

**MINUTES OF MEETING OF THE 4th JOINT BOARD OF GOVERNANCE (BOG) FOR ATTC & CCCT
POLYTECHNICS UNDER AICTE- NEQIP PROJECT.**

Venue: ATTC, Bardang

Dated: 10/10/2015
Start Time: 10 AM

The Fourth meeting of Joint BOG (Board of Governors) for Advanced Technical Training Centre (ATTC), Bardang, East Sikkim and Centre for Computers and Communication Technology (CCCT), Chisopani South Sikkim was conducted on the 10th of October 2015 at ATTC, Bardang, 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. Mr. O. P. Sapkota, Addl. Director, DTE, HRDD | Member , ATTC & CCCT |
| 4. Mr. C.K. Das, Addl. Chief Engineer, HRDD | Member, ATTC & CCCT |
| 5. Dr. Anoop K Dass, Professor & Head, Mechanical Department | AICTE Representative, ATTC |
| 6. Mr. Sonam Palden Barfungpa, Principal Incharge, ATTC | Member Secretary, ATTC |
| 7. Mr. Praveen Pradhan, Principal Incharge, CCCT | Member Secretary, CCCT |
| 8. Mr. Deepak Rasaily, NEQIP Coordinator | Member, CCCT |
| 9. Mr. Tenzing Dorjee Pradhan, NEQIP Coordinator | Member, ATTC |

The following members were not present in the meeting and the same was notified by the Member-Secretary, ATTC and was acknowledged by the Chairman :

1. Dr. Gautam Baruah, AICTE Representative for CCCT
2. Ms. Mrinalini Shrivastava, Chief Administrator, SICB
3. Mr. Sonam Denzongpa, Jt. Director (E), HRDD – Member ATTC
4. Mr. N.K. Rai, Jt. Director (E), HRDD – Member CCCT
5. Mr. P.N. Tamang, Special Secretary (RETD.)

The following members were also present during the meeting as special representatives:-

1. Mr. Lochan Adhikari, HoD (M&MT), ATTC
2. Mr. Bhasker Sharma, HoD (ME&TD), ATTC
3. Ms. Suprava Basnett, Office Assistant, ATTC noted minutes for the meeting.

**The meeting started with the permission of the Chairman, BOG.
Member-Secretary, ATTC presented the Welcome address.**

The Agendas of ATTC were placed first followed by CCCT

The Agendas for ATTC was first placed to the BOG members by Mr. Tenzing Dorjee Pradhan, NEQIP Coordinator, ATTC

CONFIRMATION OF THE MOM OF THE 3RD JOINT BOG.

The Minutes of the meeting of the 3rd BOG was placed to all members for confirmation.

Decision: The minutes of the meeting held on 14th March 2015 were confirmed.

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The following was the fund position of ATTC as reported

Fund Utilizations by ATTC as on Oct 2015:

Sl No	Total Funds Received	Total Expenditure Incurred
1	YEAR 1 – Rs. 1.25 Crore	Rs. 1.07 Crore
2	YEAR 2 – Rs. 1.28 Crore (credited on 22 nd August 2015)	Rs. 0.31 Crore
	Total fund credited	Rs. 2.53 Crore
	Total fund utilised	Rs. 1.38 Crore
	Total percentage of funds utilised against total dispersed	54.54 %

Action Taken Report: Brief action taken report on decisions taken on 3rd Joint BOG meeting

- a. Agenda 1 (3rd BOG) – Revision of Funds saved

As per the suggestion of the BOG during the 3rd Meeting whereby it was said only the funds saved during the NEQIP period must be highlighted, the following is the revision of funds as suggested

Sl No	Name of Fund	Amount as mentioned in 3 rd BOG (in Rs. Lakhs)	Revised (in Rs. Lakhs)
1	Corpus Fund	341	3.78
2	Equipment Replacement Fund	7.50	3.00
3	Maintenance Fund	6.78	3.00
4	Staff Development Fund	7.82	4.50

Decision: Approved

- b. Agenda 4 (3rd BOG) - Activities for year 2 – starting of New Course – Civil Engineering

Under the Agenda 4 of the 3rd BOG it was earmarked that one new course would be added on approval from AICTE. It was informed that as per the new AICTE guidelines, it strictly mentions that an Institute must have NBA accreditation before application for any New Courses or Second Shift Courses. It was also informed that the Institute is working towards the accreditation of all of its courses and has targeted the month of February for submission of its SARs.

Decision: Accepted.

ALL THE OTHER DECISIONS AGAINST THE AGENDAS AS DISCUSSED DURING THE 3RD BOG ARE IN PLACE

RATIFICATION OF ACTIVITIES AND EXPENDITURE INCURRED POST 3RD BOG

Agenda 3 - Progress Report

The following was the progress report of the activities as reported by ATTC post the 3rd BOG i.e. since March 2015

- a. Head-wise Expenses till date

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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)
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	50 (A)	25% of A	0.625	0.125	19.34%
			Others		75% of A	1.875	0.380	14.60%
2	Faculty and Staff development for improved competence & effective teaching	FSD		12%		0.60	0.375	42.71%
3	Academic support for weak, SC & ST students	Student Support		15%		0.75	0.296	34.94%
4	Enhanced interaction with industry	I-I-I Cells		3%		0.15	0.041	9.44%
5	Institutional management capacity enhancement	Capacity Development		2%		0.1	0.011	11.14%
6	Implementation of institutional academic reforms	Reforms		4%		0.2	0.011	5.62%
7	Enhancement of R&D and institutional consultancy activities	R&D		4%		0.2	0.056	26.24%
8	Incremental operating cost	IOC		10%		0.5	0.084	13.26%
TOTAL					100	5.00	1.38	21.37%

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b. ACTIVITIES UNDERTAKEN FROM 10 FEBRUARY 2015 till date

