGENDA 5 TO 9): FRESH AGENDAS.

Part –I (ATTC & CCCT): CONFIRMATION OF THE MOM OF THE 4th BOG.

Agenda 1 Deliberations: *The minutes of the meeting of the 4th BOG was placed to all members for confirmation.*

Decision: *The minutes were confirmed.*

Part II**ATTC, BARDANG**

Agenda 2: **Action Taken Report and brief of activities undertaken till date:** Brief action taken report on decisions taken during 4th Joint BOG meeting was presented as follows:

- Agenda 5 (Old Agenda – Agenda of 4th BoG)

Approval for shifting of site for Vertical Extension: The site has been shifted and the construction is slated to be completed by November 2016

Decision: ***Noted and the Board has directed the Engineering Cell of the HRDD to follow up on the progress for timely completion of the work***

- Agenda 6: Activities for Year 2

PROCUREMENT					
Sl. No.	Sub Head	Activity	Estimate	Status of activities	Expenditure
1	CIVIL	Vertical Extension (If approved)	Rs. 50.0 lakhs	Construction to be completed by November 2016	Rs. 11.3 lakhs disbursed
2	Others	1. Science Lab	Rs. 5.00 Lakhs	Has been moved to year 3	
		2. Modernizations of Classrooms			
		a. Projectors – supply and Installation – 10 nos, projector screen – 10 nos, Green Boards – 8 nos	Rs. 5.00 lakhs	Projectors and CCTV installed	Rs. 9.8 lakhs
		b. CCTV system	Rs. 3.00 Lakhs	Green boards and display boards purchased	
		3. Robotics Lab	Rs. 18.00 lakhs	Winning bidder did not respond and hence has been moved to year 3 and clubbed with CIM Lab	

		4. Workshop	Rs. 15.00 lakhs	Creo software and Table vices bought	Rs. 10.3 lakhs remaining to be spent in year 3
		5. CIM Lab	Rs. 12.00 lakhs	Combined with robotics lab as a single package of Rs. 30.0 lakhs and PO released	
		6. Furniture a. Lab chairs b. Classroom Furniture c. Office Furniture	Rs. 1.50 Lakhs Rs. 3.00 Lakhs Rs. 1.00 lakhs	Moved to year 3	
		7. Establishment/ upgradation of Central Departmental Computer systems a. Exam Cell – 3 nos b. Departments – 9 nos c. Administration – 1 nos (Proposed for apple systems for their stability) d. UPS systems – 5 nos	Rs. 6.00 Lakhs	5 nos computers purchased for Departmental office and 3 nos for exam cell. 4 nos computer for Departmental office and 1 nos for administration to be purchased in year 3	Rs. 4.4 lakhs
		8. Modernization and strengthening of Library a. Computer systems – 15 nos b. Purchase of e – books	Rs. 6.00 lakhs Rs. 3.00 lakhs	15 computer systems bought Purchase of e-books being finalized for 2 departments through Pearson education e-journals subscribed	Rs. 7.9 lakhs
		9. Update of learning resources - purchase of cut section models	Approximate Rs. 1.00 Lakhs	New green boards and display boards purchased	Rs. 2.33 lakhs

3.2	FSD				
		<ol style="list-style-type: none"> 1. Technical Trainings as planned 2. Team building programs 3. Fees and salary reimbursement as per mandate 4. Upgradation of Staff Members <ol style="list-style-type: none"> a. Assistant Manager Finance – MBA Finance b. Manager Administration – MBA/PhD 	<p>Approximate budget</p> <p>Rs. 15 lakhs</p>	<ul style="list-style-type: none"> - Higher studies fee reimbursement - Salary and allowances met - Staff training for 15 members and 3 team building programs held 	Rs. 22.4 lakhs
3.3	Student Support				
		<ol style="list-style-type: none"> 1. Winter technical training – with MoU companies, Government organizations, reputed companies Approximate – Rs. 11,000 per student (inclusive of training fees, boarding and lodging charges) (Rs. 4000 will be collected from the students and deposited under Corpus fund) Free for academically weak and SC/ST students 2. Tutorials to be taken for academically weak students during off hours and holidays 	<p>- Approximated budget – Rs. 20.0 Lakhs</p>	<ul style="list-style-type: none"> - Industrial training for all final year branches (in total 5) - ESE training for all final year students - Tutorials held - Final year students participated in 3 technical events outside the campus - 2 guest lectures 	Rs. 9.6 lakhs
3.5	Institute Management Capacity Enhancement				
		Management related Training of HoDs/Principal	<p>- Approximately Rs. 5.00 Lakhs</p>	<ul style="list-style-type: none"> - In total HoDs and Senior Faculty members have attended in total of 6 	Rs. 7.6 lakhs

				administration related trainings in IIMs	
3.4	I-I Cells (Institute Industry Interaction Cell)				
		<ol style="list-style-type: none"> 1. Visit of HoD (M&MT) to Industries in Jharkhand, Bihar and Andhra Pradesh 2. Visit of Training and Placement Officer to various Industries 3. Guest Lectures 	- Approximately Rs. 5.00 Lakhs	<ul style="list-style-type: none"> - Visit of TPO to around 6 Industries in Kolkata and Jamshedpur - Visit of Tata Motors to Institute - Industrial visit of all trades to various industries 	Rs. 2.7 lakhs
3.5	R&D (Research and Development)				
		<ol style="list-style-type: none"> 1. Village Camps of students 2. Awaiting proposals from faculty members under Research and Development 	<ul style="list-style-type: none"> - Approximately Rs. 25000/- per group - Total approximated budget Rs. 10.0 lakhs 	<ul style="list-style-type: none"> - Village camp of final year students - A R&D lab to be established in year 3 	Rs. 0.32 lakhs
3.6	Incremental Operating Cost (IOC)		Rs. 18.5 lakhs		Rs. 22.0 lakhs
		<ol style="list-style-type: none"> 1. Maintenance of Machines 2. Salary for ministerial staff 3. AICTE mentor and audit visits 4. Consumables 	<ul style="list-style-type: none"> Rs. 5.00 lakhs Rs. 3.50 lakhs Rs. 5.00 lakhs Rs. 5.00 lakhs 	<ul style="list-style-type: none"> - Maintenance of WEDM machine - Provision for proper drinking water - Repair of Workshop Table Tops - Repair and maintenance of 4 nos of milling machines - Repair and maintenance of CMM machine - Salary 	

Decision: Noted and the Board has directed that more progress need to be shown in the area of research

Part III**Agenda 3: Ratification of activities post 4thBoG meeting**

All activities apart from the ones mentioned below have been conducted as per the approval sought in the 4th meeting of the Board of Governors.

Agenda 6: Activities for Year 2 (Old Agenda – Agenda of 4th BoG)

PROCUREMENT						
Sl. No.	Sub Head	Activity	Estimate (Rs. in Lakhs)	Status of activities	Expenditure	Reason
2	Others	1. Science Lab	Rs. 5.00 lakhs	Has been moved to year 3		At the start of the project some equipments were bought and the same has been adequate till date and hence need was felt for instruments to be purchased in year 2 and thus is being moved to year 2
		2. Modernizations of Classrooms				
		c. Projectors – supply and Installation – 10 nos, projector screen – 10 nos, Green Boards – 8 nos	Rs. 5.00 lakhs	Projectors and CCTV installed	Rs. 9.8 lakhs	The purchase proposal under this head was only for green boards and not for any display boards, on further research it was found that the Institute also needed display/notice boards which has not been upgraded since the initial purchase at inception hence display/notice boards were also bought directly from the manufacturer ALKOSIGN
		d. CCTV system	Rs. 3.00 lakhs	Green boards and display boards purchased		

		3. Robotics Lab	Rs. 18.00 lakhs	Winning bidder did not respond and hence has been moved to year 3 and clubbed with CIM Lab		It was felt by the concerned department handling this lab that getting one single robot for such a high price was not practical in the long run and since there was another lab under the department as mentioned in sl. No. 5 below, the Institute would benefit more when both the labs could be combined to setup a single FMS/CIM lab setup and hence the move for combining both the labs for which the tendering as per NCB has already been done and the PO released.
		4. Workshop	Rs. 15.00 lakhs	CREO software and Table vices bought	Rs. 10.3 lakhs spent remaining to be spent in year 3	As the Institute is also running another MHRD project under NSQF under which some of the equipment have already been purchased hence the move to change the equipment list and stagger the purchase

		5. CIM Lab	Rs. 12.00 lakhs	Combined with robotics lab as a single package of Rs. 30.0 lakhs and PO released		Reason stated in Sl. No. 3
		6. Furniture a. Lab chairs b. Classroom Furniture c. Office Furniture	Rs. 1.50 lakhs Rs. 3.00 lakhs Rs. 1.00 lakhs	Moved to year 3		Moved to year three as we will have a better picture as to the exact requirement pertaining to the completion of the Civil work
		7. Establishment/ upgradation of Central Departmental Computer systems a. Exam Cell – 3 nos b. Departments – 9 nos c. Administration – 1 nos (Proposed for apple systems for their stability) d. UPS systems – 5 nos	Rs. 6.00 lakhs	5 nos computers purchased for Departmental office and 3 nos for exam cell. 4 nos computer for Departmental office and 1 nos for administration to be purchased in year 3	Rs. 4.4 lakhs	Staggered purchase so that updated equipment could be purchased
		9. Update of learning resources - purchase of cut section models	Approximate 1.00	New green boards and display boards purchased	Rs. 2.33 lakhs	Since the Institute is also under the NSQF project of MHRD under which cut section models are being purchased for its automobile lab, hence it was felt that the Institute could purchase other learning resource and since the green boards

						and the display/notice boards of the Institute needed a upgradation, hence the purchase.
3.2	FSD					
		<p>1. Technical Trainings as planned</p> <p>2. Team building programs</p> <p>3. Fees and salary reimbursement as per mandate</p> <p>4. Upgradation of Staff Members</p> <p>a. Assistant Manager Finance – MBA Finance</p> <p>b. Manager Administration – MBA/PhD</p>	Approximate budget 15	<p>- Higher studies fee reimbursement</p> <p>- Salary and allowances met</p> <p>- Staff training for 15 members and 3 team building programs held</p>	Rs. 22.4 lakhs	Since some of the heads under these expenses are recurring, and since the proposal was only till March of 2016, the overshooting of the budget.
3.3	Student Support					
		<p>1. Winter technical training – with MoU companies, Government organizations, reputed companies</p> <p>Approximate – Rs. 11,000 per student (inclusive of training fees, boarding and lodging charges)</p> <p>(Rs. 4000 will be collected from the students and deposited under Corpus fund)</p> <p>Free for academically weak and SC/ST students</p> <p>2. Tutorials to be taken for academically weak students during off hours and holidays</p>	- Approximated budget – Rs. 20.0 Lakhs	<p>- Industrial training for all final year branches (in total 5)</p> <p>- ESE training for all final year students</p> <p>- Tutorials held</p> <p>- Final year students participated in 3 technical events outside the campus</p> <p>- 2 guest lectures</p>	Rs. 9.6 lakhs	Owing to the less number of students and also subsidies given by Government training agencies (IDTR/IDTR) the actual expenses is coming out to be very less. However, the Institute has planned for in-house training for the students during year 3

3.5	Institute Management Capacity Enhancement					
		Management related Training of HoDs/Principal	- Approximately Rs. 5.00 Lakhs	- In total HoDs and Senior Faculty members have attended in total of 6 administration related trainings in IIMs	Rs. 7.6 lakhs	The actual fees for trainings in IIMs were much higher than estimated hence the overshooting of the budget
3.4	I-I-I Cells (Institute Industry Interaction Cell)					
		<ol style="list-style-type: none"> 1. Visit of HoD (M&MT) to Industries in Jharkhand, Bihar and Andhra Pradesh 2. Visit of Training and Placement Officer to various Industries 3. Guest Lectures 	- Approximately Rs. 5.00 Lakhs	<ul style="list-style-type: none"> - Visit of TPO to around 6 Industries in Kolkata and Jamshedpur - Visit of Tata Motors to Institute - Industrial visit of all trades to various industries 	Rs. 2.7 lakhs	
3.5	R&D (Research and Development)					
		<ol style="list-style-type: none"> 1. Village Camp for students 2. Awaiting proposals from faculty members under Research and Development 	<ul style="list-style-type: none"> - Approximately Rs. 25000/- per group - Total approximated budget Rs. 10.0 lakhs 	<ul style="list-style-type: none"> - Village camp of final year students - A R&D lab to be established in year 3 	Rs. 0.32 lakhs	The institute has not been able to secure any research proposals and hence is not able to spend on the same. The Institute has now devised a plan in consultation with the AICTE-NEQIP mentor and will be discussing the same Agenda 7, sl. No. 2 under Head R&D