Sl No.	Head	Sub Head	Activities	Amount Spent (in Rs. lakhs)
2.1	Procurement	a. Civil	Electrical Furnishing and Fitting	0.31
		b. others	odernization of Classrooms . Purchase of Smart TV b. Curtains for classroom c. Purchase of server rack for Computer Lab 2. Establishment/Upgradation of Departmental computer systems . Computer system for Academic Incharge, Principal, HoD (M&MT), TPO office . Printer for TPO office . OMR system for Examination Cell 3. Library - Server storage 4. Modernization of supporting departments - Science Lab	10.65

Sl No.	Head	Sub Head	Activities	Amount Spent (in Rs. lakhs)
2.2	FSD	Qualification Upgradation	Salary and Allowances	11.85
2.2	FSD	Technical Enrichment training programs	1. Training on .Net for 07 faculty members 2. Training on PLC for 10 faculty members 3. Pedagogy Training for 14 faculty members	(combined with Above)
2.3	Academic Support	Tutorial classes	Classes were conducted for 43 academically weak students preparing for their supplementary examinations and out of which 37 students cleared their examinations. Classes were conducted during off hours	3.54
		Study tours	Tour to SMIT	
		Finishing School Training	Employability Skills training for Final year students	
		Guest Lecture	Guest Lecture on - Confidence building Guest Lecture on - General Interaction, opportunities abroad 3. Guest Lecture- Drug abuse	

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		Others	Expenses incurred for faculty during student Implant training	
2.4	IIC (Institute Industry Interaction Cells)	Enhanced Interaction with Industry	a. Industrial Visit of Students to companies in Delhi & IIT Delhi b. Expenses Incurred during visit of TII and Tata Motors to Institute c. Visit of students to Techno craft Siliguri d. Visit of students to IIT Delhi e. TA/DA	2.33
2.5	Capacity Enhancement	Institutional Management Capacity Enhancement	None	None
2.6	Reforms	Implementation of Institutional academic reforms	Training of 14 faculty members for NBA at NITTTR Kolkata	NIL
2.7	R&D	Enhancement of R& D and Institutional consultancy activities	Village camps for students in local villages for understanding the local needs	0.32

Sl No.	Head	Sub Head	Activities	Amount Spent (in Rs. lakhs)
2.8	IOC (Incremental Operating Costs)	a. Salary b. Project Management Costs c. Maintenance and Consumables	a) Salary for ministerial staff b) Visit of mentors and costs for meeting c) Costs incurred for maintenance and consumables	3.04

Deliberations: It was informed that the Institute has invited projects from its faculty members as regards to the activities under R&D. It was also informed that the projects would be based upon research activities which can be performed by the students and which may also be used for consultancy services to the nearby Industries and also to Government Organisations.

It was also informed that the spending under the Reforms head has been earmarked in the IDP for NBA accreditation fees and thus will not be a problem. It was also informed that the Institute has targeted February as the deadline for submission of the SARs for NBA accreditation

Decision: The activities reported were Approved

Agenda 8 - Ratification of activities

(Brought forward as suggested by the Board)

It is proposed that the activities mentioned and discussed in AGENDA 3 be ratified

Decision: Ratified

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Agenda 2

Status on Indicative Project targets: INDICATIVE PROJECT TARGETS(ATTC BARDANG)

Sl. No	Activities	Baseline data 2013	Targets to be achieved	
			At the end of two years of joining the Project	Till Date
1	Increase in total strength of students in all programmes and all years of study	597	642	501
2	Increase in total women students in all programmes and all years of study	98	128	80
3	Increase in the transition rate of students in percentage from 1st year to 2nd year	97%	98%	98%
4	Increase in % of diploma students passed out with distinction (>75% marks)	10%	15%	20.2%
7	Increase in % of Diploma students placed through campus interviews	60%	70%	93%
8	Increase in average salary of placement package for (Rs. in lakh) for Diploma Students	1.44	1.80	2.04
13	Filling up of % Vacancy against AICTE requirement at Lecturer level	3%	100%	100%
18	Increase in percentage of regular faculty having a Bachelors Degree in Engineering disciplines of total engineering faculty in place measured above baseline.	70%	2%	0
19	Increase in Percentage of regular faculty having a Masters Degree in Engineering disciplines of total engineering faculty in place measured above baseline.	30%	10%	27%
20	Increase in percentage of regular faculty having a Doctoral Degree in Engineering disciplines of total engineering faculty in place measured above baseline.	Nil	Nil	NIL
21	Increase in Enrolment of faculty with only Diploma for qualification upgradation	46%	70%	100%
22	Increase in Number of research publications in Indian refereed journals	0	5	2
23	Increase in Number of research publications in International refereed	4	5	12
24	Increase in Number of co-authored publications in Indian refereed journals	0	2	0
25	Increase in Number of co-authored publications in International refereed	0	2	2
26	Increase in Number of patents obtained	0	1	0
27	Increase in Number of patents filed	0	1	0

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Sl. No	Activities	Baseline data 2013	Targets to be achieved	
			At the end of two years of joining the Project	Till Date
28	Increase in Number of sponsored research projects completed	0	2	0
29	Increase in Number of collaborative programmes with Industry	10	14	1
30	Increase in Number of fully functional P-4 and above level computers available for	140	30	0
31	Increase in Total number of text books and reference books available in library for Diploma/UG and PG students (as	9948	600	500
32	Increase in Availability of e-journals	1	3	16
33	Increase in Availability of Hostel/Auditorium /Tutorial rooms	2/1/8	2/1/10	2/1/10
34	IRG from students fee and other charges (Rs. In lakh)	300	323	352
35	IRG from externally funded R&D projects, consultancies (Rs. in lakh)	0.25	0.50	1.43
36	Increase in Total IRG (Rs. in lakh)	3.25	3.73	4.26
37	Increase in IRG as % of total annual recurring expenditure	83%	85%	83%
38	Increase in Share of supported eligible programmes that are accredited or applied for	Nil	1%	NIL
39	Any other academic deliverables (maximum 3)			
	i).Community College	Nil	01	01
	ii) Increase in % of first attempt Pass	58.9%	62%	64%

Deliberations: It was noted that all the targets have been satisfactorily achieved barring that of admissions. It was also directed that a detailed study for the reasons of poor admissions in few courses (applied to CCCT also) must be taken up. However, if fee was the issue, it was suggested to the Director, Technical Education to see how the institutions receive financial assistance from the State Government. It was also deliberated that such study must be done for all targets, which are falling short, if any.