3.6	Incremental Operating Cost (IOC)	Rs. 18.5 lakhs		Rs. 22.0 lakhs	Since the head has recurring expenditure and since the estimate made was till March 2016, hence the overshooting of the budget
	<ol style="list-style-type: none"> 1. Maintenance of Machines 2. Salary for ministerial staff 3. AICTE mentor and audit visits 4. Consumables 		<ul style="list-style-type: none"> - Maintenance of WEDM machine - Provision for proper drinking water - Repair of Workshop Table Tops - Repair and maintenance of 4 nos of milling machines - Repair and maintenance of CMM machine - Salary 		

Decision: Ratified

Agenda 4: Progress Report

a. Status of grants received

SL. No	Particulars	Grant received	UC submitted for
1	Year 1	Rs. 1.25 crore	Rs. 1.07 crore
2	Year 2	Rs. 1.28 crore	Rs. 1.53 crore
3	Year 3	Rs. 1.72 crore	Yet to be completed
4	Total	Rs. 4.75 crore	
5	Total Receivables	Rs. 0.75 crore	

Head-wise expenses till date:

Total grant released is 85% of the total funding of Rs. 5.00 crore									
S. No.	Activities	Category of Expenditure (Head of expenditure)		Percent age (%) of total grant	Total Grant (Rs. in crore)	Expenditure incurred till date (Rs. in crore)			Expenditure incurred till date (% of total)
						Year 1	Year 2	TOTAL	
1	Procurement of Goods (equipment, furniture, books LR, software and minor items) and civil works (including provision for additional facilities for SC/ST Students but total expenditure on civil works not to exceed 25% of the sanctioned grant) for improvement in teaching, training and learning facilities	Procurement	Civil	25% of A	0.625	0.121	0.113	0.234	37.44
			Others	75% of A	1.875	0.274	0.533	0.807	43.04
2	Faculty and Staff development for improved competence & effective teaching	FSD		12%	0.60	0.26	0.339	0.595	99.17
3	Academic support for weak, SC & ST Students	Student Support		15%	0.75	0.262	0.093	0.355	47.28
4	Enhanced interaction with Industry	I-I Cells		3%	0.15	0.014	0.027	0.041	27.33
5	Institutional Management Capacity enhancement	Capacity Development		2%	0.1	0.011	0.065	0.076	76.00
6	Implementation of Institutional academic reforms	Reforms		4%	0.2	0.011	0.090	0.101	50.50
7	Enhancement of R&D and Institutional consultancy activities	R&D		4%	0.2	0.052	0.039	0.091	45.50
8	Incremental Operating Cost	IOC		10%	0.5	0.066	0.296	0.362	72.40
TOTAL				100	5.00	1.07	1.59	2.66	53.23

b. Status of achievements till date of the Thrust Areas identified under as per the IDP (Institutional Development Proposal)

Sl. no	THRUST AREA IDENTIFIED	KEY ACTIVITIES	SPECIFIC OBJECTIVES	EXPECTED RESULTS	RESULTS ACHIEVED
1	Development of Infrastructure and acquisition of land for improvement in training and learning facilities	<ul style="list-style-type: none"> Start of process for acquisition of land through HRDD (Institute funding) Civil Construction Repair of existing infrastructure Expansion on existing structure Improvement in water supply system of the Institute Up gradation and replacement of equipments in existing laboratories Establishment of new laboratories for new and existing diploma programs (Diploma in Civil engineering) Modernization of classrooms Updation of learning resources and strengthening of library with focus on e-Library 	<ul style="list-style-type: none"> Increase in floor space area for classrooms and laboratories Avoid drainage from overflow pipes and wastage of rain water Removal of obsolete equipments and Up gradation of existing labs Establishment of new laboratories Replacement of existing classroom furniture and conversion of some classrooms to smart classrooms Up gradation of existing Library software and subscription to Journals and e books 	<ul style="list-style-type: none"> Total number of classrooms to be increased from 7 to 10 Total built up space to be increased by 864 Sq m Reduce scarcity of water Laboratories to be upgraded within this project period are <ul style="list-style-type: none"> Power Electronics Lab CIM Lab Machine Shop Lab Computer Lab I Following new laboratories to be set up <ul style="list-style-type: none"> Robotics Lab Survey Lab Hydraulics and Fluid Machines lab Material and Soil Testing Lab Civil Drawing Lab Conversion of 6 classrooms into smart classrooms and one new classroom to be state of the art Purchase of a database server for Library Subscription to Springer and Science Direct journals All books to be purchased with CDs and uploaded in the server 	<ul style="list-style-type: none"> Total number of classrooms increased from 7 to 10 Laboratories upgraded are: <ul style="list-style-type: none"> Industrial Electronics Lab (Power Electronics Lab) PO released for CIM/Robotics Lab Conversion of 6 classrooms, and 2 laboratories into Audio Visual classrooms done.
2	IRG & Sustainability of the Institute through increase in Intake capacity and admission of existing courses, Startup of new courses and conduction of short term training programs	<ul style="list-style-type: none"> Start of a new Diploma Program Increase the number of seats Organize regular short term training programs in collaboration with Government Departments Organize regular short term training programs for technical level institutes for North Eastern Region Organize National level conferences No hike in fees from the existing structure within the project period) Collaboration with Industry for consultancy and research projects 	<ul style="list-style-type: none"> Conduct a market study and start of at least one new Diploma Program Increase in total intake of students Increase in IRG through short term training programs and more impetus to consultancy and research projects for the Industries The existing fee structure of the Institute to be continued during the project period 	<ul style="list-style-type: none"> Increase the total number of programs to 6 Increase the intake of Diploma in Mechanical Engineering and Diploma in Mechatronics program to 60 Organize at least two (2) Short term training programs Organize at least two (2) National level conferences At least two consultancy projects to be undertaken Existing fees to be continued 	<ul style="list-style-type: none"> Total number of programs increased to 6 Short term training programs on Pedagogy and advanced Pedagogy conducted at NITTR, Kolkata