Decision: Approved

Agenda 4 - Qualification upgradation of Lab Instructors

As per the Approval Letter from DTE Ref No GOS/DTE/2010/Temp/185/30 dated 09/08/2013 the correspondence/part time course of B.Tech for upgradation of qualification of Lab Instructors have been approved. The BoG also approved the same during the 2nd and 3rd meeting. The Board of Management also approved the same during the 7th BOM held on 21st of February 2015 under Agenda

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No. 2. However at present the Institute is in receipt of a letter from DTE ref no GOS/DTE/2014/23/32 dated 20th May 2015 informing of the AICTE stand on correspondence courses whereby it is clearly stated that AICTE does not approve of these courses.

Having stated the above, ATTC and CCCT has already sent Lab Instructors for the correspondence course of B.Tech.

Thus it is hereby proposed that a resolution be passed for recognition of this qualification for the mentioned members only, who have registered before the date of letter of DTE, as a one time relaxation.

Deliberations: It was informed that the same had also been discussed with the AICTE MENTOR who had categorically stated that

1. Henceforth, the up gradation of B.Tech in Correspondence/ODL mode is not to be entertained.
2. A deadline, corresponding to the date of letter of DTE i.e. 20th May 2015, be set for closure of approvals for joining in all such admissions
3. A resolution is passed for all the staff members who had taken admissions prior to the set deadline for recognition of the course only for promotion as a onetime relaxation.

Decision: Accepted and the same is to be applicable for both the institute (ATTC & CCCT).

Agenda 5 - Shifting of site for Vertical Extension

The proposed vertical extension as per the IDP was at the top of the Academic Block, which would have increased out floor space by 890 sq.m.

With the recent earthquake that shook Nepal and its surrounding areas, the engineering division of HRDD and the management of the Institute are now concerned as to the extension on an already tall building

Hence it is being proposed that the project may now be shifted to the top of the Women's Hostel, which is under construction.

This would however decrease the proposed floor space and we would now be increasing the same by only 367 sq. m., but having said that we would be able to provide better finish and ambience for the constructed classrooms and laboratories

Deliberations: The Institute also informed that there had been changes in the estimates for the present site due to shortage of funds from Rs. 75 lakhs in the IDP to Rs. 62.5 as the first estimate and then finally to around Rs. 53 lakhs. The Institute also justified that within the same budget, although there would be reduction in the total area, the finish of the classrooms and labs to be constructed would be of better quality than that in the existing site.

Decision: Accepted and it was also directed that the Engineering Cell of HRDD to come up with all relevant documents as regards to the new proposal.

Agenda 6

Approval for activities planned for year 2

3.1

PROCUREMENT			
Sl. No.	Sub Head	Activity	Estimate
1	CIVIL	Vertical Extension (If approved)	Rs. 50.0 lakhs
2	Others	1. Science Lab	Rs. 5.00 Lakhs

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		2. Modernizations of Classrooms	
		a. Projectors - supply and Installation - 10 nos, projector screen - 10 nos, Green Boards - 8 nos	Rs. 5.00 lakhs
		b. CCTV system	Rs. 3.00 Lakhs
		3. Robotics Lab	Rs. 18.00 lakhs
		4. Workshop	Rs. 15.00 lakhs
		5. CIM Lab	Rs. 12.00 lakhs
		6. Furniture	
		a. Lab chairs	Rs. 1.50 Lakhs
		b. Classroom Furniture	Rs. 3.00 Lakhs
		c. Office Furniture	Rs. 1.00 lakhs
		7. Establishment/ upgradation of Central Departmental Computer systems	Rs. 6.00 Lakhs
		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	
		8. Modernization and strengthening of Library	
		a. Computer systems - 15 nos	Rs. 6.00 lakhs
		b. Purchase of e - books	Rs. 3.00 lakhs
		9. Updation of learning resources - purchase of cut section models	Approximate Rs. 1.00 Lakhs
3.2	FSD		
		1. Technical Trainings as planned	Approximate budget Rs. 15 lakhs
		2. Team building programs	
		3. Fees and salary reimbursement as per mandate	
		4. Upgradation of Staff Members	
		a. Assistant Manager Finance - MBA Finance	
		b. Manager Administration - MBA/PhD	
3.3	Student Support		

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		<p>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</p> <p>2. Tutorials to be taken for academically weak students during off hours and holidays</p>	- Approximated budget - Rs. 20.0 Lakhs
3.5	Institute Management Capacity Enhancement		
		Management related Training of HoDs/Principal	- Approximately Rs. 5.00 Lakhs
3.4	I-I Cells (Institute Industry Interaction Cell)		
		<p>1. Visit of HoD (M&MT) to Industries in Jharkhand, Bihar and Andhra Pradesh</p> <p>2. Visit of Training and Placement Officer to various Industries</p> <p>3. Guest Lectures</p>	- Approximately Rs. 5.00 Lakhs
3.5	R&D (Research and Development)		
		<p>1. Village Camps of students</p> <p>2. Awaiting proposals from faculty members under Research and Development</p>	- Approximately Rs. 25000/- per group - Total approximated budget Rs. 10.0 lakhs
3.6	Incremental Operating Cost (IOC)		
		1. Maintenance of Machines	Rs. 5.00 lakhs
		2. Salary for ministerial staff	Rs. 3.50 lakhs
		3. AICTE mentor and audit visits	Rs. 5.00 lakhs
		5. Consumables	Rs. 5.00 Lakhs