<p>3</p>	<p>Improve in Placements of the students with focus on academically weak and reserved category students</p>	<ul style="list-style-type: none"> • Proper establishment of Industry Institute Interaction Cell with mechanism for regular interaction with the Industries • Organize special tutorial classes for academically poor students which would be part of the weekly time table and would run throughout the semester • Establishment and conduction of Finishing schools • Enhanced training on soft skills for better employability of students <ul style="list-style-type: none"> • Inclusion of competency based evaluation of the students for gauging and improving their employability • Continuous evaluation and revision of curriculum in consultation with Industry partners <ul style="list-style-type: none"> • MoU with Institute of repute • Strengthening of mentoring system of students • Formation of guidance counseling cell for students 	<ul style="list-style-type: none"> • Establishment of Industry Institute Interaction Cell • Tutorial classes for academically weak students to be organized as part of program • Establishment of Finishing school • Conduction of Employability Skills Enhancement (ESE) training programs • Competency based evaluation of students to be introduced • Regular revision of curriculum to be undertaken • Regional Institutes of repute to be identified and MoU to be formed • Guidance counseling cell to be formalized and made operational • Mentoring system to be part of the mandate 	<ul style="list-style-type: none"> • Collaboration with at least one (1) Industry of repute for being part of the Institute's activities including training for faculty and students and also to be involved in curriculum revision. This number to be increased to two (2) by the end of the project period • One tutorial class per week per subject to be conducted • Finishing school to be conducted for one (1) month during the period of January – August of every year. • The duration to be increased to two (2) months by end of project period • 40 cumulative days of ESE training programs to be conducted during the duration of Diploma program starting with at the 4th Semester of the program • One competency based tests to be conducted per semester • Evaluation of curriculum to be undertaken every 2 years with revision of curriculum to be undertaken every 3 years • MoU with IIT, Delhi or IIT Guwahati • One mentor for every 5 academically weak student identified • Formation of guidance counsel with Principal as the Head 	<ul style="list-style-type: none"> • Syllabus revision for first year as per NBA guidelines done successfully in collaboration with NITTTR, Kolkata • One mentor for every 5 academically weak student has been identified • Formation of guidance counsel with Principal as the Head
<p>4</p>	<p>Better marketing of the Institute</p>	<ul style="list-style-type: none"> • Adoption of better marketing strategies • More active participation in activities and competitions within and outside states • Exploration and visits to newer markets within the country and neighboring countries like Nepal and Bhutan • Conduction of National Level competitions 	<p>Institute to be made recognizable in every part of the Country</p>	<ul style="list-style-type: none"> • Participation in one (1) national level competition once a year • Strategic partners to be identified for Nepal and Bhutan • Marketing of the Institute in states like Gujarat, UP, Delhi, MP, Karnataka 	<ul style="list-style-type: none"> • Students have participated in 1 national level competition and IIT Delhi • It is being made as an annual event

5	Faculty and Staff training	<ul style="list-style-type: none"> • Focus on qualification upgradation of faculty members • Impetus towards Continuing education programs • Improving Managerial and Administrative abilities of Heads of Institution, Heads of Departments, senior faculty and officials through specifically designed training programs • Importance to research and development • Focus on use of modern teaching techniques and student evaluation • MoU with Institutes of repute 	<ul style="list-style-type: none"> • Holistic development of faculty and staff for enhancing their efficiency and effectiveness for fulfilling the requirement of various projects under Institutional Development • Sending faculty to short term courses and higher qualification courses, conferences, workshops for Upgradation of qualification, acquiring knowledge in emerging areas and industrial processes & improving teaching competence • Sending Technical staff for acquiring technical knowledge • Sending Administrative staff for acquiring office work and automation • Industrial exposure and Knowledge update of faculty & staff • Research culture to be developed in all faculty members • Collaboration with industry, institutes of repute and research organization • Increase in quality and number of publications • Improvement in 	<ul style="list-style-type: none"> • Up gradation of all staff members having Diploma level qualification to B.Tech level • Up gradation of remaining B.Tech level faculty to Masters level • Up gradation of seven (7) faculty members possessing Master Degree to Ph.D • All faculty and administrative staff members to attend at least 10 days of cumulative short term courses, with each course not less than 5 days, every year • National level enrichment programs to be attended by Principal, HoDs, Administrative Managers and Senior faculty members • Enhanced publication • 5 faculty to attend International conference/Symposia/Workshop • 10 faculty to attend national level conference • Organize one (1) pedagogy training every year • One week of student interaction visit per year to regional Institute of repute 	<ul style="list-style-type: none"> • Up gradation underway for all staff members having Diploma level qualification to B.Tech level • Up gradation of all B.Tech level faculty to Masters level completed • National level enrichment programs at IIM attended by Principal, HoDs. • Till date 43 technical training programs have been attended • 10 faculty members have attended National level conferences
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			quality of teaching and training • Regular interaction with IITs and NITs		
6	Focus on overall development of the students	<ul style="list-style-type: none"> • More impetus to be given for active student participation in extracurricular activities • Participation in State and National level competitions of all nature • Creating facilities for sports and other recreational activities • Active participation of students in the finishing school and employability skills programs 	<ul style="list-style-type: none"> • Holistic development of students for enhancing overall skills of the student in order to make the student excel in every aspect of their life 	<ul style="list-style-type: none"> • Sports week to be organized every year • Cultural program to be conducted every year with active participation of all local level institutes • Participation in two (2) state level sports and cultural meets • Finishing school and employability skills programs to be made mandatory for all students 	<ul style="list-style-type: none"> • Sports week organized every year • Cultural program conducted every year with active participation of all local level institutes • Student regularly participate in regional level sports events

Decision: Noted. The Board also pointed out that the Institute needs to do more in the field of research

Part IV

Agenda 5: Reimbursement of fees for the following faculty members:-

Mr. Ragap Chettri and Mr. Dipak Sarkar

- The above mentioned faculty members, as per the admission letter, had taken the admission for B.Tech from KSOU during the month of **December 2014**; however they had informed the Institute only on **21st July 2015** after which the same was approved on **20th November 2015** by DTE.
- The above mentioned dates are after the deadline set by BoG, set during the 4th joint meeting of the BoG, for such admission i.e the 20th of May 2015.
- It is also to be mentioned that there is a disciplinary case against the mentioned member and the Institute is also yet to receive a letter of regularization for Mr. Ragap Chettri from the Board of Management
- Also in the case of Mr. Dipak Sarkar, he is already in possession of a MSc (IT) degree from Sikkim Manipal University and is eligible for the post of Lecturer as per the AICTE norms and his case has already been put up for the same.

Thus in the light of the above facts, the Institute would like the Board to guide and recommend the Institute as to whether the fees are to be reimbursed or not.