Deliberations:

1. It was informed that all purchases will be done as per the mandates set by the BOG
2. The proposal for purchase of ROBOTICS LAB under head Procurement, sub Head 2. Others Sl. No. 3 - it was informed that all the process of tendering has already been completed. It was conveyed to the board that a paper tender had been taken put but the Institute had received only ONE (1) BID for the package. The bid was a techno-commercial qualified bid and thus was accepted. The Institute had withheld the release of PO owing to the following reasons:
 - a. Only one bid was received for the package and were in doubt as to the viability of the tender
 - b. Unavailability of funds
3. The proposal for purchase of computers under head Procurement, sub Head 2. Others Sl. No. 7 - the board cannot endorse any brand in particular and it is upto the Institute to decide with proper justification as for the specification and the brand of products.
4. With regards to the Sl. No. 3.2 FSD, Sl. No. 4 a. and b. the Qualification Upgradation of Staff

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Members is rejected on grounds that their absence during their various activities relating their qualification upgradation will hamper in the smooth functioning in the normal activities of the Institute and furthermore their upgradation may not benefit the Institute significantly.

Decision:

1. **With regards to Sl. No. 2 of deliberations the following is the decision:**
 - a. **Since the tender was a paper tender the same can be accepted**
 - b. **Release of PO can be done if the winning firm confirms with the same terms and conditions as was present in the bid, including the prices.**
2. **Upgradation of Staff Members as mentioned in Sl. No. 3.3. FSD, Sl. No. 4 a. and b. is being rejected for the reasons mentioned in Sl. No. 4 of deliberations**
3. **All other proposals are accepted as proposed**

Agenda 7

Mandate for online purchases

With the availability of products for purchases online, it has been noticed that it becomes cheaper to purchase some of the products online. However the normal rules of 3 quotations may not be valid for cases of online purchases.

Hence it is hereby proposed that a mandate be set purchases of products online

Decision: Online purchases of items are accepted with the condition that the total value of the single purchase in not to exceed Rs. 15,000/-.
The same is also to be applicable for CCCT

This brought to an end the Agenda points of ATTC. Mr. Deepak Rasaily, NEQIP Coordinator, CCCT was then requested to put forward the agenda points for CCCT

AGENDA POINTS OF CCCT FOR THE 4TH BOG MEETING

The following were the deliberations and discussions

Follow up of 3RD BOG meeting held on 14TH MARCH 2015.

Status:

1. Agenda 1
 - a. Sl. No 1 and Sl No 2 in place
 - b. Sl. No. 3 - Mr. Shyam Chhinal did not join M.E./M.Tech till date.
 - c. Sl. No. 4: Mr. Subodh Chettri, Mr. Ongeyla Bhutia and Mr. Rajesh Baraily, Lab Instructors, joined B.Tech in ODL mode at KSOU with Siliguri as Centre. No replacement faculty required. May complete by 2018
 - d. Sl. No. 5: Civil Works: Placed as fresh Agenda
2. Agenda 2: Placed as fresh Agenda
3. Agenda 3: Placed as fresh Agenda
4. Agenda 4: Placed as fresh Agenda

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5. Agenda 5; Ratification of SOP for Education for faculty: In place and being followed
6. Agenda 6: Four Lecturers, Mrs. Prerna Rai, Mrs. Srishti Shrestha, Mr. Shirshak Gurung joined Sikkim Manipal Institute of Technology, Majitar and Mr. Tenzing Sherpa joined St. Mary's College of Engineering and Technology; Hyderabad joined the respective courses in M.Tech during August 2015 under full time mode.
7. Agenda 7: Management Information System (MIS): Research underway.
8. Agenda 8: 131 new batteries for UPS worth Rs.8,19,718.2/ were purchased. 163 old batteries was put under buy back with the same vendor worth Rs.2, 15,850 Total financial implications was Rs. 6,03,868.2/
9. Agenda 9: Corpus Fund was build and as per Decision the interest earned will be appropriately distributed to build Faculty development fund, Equipment Replacement fund and Maintenance fund. Current fund status is Rs.19.91 Lakhs.
10. Agenda 10: Cubicles for Staff/Faculty: Placed as Fresh agenda
11. Agenda 11: Advanced Digital Teaching aid: Placed as Fresh agenda
12. Agenda 12: Civil Work place as fresh agenda.
13. Agenda 13-18: In Place.
14. Agenda 19: Placed as Fresh agenda
15. Agenda 20: Placed as Fresh agenda.

Deliberations: It was observed that since CCCT has a large amount of funds under its Civil Construction head, the same must be expedited as the delay will cause a majority of funds to remain unutilized.

Decision: Approved and accepted. It is also notified that the as pointed out in Sl. No. 3 of Agenda 1, that the approval for qualification upgradation under the NEQIP scheme give to Mr. Shyam Chhinal is now withdrawn and no more valid, the same must be given to another eligible personnel.

New Agendas

AGENDA 1: Indicative Project Targets – Status

The following were the Indicative Project Targets as prescribed under NEQIP and their achievement status

SL.	Activities	Baseline data 2013 (15 Aug 2013)	At the end of two years of joining the Project	Targets achieved by the end of 1 st year of Project
1	Increase in total strength of students in all programmes and all years of study	462	545	360

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SL.	Activities	Baseline data 2013 (15 Aug 2013)	At the end of two years of joining the Project	Targets achieved by the end of 1 st year of Project
2	Increase in total women students in all programmes and all years of study	159	180	122
3	Increase in % of diploma students passed out with distinction (>75% marks)	5.8%	10 %	12.96%
4	Filling up of % vacancy against AICTE requirement at Lecturer level	89%	100	100%
5	Filling up of % vacancy against AICTE requirement at supporting staff level	100%	100%	100%
6	Increase in percentage (%) of regular faculty having a Masters Degree in Engineering disciplines of total engineering faculty in place measured above baseline.	4.5	18	13%
7	Increase in number of research publications in Indian refereed journals	0	10	7
8	Increase in number of co-authored publications in Indian refereed journals	0	10	7
9	Increase in number of collaborative programmes with Industry	7	15	Under way
10	IRG from student's fee and other charges (Rs. In lakh)	263	591.84	312.84
11	IRG from externally funded R&D projects, consultancies (Rs. In lakh)	4.19	11.84	0.88
12	Increase in total IRG (Rs. In lakh)	267.19	603.68	313.72
13	Increase in IRG as % of total annual recurring expenditure	72%	88%	77%
14	Increase in share of supported eligible programmes that are accredited or applied for	0	50%	Under Process.

Decision: Accepted and Approved with the following points.

- a. **Care must be taken for all indicators, which are under drastic falls or are not being achieved.**
- b. **Make a self assessment for the courses which are falling short in admissions and submit a analysis report during the next BOG meeting**
- c. **Approach the Government for continued hand holding**
- d. **Tie - up with the State Government for various programs.**

Signature

AGENDA 2: Progress Report and Fund status.

The following is the progress report and their current fund status

SLNO	Budget Head/ Activities	Fund Sanctioned for the Project (2013-16/17) (in Lakhs)	Fund Sanctioned for 2013-16 FY (In Lakhs)	Fund Utilized as on 30.09.2015 (In lakhs)	Head Wise Fund Remaining against total sanctioned (in lakhs)	Current Fund Status (in lakhs)
1.1	Starting new diploma programs	10.00	6.03	0.63	9.37	5.40
1.2	Modernization and strengthening of laboratories	5.00	2.21	3.20	1.8	(0.99)
1.3	Establishment of new laboratories for existing diploma programmes	20.00	9.63	8.13	11.87	1.50
1.4	Establishment of new laboratories for new diploma programmes.	20.00	11.27	3.28	16.72	7.99
1.5	Modernization of classrooms	10.00	6.42	4.75	5.25	1.67
1.5.1	Updation of Learning Resources	20.00	8.03	16.61	3.39	(8.58)
1.5.2	Procurement of furniture	20.00	7.63	11.94	8.06	(4.31)
1.5.3	Establishment/Up gradation of Central and Departmental Computer Centers	10.00	6.03	3.23	6.77	2.80
1.5.4	Modernization/improvements of supporting departments	5.00	3.82	4.68	0.32	(0.86)
1.5.5	Modernization and strengthening of libraries and increasing access to knowledge resources	10.00	5.42	0.93	9.07	4.49
	Total (A)	130.00	66.49	57.38	72.62	9.11
2	Civil Works	120.00	67.92	0.33	119.67	67.59
3	Enhancement of R&D and institutional consultancy activities	20.00	8.06	8.31	11.69	(0.25)

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4	Faculty and Staff Development qualification up gradation, pedagogical training, and organizing/participation of faculty in workshops, seminars and conferences) for improved competence	60.00	20.14	30.24	29.76	(10.10)
5	Enhanced Interaction with Industry	15.00	3.82	2.41	12.59	1.41
6	Institutional Management capacity enhancement	10.00	3.21	4.18	5.82	(0.97)
7	Implementation of institutional academic reforms	20.00	11.63	2.57	17.43	9.06
8	Academic support for weak, SC & ST students	75.00	40.62	25.78	49.22	14.84
9	Incremental Operating Cost	50.00	32.11	34.01	15.99	(1.90)
	Total (B)	375.00	187.51	107.83	267.17	79.68
	Total (A) + (B)	500.00	254.00	165.21	334.12	88.79

Decision: Accepted and Approved with a stress on expedition of Civil Construction

Agenda 4: Matter of Ratifications: (Brought forward as suggested by the Board)

(A) Replacement Faculty Recruitment:

1. Mr. Moses Pradhan, Lecturer Electrical & Electronics, who was earlier appointed on Adhoc mode for replacement of Mr. Mukesh Sharma, has been given re-appointment in place Mrs. Shrithi Shrestha and Mr. Tenzing Sherpa after a service break of 1 week under Contract term from 5/10/2015 to 31/07/2016. He was voted Lecturer of Students Choice 2015.
2. Mr. Prajwal Kharel, Lecturer Computer Science, was appointed through advertisement and walk in interview in place of Mrs. Prerna Rai and Mr. Shirshak Gurung under FSD head on 13.8.15
3. There was faculty requirement under Civil Engineering. The Academic Committee approved the creation of one post of Lecturer, Civil on 17/07/2015. Therein advertisement was done and under walk in interview, Mr. Tharmendra Chettri appointed. This has been placed before the Mentor. BOM has also been informed.

Decision: Ratified.

(B) Head wise Activities done report along with expenditure details for ratification.