Decision: The Board decided that:

- In the case of Mr. Ragap Chettri, the same may again be put up once his disciplinary case, which is still pending, is cleared in his favor**
- In the case of Mr. Dipak Sarkar, since he already has an MSc(IT) degree, his added qualification will not benefit the Institute. Furthermore, since his case has already been put up for up gradation to the post of Lecturer, the added qualification is not necessary. Hence his claim is to be denied at this point of time.**

Agenda 6 : Re-appropriation of funds

a. For FSD

Present status

Faculty and Staff Development			
Activities	Total allocated fund (in lakhs)	Total fund utilized till date	Total funds remaining
Upgradation:- 1. To the level of M.Tech – 11 members i.e. 70% of regular faculty members 2. To the level of B.Tech – 10 members i.e 80% of regular faculty members Trainings:- A total of 49 instances of trainings have been conducted till date.	60.0	59.55	0.45

Activities planned:-

1. Fee reimbursement for the period up to December 2016
2. Salary to be paid till December 2016

A total fund of Rs. 6.0 lakhs (10% of the total budget allocated) is being requested from the following heads:-

Head/Sub Head	Total allocated (in Rs. lakhs)	Amount remaining (in Rs. lakhs)	Amount sought (in Rs. lakhs)	Amount remaining after re-appropriation	Reason/remarks
Head: Procurement Sub Head: Starting of new diploma programs	187.5 5.0	 4.58	 1.76	 Rs. 2.82 under sub head	The activities remaining are related to preparation of curriculum which will be taken in house with consultancy from NITTR.
Head: Procurement Sub Head : Updation of learning resources	187.5 2.5	 0.17	 0.17	 0.00	All activities completed

Head: Enhancement of R&D and Institutional consultancy activities	20.0	10.77	1.77	9.00	We have not been able to get any consultancies not because of lack of effort and thus it is now being proposed to re-appropriate some funds and utilize the rest (as per the suggestions of the mentor) to create a facility for research which can be used by students and others and generate revenue
Head: Enhanced Interaction with Industries	15.0	10.85	1.5	9.35	In the initial budgeting, the computer systems and other peripherals were also proposed under this head totaling to Rs. 5.00 lakhs, however on objection of the Mentor all of these purchases were moved under procurement
Head: Institutional Management Capacity Enhancement	10.0	2.39	0.80	1.59	Training for only Manager (Administration) and Asst. Finance Manager is pending.

b. Under the Head: Procurement, From Sub head: Starting of new diploma programs to Sub Head: Establishment/Up gradation of Central and Departmental Computer Centers

Present status

Establishment/Up gradation of Central and Departmental Computer Centers			
Activities	Total fund allocated (in lakhs)	Total fund utilized till date	Total funds remaining
<ul style="list-style-type: none"> Establishment of Departmental Offices. Upgradation of computer systems of examination cell 	10.0	9.9	0.12

Activities planned:

- Only 5 out of 9 systems for the departmental office, for which approval was given, were purchased
- Upgradation of one computer system of Assistant Manager Finance for which approval was given.

A total fund of Rs. 2.22 is being requested from the following heads:-

Head/Sub Head	Total allocated (in Rs. lakhs)	Amount remaining (in Rs. lakhs)	Amount sought (in Rs. lakhs)	Amount remaining after re-appropriation	Reason/remarks
Head: Procurement	187.5				The amount is being kept for TA/DA expenses incurred during framing of curriculum for Diploma in Civil Engineering
Sub Head: Starting of new diploma programs	5.0	2.82 (if re-appropriation is approved under Agenda point 5.a)	2.22	Rs. 0.60 under sub head	

The following are the guidelines as per the Scheme Document: - Annex

(i) Managerial Autonomy:

a) The BoG will:

- have the powers to appropriate the funds and to re-appropriate the same under certain circumstances;

(iii) Financial Autonomy:

- a) *Re-appropriation up to 10% of the project fund allocation for an activity may be done by the Director/Principal/Dean with concurrence of the BoG.*
- b) *Re-appropriation above the 10% limit will need prior approval from the AICTE.*

Decision: Approved and polytechnic to execute the re-appropriation as per the norms given in the Scheme Documents of NEQIP

Agenda 7: Approval for activities planned for remainder of the project period.

PROCUREMENT			
Sl. No.	Sub Head	Activity	Estimate
1	CIVIL	Vertical Extension	Rs. 40.0 lakhs
2	Others	1. Machine Shop	Rs. 5.00 Lakhs
		2. Upgradation of Computer Lab	Rs. 15.00 Lakhs
		3. Labs for Civil Engineering (initial study)	Rs. 32.00 lakhs
		a. Survey Lab	
		b. Soil Testing Lab	

		c. Hydraulics and Fluid machines Lab d. Drawing Lab	
		4. Modernisation of Classroom a. Purchase of 2 projectors for classroom under DGSND rates b. Accessories for Video Conferencing	Rs. 0.96 lakhs
		5. Procurement of Furniture a. Desks and Benches for Students b. Chairs for faculty members	Rs. 3.6 lakhs
		5. CIM Lab	Rs. 12.00 lakhs
		6. Furniture a. Lab chairs b. Classroom Furniture c. Office Furniture	Rs. 1.50 Lakhs Rs. 3.00 Lakhs Rs. 1.00 lakhs
		7. Modernization/improvements of supporting departments a. Purchases under Science Lab b. Purchases under Language Lab	Rs. 5.22 Lakhs
		8. Modernization and strengthening of Library a. UPS 15KVA – 1 no b. e-books for 3 departments c. text books – 200 each d. Air conditioners – 6 no's	Rs. 6.00 lakhs Rs. 3.00 lakhs
		9. Updation of learning resources - purchase of cut section models	Approximate Rs. 1.00 Lakhs
	Head	R&D	
		5. Establishment of R&D lab with:- a. PCB prototyping machine – Rs. 5 lakhs b. 1 Basic Computer – Rs. 0.30 lakhs c. 1 High End Workstation – Rs. 1.00 lakhs d. 1 Network high volume printer – Rs. 0.40 lakhs e. 1 3D printer – Rs. 2 lakhs f. 1 Plotter – Rs. 0.40 lakhs 6. Village camps – for all branches	Approximate budget - Rs. 9 lakhs