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(all figures in Rupees lakhs)

Head	Total Fund sanction for Project	Total Fund Received in 1st Installment	Total Fund Utilized in 1st UC	Bal of 1st Instll.	Fund received in 2nd installment	Total Fund for 2ns installment	<u>Utilized as on 30.09.2015</u>
Civil works	120	34	0.33	33.67	33.92	67.59	<u>00</u>
Starting New Diploma Programme	10	3	0.00	3.00	3.03	6.03	<u>0.63</u>
Modernization and strengthening of libraries and increasing access to knowledge resources	10	3	0.38	2.62	2.42	5.04	<u>0.55</u>
Modernization and strengthening of laboratories	5	1	3.20	(2.20)	1.21	(0.99)	<u>00</u>
Establishment of new laboratories for existing diploma	20	6	8.13	(2.13)	3.63	1.50	<u>00</u>
Establishment of new laboratories in new diploma programmes	20	4	3.28	0.72	7.27	7.99	<u>00</u>
Modernization of classrooms	10	4	3.98	0.02	2.42	2.44	<u>0.77</u>
Updation of Learning Resources	20	5	15.75	(10.75)	3.03	(7.72)	<u>0.86</u>
Procurement of furniture	20	4	5.73	(1.73)	3.63	1.90	<u>6.21</u>
Establishment/Up gradation of Central and Departmental Computer Centers	10	3	3.16	(0.16)	3.03	2.87	<u>0.07</u>
Modernization/imp rovements of supporting departments	5	2	2.97	(0.97)	1.82	0.85	<u>1.71</u>
Academic Support of Weak SC/ST students	75	17	14.82	2.18	23.62	25.80	<u>10.96</u>
Enhanced Interaction with industries	15	2	0.32	1.68	1.82	3.50	<u>2.09</u>
Enhancement of R&D & institutional consultancy activities	20	2	6.93	(4.93)	6.06	1.13	<u>1.38</u>

MINUTES OF THE 4TH JOINT BOG OF ATTC/CCCT UNDER AICTE-NEQIP

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Sanjay

Head	Total Fund sanctioned for Project	Total Fund Received in 1st Installment	Total Fund Utilized in 1st UC	Bal of 1st Instll.	Fund received in 2nd installment	Total Fund for 2ns installment	Utilized as on <u>30.09.2015</u>
Faculty and staff development program	60	5	18.01	(13.01)	15.14	2.13	12.23
Incremental Operating cost	50	20	10.64	9.36	12.11	21.47	23.37
Institutional Management Capacity Enhancement	10	2	3.95	(1.95)	1.21	(0.74)	0.23
Implementation of Institutional Academic Reforms	20	8	2.57	5.43	3.63	9.06	00
Total	500	125.00	104.15	20.85	129.00	149.85	61.06

Decision: The expenditure of Rs.61.06 Lakhs has been Ratified with a noting that all the non-performing heads must be looked into carefully and a detailed plan of expenditure be made for them

Agenda 3: Expenditure re-appropriation.

Proposal: During the 1st UC submission in February 2015, some expenditure were booked not as per IDP/appropriate guidelines hence sanctioned head wise fund became negative. This has also been discussed with the AICTE MENTOR and has now been re booked as stated above. Therefore, approval as sought from the board for rectification of booking expenditure to correct head(s).

SLNO	Expenditure	Booked Head	Booked amount as per UC 28.02.2015 (in Rs. Lakhs)	Head To be transferred to
1	Computer Wi-Fi	Updating Learning Resources	1.21	Up gradation of central & departmental computer
2	Machinery & Equipments	Updating Learning Resources	0.86	Establishment of new laboratories for existing course
3	Furniture & Fixtures	Modernization and strengthening of libraries and increasing access to knowledge resources	0.44	Procurement of furniture heads

Janzing

SLNO	Expenditure	Booked Head	Booked amount as per UC 28.02.20 15 (in Rs. Lakhs)	Head To be transferred to
4	Library Software	Modernization and strengthening of libraries and increasing access to knowledge resources	11.61	Updating of Library resource
5	Repair & maintenance:	Civil	0.25	IOC
6	Aluminum partition (Making of 3 store for equipment storage purposes)	Civil	2.43	Procurement of furniture
7	Repair & maintenance: Equipments (repair of existing small tools like trainer kits)	Civil	0.22	IOC
8	Repair & maintenance: Electrical (maintenance)	Civil	0.76	IOC
9	Repair & maintenance: Hostel (maintenance of existing girls and boys hostel)	Civil	0.32	IOC
10	Purchase of computers & Server	Implementation of institutional academic reforms	7.87	Enhancement R & D & Institutional consultancy activities (Rs 5.65 lakh) & Establishment of new laboratories for existing diploma (Rs 2 lakh)
11	Laboratory consumables	Incremental Operating Cost	4.44	New Laboratory for existing Diploma Courses.
12	Staff Training	Institutional Management	2.02	FSD

Note: This has been discussed with AICTE-Mentor during his visit and minutes have been prepared accordingly.

Stanzing

Decision: Approved with the following comments:

1. The board informed that the above stated is a matter of Rectification and not re-appropriation and is to be corrected accordingly.
2. The board also put up a strong word in this regard stating that care must be taken in preparation of these important documents and that this sort of mistakes should not be repeated.

AGENDAS (under New Proposal 2015-16)

The following is the proposal for the activities planned for Year 2

AGENDA NO	PROPOSAL	ESTIMATED BUDGET
5	<p>Creation of Model Laboratory: Institute has 3 computers Laboratory for which we require Air tight Aluminum frame windows and Linoleum flooring in 2 Laboratories</p>	Rs.2.00Lakhs.
	<p>Purchase of Geysers, Water Cooler, CCTV and Biometric for Hostel: As per the outcome of meeting of Mentor with Students, students have demanded for Geysers to be installed in bathrooms, Water Cooler with filters. Therein 10 Geysers and 2 Water Cooler are required,5 Geysers and 1 water Cooler each for boys and girls hostel.Hostel Administration also has demand of CCTV installationand Biometric Attendance System for students</p>	Rs.3.50Lakhs
	<p>Maintenance of Basketball and volleyball court: As per the outcome of meeting of Mentor with Students, students have demanded the maintenance of Basketball and volleyball court to make them functional. Maintenance of existing facility may be done.</p>	Rs.50,000/-
	<p>Maintenances of Multipurpose Hall: Required Curtains, Wall Painting, Replacement of few items etc.</p>	Rs. 50,000/-
6	<p>NBA Registration and Submission of SAR: Registration: Rs 1 lakh, Departmental Fee: 2.75 Lakhs Each. Institute is working hard to submit SAR by second week of December 2015for which institute will work extra day in winter vacation, which shall be compensated.</p>	Rs.12.00Lakhs.