	Head	Enhanced Interaction with Industries	
		<ol style="list-style-type: none"> 1. Industrial Visits – for 1st, 2nd and 3rd year 2. One conference per branch with impetus on Lectures from Industry personnel 3. Guest Lectures 	Approximate budget – Rs. 9 lakhs
	Head	Implementation of Institutional Academic Reforms	
		<ol style="list-style-type: none"> 1. Expenditure for NBA visits 2. MIS software 	Approximate: Rs. 9.5 lakhs
	Head	Student Support	
		<ol style="list-style-type: none"> 1. At least 2 numbers of Technical Training for the students to be conducted in house by each department 2. Winter technical training – with MoU companies, Government organizations, reputed companies 3. Tutorial classes 4. Employment and Entrepreneurship skill development programs 5. Finishing school programs if required 	<ul style="list-style-type: none"> - Each training for a budget of Rs. 1.5 lakhs for a 2 week training - Approximate – Rs. 12,000 per student (inclusive of training fees, boarding and lodging charges) (Rs. 4000 will be collected from the students and deposited under Corpus fund) - Free for academically weak and SC/ST students - Tutorials to be taken for academically weak students during off hours and holidays - ESE (Employability Skill Enhancement) programs budgeted at approximately Rs. 2.5 lakhs - Approximated budget – Rs. 20.0 Lakhs
	Head	Incremental Operating Cost	
		<ol style="list-style-type: none"> 1. Salary of NEQIP coordinator 2. Repair of Workshop 3. Repair of CNC Wire EDM 4. Repair of Staff Room 5. Consumables and Office Expenses 	Approximate budget – Rs. 13.7 lakhs

Decision: Approved



Agenda 8: Recommendation for approval for use of Institute Funds

As per the scheme of disbursement of funds under NEQIP, it was given in writing that 15% of the funds is to be utilized from the Institutes' own source of funds and will be reimbursed after successful completion and submission of the final UC. Hence it is proposed that the BoG would recommend to the BOM (Board of Management) the use of the funds totaling to Rs. 75 lakhs from the Institutes own source of funds.

Decision: Recommended by BoG for approval of the BOM

Agenda 9: Re-appropriation of funds during the final stages of project

During the final stages of the project, a scenario may arise that there may be certain funds remaining in heads of expenditure even after completion of all the activities and certain head would require funds for completion of the activities.

It is proposed that the Principal of the Institute may be given the authority (as also mentioned in the AICTE-NEQIP document) to re-appropriate the funds, within the specified limits, with intimation via email to the Chairman and the BoG members.

Decision: The Board should not, on account of financial propriety, give a blanket approval, which may be considered only for the institute with a regular Principal. The approval for the re-appropriation may therefore be put up on a case to case basis via circulation if it is urgent.

AGENDA FOR CCCT, CHISOPANI**Part -II****Action Taken Report on Minutes of 4th BOG meeting****(i) Indicative Project Targets – Status**

Targets to be achieved against each activity as per action plan and implementation schedule

SL.	Activities	Baseline data 2013 (15 Aug 2013)	Targets to be achieved (What we had planned on IDP)		
			After 2 Years	By Project Closing	What we have achieved till August 2016
1	Increase in total strength of students in all programmes and all years of study	462	545	610	370
2	Increase in Total women students in all programmes and all years of study	159	180	202	124
3	Increase in % of diploma students passed out with distinction (>75% marks)	5.8%	10 %	20 %	11%
4	Filling up of % Vacancy against AICTE requirement at Asso.Prof/HOD level	33	66	100	33
5	Increase in Total number of text books and reference books available in library for Diploma/UG and PG students (as applicable)	10,734	12000	15000	12,276
6	IRG from externally funded R&D projects, consultancies (Rs. in lakh)	4.19	10	15	0.01
7	Increase in Number of patents obtained	1	0	1	0
8	Increase in Number of collaborative programmes with Industry	7	15	30	0
9	Increase in Percentage of regular faculty having a Doctoral Degree in Engineering disciplines of total engineering faculty in place measured above baseline.	0	2	5	0
10	Increase in % of Diploma students placed through campus interviews	60	75	80	90%
11	Increase in Average salary of placement package for (Rs. in lakh) for Diploma Students	0.96	1.25	1.75	2.4
12	Increase in Enrolment of faculty with only Diploma for qualification up gradation	12	12	30	71
13	Increase in Number of research publications in International refereed journals	0	1	3	53
14	Increase in Number of co-authored publications in Indian refereed journals	0	3	3	53
15	Increase in Number of co-authored publications in International refereed journals	0	1	3	53
16	IRG from student's fee and other charges (Rs. In lakh)	263	270	320	346.04
17	Increase in Total IRG (Rs. in lakh)	267.19	280	335	346.05
18	Increase in Share of supported eligible programmes that are accredited or applied for	0	50%	100%	100

(ii) Action Taken Report on Agendas placed on 4th BOG (new proposals):

AGENDA NO	PROPOSAL	Action Taken	Expenditure (In Lac)	Brief Report
5	Creation of Model Laboratory: 2 lakhs	Done	3.19	Modernization of two computer labs
	Purchase of Geysers, Water Cooler, CCTV and Biometric for Hostel: 3.5 lakhs	1. Geysers: done 2. Water Cooler: done 3. CCTV: Done 4. Biometric for Hostel: under process.	8.5	1. Geysers 10 Jaguar make 40 lts capacity 2. Water Cooler cum filter Aqua guard 3.16+8 DVR at Hostels
	Maintenance of Basketball and volleyball court: 0.5 lakhs	Maintenance of Basketball :Done Maintenance of volleyball court :Under Process	0.3	Repairing done.
	Maintenances of Multipurpose Hall: 0.5 lakhs	Under Process	0	Survey done.
6	NBA Registration and Submission of SAR: 12 lakhs	Done	8.62	Application- 1 lakhs Registration of 4 courses: 7.5. la
	ISTE (Indian Society of Technical Education) membership for faculty and Students: 1.05 lakhs	Done	1.056	Staff:4 Students:123
7	Aluminum Cubical (Cabins) for staff: 6 lakhs	Done	7.43	No of cubicles: 41 aluminum partition with door.
	Tool kits for SC/ST students' 2015 batch: 3.82 lakhs	Done	3.82	49-SC/ST Students of 2015 were given Tool kits and Books.
	Advanced Digital Teaching aid: 7.5 lakhs	Acer One S1002-15XR identified @ 21K Order to be issued	9.44 lakhs	45 Nos of Tablet
8	E-books for Library: 1.5 lakhs	Done	1.94	45 eBooks from Pearson International within LAN access
9	TPO visit to industry and Placement fairs: 2 lakhs	Done	2.34	Over 20 industries at Delhi, Bangalore, Mumbai, Hyderabad
10	4 number of Air Conditioners under buy back scheme: 2 lakhs	Done	1.56	4 number of Blue star ACs installed in 3 computer Lab.
11	Civil work: 40 lakhs	Done	51.08	80% work completed. Completion expected by September 2016
12	New Lab for Existing Diploma: Equipment for the Physics and Chemistry Laboratory: 2 lakhs	Done	1.92	Equipment for Physics and Chemistry Lab procured with the assistance from NITTR

Action taken Report:

Deliberation: Detail on action taken report was discussed and members were quite satisfied on the execution of proposal. Following points were discussed and observed:

- a. **As per Indicative Project Targets, admission strategy is to be worked out in detail in future to fill up the remaining seats.**
- b. **Activities mentioned vide SL No 1-9 to be given prior attention to reach the prescribed target.**
- c. **Activity mentioned under sl.no 7(Purchase of Advanced Digital Teaching aid: 7.5 lakhs) was approved during BOG 4. The re-estimated budget of 9.44 lakhs was not approved by the Board.**
- d. **The Board was satisfied with the targets achieved on the activities mentioned vide SL No-10-18 however it was suggested to proceed further for the accreditation process.**
- e. **The Board acknowledged the action taken on the new proposals in the 4th BOG.**
- f. **The Board suggested that appropriate estimate be presented to avoid over expenditure.**

Part-III**Matter of Ratifications**

1. Replacement Faculty Recruitment:
 - a. Mr. Moses Pradhan, Lecturer Electrical & Electronics, re-appointed under FSD head till the project in lieu of Mr.Tenzing Sherpa.
 - b. Mr. Prajwal Kharel, Lecturer Computer Science, appointed in place of Mrs. Purna Rai and Mr. Shirshak Gurung under FSD head on 13.8.15. Since above two faculty of Computer Science presumed their duty on part time mode, Mr. Kharel has been relived.
 - c. Mr. Tharmendra Chettri, lecturer Civil Engineering appointed on 17/07/2015 was re-appointed under IOC head till the project.
2. Placement consultation: CCCT associated with Cinfinite, Noida based HR consultant and signed MoU for 2015-16. TPO visited 20+ companies across India with assistance of Cinfinite during Dec 15-Jan 16. The consultant placed 15 students in different multinational companies including two students in Dubai. They also conducted pre-placement workshop with our 121 final year students during the month of February 2016. In addition they arranged 10-days training/industrial visit for 45 students of Civil Engineering Department. Hence members are requested to ratify the expenditure of Rs.2.29 Lac which is being paid to Cinfinite on installment basis under a MoU drawn.
3. MS Campus: Campus License expenditure shared by NEQIP at Rs.2.43 Lac under 3 different head.
4. Hostel plumbing repair works and Electrical works: Repair and Maintenance of hostel Bathrooms/Toilets done and the expenditure was Rs.1.18 lakhs.
5. Painting of Hostel rooms, classrooms and labs done under Modernization of Classrooms. Expenditure of Rs.97Lac to be ratified.
6. Repair of UPS logic cards: 0.46 Lac (two UPS repaired for Computer Lab)
7. Consumables purchase: Consumables for Analog, Digital, Electrical and PCB lab procured at Rs.8.08 Lakhs under Establishment of new laboratories for existing course.
8. Repair of sound system: Sound system bought during TechEd III project has been repaired with Rs.0.4 5 Lakhs under the Academic Support of Weak SC/ST students head.
9. Sound recording studio, video and audio development by students and staff as projects and advertisement materials for college. 0.21Lac

10. Civil Work: 4 classrooms, 3 labs, 1 drawing hall cum CAD lab, one toilet boys one toilet girls (Block B&C) Estimate of Rs. 1.2 Cr. Payment made Rs. 51.08 Lakhs.

11. Medical items for institute's Dispensary (Such as Wheel chair, Stretcher, Medicine Storage etc.): Rs.1 Lakh.

12. Fund utilization

a. Second Utilization Certificate (UC) submitted to AICTE vide Ref: CCCT/ADM/2016/35 date 25/02/2016 duly certified by CA Sushil Das for Rs. 17,916,065.40

b. As we had no balance fund since February 2016 to continue the various proposed/planned activities, Institute utilized fund from NEQIP Corpus (Rs. 6.9 lakhs). The same is to be reimbursed now that the funds are available.

c. Corpus Fund accrued: Rs. 24.02 lakhs

B. For information, Acknowledgement and ratification of Fund till 31.07.2016.

SL NO	Head	Total Fund sanction for Project	Total Fund Utilized as on 31.07.2016	Bal. fund to be utilized
1	Starting New Diploma Programme	10	9.45	0.55
2	Modernization and strengthening of laboratories	5	3.20	1.80
3	Establishment of new laboratories for existing diploma	20	20.24	-0.24
4	Establishment of new laboratories in new diploma programmes	20	3.28	16.72
5	Modernization of classrooms	10	7.96	2.04
6	Update of Learning Resources	20	18.55	1.45
7	Procurement of furniture	20	11.94	8.06
8	Establishment/Up gradation of Central and Departmental Computer Centers	10	3.23	6.77
9	Modernization/improvements of supporting departments	5	4.68	0.32
10	Modernization and strengthening of libraries and increasing access to knowledge resources	10	1.79	8.21
	Total	130	84.32	45.68

11	Civil works	120	51.08	68.92
12	Enhancement of R&D & institutional consultancy activities	20	12.25	7.75
13	Faculty and staff development programme	60	46.59	13.41
14	Enhanced Interaction with industries	15	11.23	3.77
15	Institutional Management Capacity Enhancement	10	6.19	3.81
16	Implementation of Institutional Academic Reforms	20	12.28	7.72
17	Academic Support of Weak SC/ST students	75	56.87	18.13
18	Incremental Operating cost	50	42.98	7.02
	Total	370	242.34	130.53
	Gross Total	500	323.79	176.21

- ✓ 1st installment of fund received Rs.1.25Cr.
- ✓ 2nd Installment of fund received Rs.1.29Cr.
- ✓ 3rd Installment of fund received Rs.1.74 Cr.
- ✓ Total Fund received till date is Rs. 4.28 out of Rs.5Cr.
- ✓ Total expenditure till 31.7.2016 Rs.3.21 Cr.
- ✓ Therein Board is requested to ratify the Expenditure of Rs. 3.21 Cr. which includes 1st and 2nd UC.

Deliberations: It was discussed and notified that all the non-performing heads must be looked into carefully and a detailed plan of expenditure be made for them.

Decision:

- a. **Matter of ratification presented vide SL no 1-12 were discussed in detail. All the matter was acknowledged by the Board. It was suggested that all matters were not required to be presented in such detail. Principal may use his autonomy to approve and sanction small grants. However, matters of higher value should be pre-approved by the Board.**
- b. **All matters ratified.**
- c. **The expenditure of Rs.323.79 Lakhs has been ratified and presented in Table B.**
- d. **It is to be mentioned that exact and just estimates to be put up for approval as it is being noted that there are more ratifications than approvals.**

Part-IV**AGENDA (under New Proposal 2016-17)****Agenda 1:** Procurement of Furniture for new class rooms.