Sanjay

	<p>ISTE (Indian Society of Technical Education) membership for faculty and Students:</p> <p>Institute has registered as a member of ISTE in September 2015. It is proposed registration of all faculty and students for lifetime membership, thereby facilitating activities under teachers and students chapters. We have 34 regular faculties and 378 students. Membership fee for faculty is Rs.3000/per head and student is Rs.300/. It is proposed for lifetime membership for all 34 Faculty and 3 top students from each batch (Total 12 meriteious students) based on outcome of Dec 2015 results.</p>	Rs.1,05,600/-
7	<p>Aluminum Cubical (Cabins) for staff:</p> <p>40 Cubical for staff and faculty has been identified and design has been customized as per our requirement. Local Vendor explored who expresses inability to execute the task. Vendors from Siliguri contacted. Job will be executed by the end of December 2015. Order may be approved for open quotation from minimum 3 vendors.</p>	Rs.6.00Lakhs/-
	<p>Books and Tool kits for SC/ST students' 2015 batch:</p> <p>The new 2015 batch has 49 SC/ST students. It is proposed for reimbursement of Rs.2800/ for Books and Rs.4500/ for Tool kits, totaling Rs.7300/ per students amounting to Rs.3, 57,700/. Also Remedial classes for Weak &SC/ST students are under Progress.</p>	Rs.5,07,700/-
	<p>Advanced Digital Teaching aid:</p> <p>As the projectors installed in the 11 classrooms and labs are of basic type, they do not support Wi-Fi. However it may be made Wi-Fi enabled with some additional hardware. One (1) hardware has been identified and order placed which will be tested. If it succeeds, we will go for procurement of hardware and Tablets by November/December. Administration staff also to be included as recommended by Mentor. Procurement is proposed directly from manufacturer of identified product.</p>	Rs.7.5 Lakhs
8	<p>E-books for Library:</p> <p>It is proposed that 45 E-books for four courses will be purchased. Direct purchase from publisher may be approved.</p>	Rs.1.50 Lakhs
9	<p>TPO visit to industry and Placement fairs:</p> <p>TPO shall visit 20-25 industry for placement for which TA/DA needs to be paid.TPO and students will also attend various placement fairs within Sikkim and other nearby places.</p>	Rs.2.00Lakhs.
10	<p>4 number of Air Conditioners under buy back scheme:</p> <p>Institute has 16 number of ACs purchased in 2006-2007 installed in Computer Laboratory and prime offices. These are out of warranty period and all requires maintenances and service.Ten ACs will be repaired and 4 AC will be placed under buy back scheme</p>	Rs.2.00Lakhs

Senzing

11	Civil work: The HRDD Civil Engineering Section has completed the preliminary work for vertical extension with classrooms, labs, one drawing hall and staff rooms. The estimated budget is 1.8 Cr. As we have budget of only 1.2 Cr, the work will be emphasized for Block B and C. For completion of block A, other funding source will be sought. Work is recommended for departmental execution to start by Nov 2015	Rs.40.00Lakhs.
12	New Lab for Existing Diploma: Equipment for the Physics and Chemistry Laboratory as projected in Institutional Development Plan will be procured. Chemistry lab is partly done.	Rs.2.00Lakhs.
	Total	Rs. 87.63 Lakhs

Decision - Approved proposed agendas 5-12 with the following comments:

a. As under Agenda 5 -

- i. **Creation of Model Laboratory - the Institute must also look into making the doors also as air tight**
- ii. **Purchase of Geysers, Water Coolers etc -Accepted in principle however as the proposed budget was relatively low as compared to the proposed items, the institute should prioritized the purchases.**

b. As under Agenda 7 - Cubical for staff members -

- **mandate given by BOG to be followed for release of work orders**
- **tendering is to be done and the same can be for receipt of letter of intent and awarded to suitable party after scrutiny**

c. As under Agenda 8 - E books for Library - It was discussed that care must be taken that only books required by the Diploma level students be bought. It was also informed by the Institute that it has taken note of the point and also that care had already been taken that the e-books to be purchased are relevant to students of the Institute. ATTC informed that they are also surveying for the e-books and has asked CCCT to share with the information of the publisher for which the latter has finalized for the purchases.

The above agenda was the last agenda for CCCT and that for the day.

The Principal, ATTC then invited the Chairman, BOG for his closing comments.

The following were the closing comments:-

1. The respected Chairman urged the State Governments to look into upgradation of these two polytechnics to that of the level of B.Tech which can then also be endorsed and affiliated by Sikkim Central University.
2. He also urged the State Government to continue with the hand holding of these two Institutes as these are an asset to the State. ATTC and CCCT have been performing remarkably well especially compared to any other polytechnics of the North East. He has asked the Institutes to also give a feasibility study on starting of B.Tech courses in the Institute and submit it along with the Minutes of the Meeting. (same is attached as Annexure 1 - for ATTC and Annexure 2 - for CCCT)

The meeting then closed with the Vote of Thanks by Mr. Praveen Pradhan, Principal Incharge, CCCT.



The board members were then taken to the site visit of the proposed site of the vertical extension under the Civil Construction of ATTC.

The meeting ended at 2:00 PM.