1. 120 Class room Desk Bench [4 class rooms]
2. Customized Computer Lab Table [CAD lab]
3. 10 Computer Laboratory Chair. [CAD lab]
4. 40 Lab Stools for Hydraulic and Geo Tech Laboratory.
5. Customized Table for Project, Geo Tech, Hydraulic Lab, Communication Lab.
6. Estimated Budget Allocation for the above quoted at 8.5 Lakhs

Agenda 2: Purchase of equipment for Project Lab

1. Measuring instruments
2. Communication equipment
3. Computers with networking
4. Estimated Budget Allocation for the above quoted at Rs. 5 Lac

Agenda 3: Departmental Reprographic and printing

1. 4 Multi-Functional printers for DENC, DEE, DCIE and DCST
2. One Scanner for Library
3. Estimated Budget Allocation for the above quoted at Rs.1 Lac

Agenda 4: Computers for CAD LAB

1. 10 Computers with high end graphics and 21-24 inch monitor with built in Wi-Fi
2. Wi-fi Projector-1Nos
3. Wi-Fi Router – 1
4. Estimated Budget Allocation for the above quoted at Rs.3.5 Lac

Agenda 5: Equipment for Class room Modernization

1. Wi-fi Projector (7 Nos for new class rooms/MP Hall/Lab)
2. Projector Screen (3-4Nos)
3. Green/ Magnetic White board for classrooms – 8 nos.
4. Estimated Budget Allocation for the above quoted at Rs. 4 Lac.

Agenda 6: Laboratory Charts and Information display

1. Different Charts/banners in Laboratory.
2. Digital display in Main office.
3. Estimated Budget Allocation for the above quoted at Rs.3.5 Lac

Agenda 7: Purchase of Library books and Learning Resources

1. 2000 Text Books based on revised curriculum
2. 3 e-journals as per new curriculum
3. Estimated Budget Allocation for the above quoted at Rs.4.5 Lac

Agenda 8: Civil Work:

1. Full payment on completion as it is departmental execution by HRDD- Expected date of completion: September 2016
2. 5 years security/Warranty to be given by Department.
3. Estimated Budget Allocation for the above quoted at Rs. 68.92 Lac

Agenda 9: In plant Training of final year Students

1. Number of students:102
2. Places: To be identified.
3. Estimated Budget Allocation for the above quoted at Rs.2 Lac

Agenda 10: Renovation Work of Electrical Lab:

1. Concrete Platform/Base in Electrical Lab for Equipment/Machine Placement
2. Re-wiring of Electrical lab.
3. Estimated Budget Allocation for the above quoted at Rs.2 Lac

Agenda 11: Institute's Website, LAN maintenance

1. LAN cables, Switches, Fiber maintenance
2. Website upgradation using professional agencies
3. Estimated Budget Allocation for the above quoted at Rs.2 Lac.

Agenda 12: Resolution for starting of new course in Mechanical Engineering from year 2017-18

- ✓ 2nd Shift of Civil engineering as per IDP , NBA accreditation required as per AICTE
- ✓ ATTC also got Civil Engineering from 2016-17 for 60 intake capacity,
- ✓ In 2016-17, Civil in CCCT and ATTC not fully filled (reduced demand) General trend
- ✓ Propose to change IDP (Appendix D) to change into Mechanical Engineering from 2017 in which industrial demand is high for placement
- ✓ Resolution sought

Agenda 13: Fund development; as proportionate of Total Corpus accrued Rs.24.02 lakhs.

- (a) Corpus fund – 25%
- (b) Faculty development Fund – 20%
- (c) Equipment replacement fund – 15 %
- (d) Maintenance fund. – 40%

May provide approval for creating separate sub-accounts and transfer of funds.

Agenda 14: Research Project

1. Thesis and Project of faculty pursuing higher education M.Tech Projects
2. Approximately 5 projects @ 2 lakhs
3. Estimated Budget Allocation for the above quoted at Rs.10 Lac.

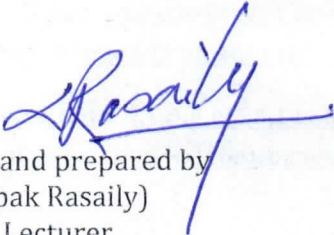
Deliberation: Agenda 1-12 were discussed in details. Budget estimated did not seem appropriate. Following decisions were taken:

- a. **All agendas to be presented with more details.**
- b. **Agenda 12 is approved in Principle. However Detailed Project Report (DPR)for starting Diploma in Mechanical Engineering (DPR) to be presented to the Board.**
- c. **For Agenda 8, 1 year warranty in undergoing Civil construction at CCCT would be granted, as it was undertaken by the department itself.**
- d. **Agenda 7 seemed under budgeted. The Board approved the proposal for increasing the budget for the purchase of books & items mentioned to Rs.4.5Lac.**
- e. **Agenda 1,2,3,4,5,6,7,9,10,11,13 and 14 approved for the execution as proposed, however, it is suggested that budget estimated should not exceed by 10%.**

Address by Chairman BOG:

- a. The Chairman appreciated the work being done by the Institutes as far as implementation of Project is concerned.
- b. The Government needs to work towards putting in place regular Principals in both the polytechnics
- c. The polytechnics need to focus in the area of research and development and make efforts to collaborate with Institutes of repute, government agencies and industries in particular.
- d. Record and preparation of minutes of meeting to be improvised further.
- e. Optimization of expenditure is to be observed in many cases especially in case of printing. Therefore alternative methods of replacing cartridges should be worked out.


Meeting ended at 2.45pm.


Compiled and prepared by
(Deepak Rasaily)
Sr.Lecturer
NEQIP Coordinator, CCCT


Verified by: 

(Mr. Praveen Kumar Pradhan)
Principal In charge, CCCT
Member Secretary, CCCT

ACADEMIC IN-CHARGE
Centre for Computers &
Communication Technology
Chisopani, South Sikkim


(Mr. Sonam Palden Barfungpa)
Principal In charge, ATTC
Member Secretary, ATTC

PRINCIPAL
Advanced Technical Training Centre
Bardang, East Sikkim


Approved by 28/2/16
Prof. (Dr.) T.B. Subba
Vice Chancellor, Sikkim Central University
Chairman, BOG

कुलपति
Vice-Chancellor
सिक्किम विश्वविद्यालय
Sikkim University