Tenzing

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7/1/16

कुलपति
Vice-Chancellor
सिक्किम विश्वविद्यालय
Sikkim University

Enclosures:

1. Annexure 1 – Feasibility study of ATTC polytechnic to start B.Tech/B.E. Courses

Tenzing

FEASIBILITY REPORT ON STARTING OF B.TECH/B.E. COURSES AT ATTC

NAME OF COURSE – BACHELOR OF TECHNOLOGY

SL. NO.	TRADE	TOTAL INTAKE PER YEAR
1	MECHANICAL ENGINEERING	30
2	ELECTRICAL AND ELECTRONICS	30
3	COMPUTER ENGINEERING	30

JUSTIFICATION:

1. COMMON CRITERIA FOR ALL COURSES

SL. NO.	CRITERIA	REQUIRED AS PER NORMS		AVAILABLE WITH INSTITUTE (as on date)
		URBAN	RURAL	
1	Total Area Required (in Acres)	10	2.5	10

2. FOR COURSE OF B.TECH IN MECHANICAL ENGINEERING

SL. NO.	CRITERIA	REQUIRED AS PER NORMS (ratio of 1:15)	AVAILABLE WITH INSTITUTE (as on date)
1	Faculty Requirement (with minimum qualification of M.Tech)	2	4

3. FOR COURSE OF B.TECH IN ELECTRICAL AND ELECTRONICS ENGINEERING

SL. NO.	CRITERIA	REQUIRED AS PER NORMS (ratio of 1:15)	AVAILABLE WITH INSTITUTE (as on date)
1	Faculty Requirement (with minimum qualification of M.Tech)	2	4

4. FOR COURSE OF B.TECH IN COMPUTER ENGINEERING

SL. NO.	CRITERIA	REQUIRED AS PER NORMS (ratio of 1:15)	AVAILABLE WITH INSTITUTE (as on date)
	Faculty Requirement (with minimum qualification of M.Tech)	2	4

All the above-mentioned courses are the so-called traditional courses and have a large potential. Furthermore Starting of Under Graduate Engineering courses will

- be beneficial for the students of the State and the neighbouring areas
- also boost our admissions in our Diploma Courses specially if we can also promote sandwich programs
- be helpful in making ATTC a national and hopefully an international brand in the field of technical education



**Feasibility Report of Upgrading CCCT Polytechnic, Chisopani to
State Government Engineering College**

1. Land: Total land available is 19.52 Acres of which about 7 acres utilized for polytechnic. Remaining 12.52 acres available vs AICTE requirements of 10 acres
2. Courses at Diploma Level
 - a. Computer Science & Technology
 - b. Civil Engineering
 - c. Electronics & Communication Engineering
 - d. Electrical & Electronics Engineering
3. Faculty
 - a. Computer Science: 6 Lecturers, 2 with M.Tech, 4 pursuing M.Tech completing by 2017
 - b. Civil Engineering: 4 Lecturers, 1 regular with M.Tech, 3 under Adhoc
 - c. Electronics & Communication: 5 Lecturers, 3 pursuing M.Tech completing by 2017
 - d. Electrical & Electronics: 6 Lecturers, 1 with M.Tech, 4 pursuing M.Tech completing by 2017, 1 Adhoc
 - e. General Sciences: 1 with B.TechMech, 3 faculties with Masters/M.Phil, 3 pursuing Ph.D completing by 2017-18.
4. Labs :
 - a. Computer Science: 3 computer labs with 30 latest PC, 1 PC Hardware and networking lab, 6 blade servers, Core switch, Manageable switches, WIFI, LAN, Broadband internet of 4 Mbps.
 - b. Civil Engineering: Material Testing, Strength of Materials, Hydraulics Lab, Environment Lab, Survey equipment, CAD lab, Total station etc.
 - c. Electronics & Communication: Full-fledged Analog lab, Digital Electronics Labs, Microprocessor and Microcontroller lab, Communication lab, PCB lab etc.
 - d. Electrical & Electronics: Basic electrical lab, Machine lab, Power Lab, Control Lab, PLC lab, Maintenance lab.
 - e. General Science: Language lab, Physics lab, Chemistry labs.
5. Equipment: Sufficient equipment created during TechEd-III project, augmentation under AICTE-MODROBS, MHRD-Upgradation of Polytechnics and AICTE-NEQIP. MS Campus license, MAT Lab license, other licensed software.
6. Library: Over 5500 titles, 12,300 volumes, 7 journals, eBooks, 14 periodicals, 7 daily newspapers, LYBSYS 7 automation with RFID.
7. Facilities: Hostel boys for 150, Girls 114, New Girls hostel under MHRD project, Multi-Purpose hall, Multi Gym, Bus, playground, visiting medical officer with dispensary, security guards, safai karmacharis, mess and canteen, 37 staff quarters, 2 guest houses with 6 rooms etc.

Summary: With the Government's announcement of setting up its own first Engineering College on 5th September 2015 and funds made available under RUSA project, this setup could be ideally done at CCCT, Chisopani campus. As there is sufficient land available there will be no need to look for land. AICTE prescribes 10 acres whereas over 12 acres is available. As the courses identified are Computer Engineering and Civil Engineering, both the courses are presently run at polytechnic level at CCCT with sufficient infrastructure, equipment and trained and qualified faculty. However, more recruitment would be required. That CCCT falls under South district, the sanction also is for the same

MINUTES OF THE 4TH JOINT BOG OF ATTC/CCCT UNDER AICTE-NEQIP



district. With the affiliation proposed under Sikkim Central University, it would be most feasible for the Engineering College to be setup within CCCT campus. Courses may also be designed under sandwich mode for seamless continuation of Diploma students of CCCT and ATTC (especially of Computer Science, Computer Engineering and Civil engg. Courses) to B.Tech with feed in at appropriate year for class XII pass outs. This will also add value and demand for existing course of Diploma level. Having said this, the state government must provision strong sustainability measures so that the courses have affordable fee structure for all category of people of the state and outside.

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