



Ref. No. NITJ/TEQIP-II/1267

Dated: 13/03/2015

Sub: Proceedings of the meeting held on 05.03.2015.

A meeting of TEQIP-II was held on 05.03.2015 at 11:30 AM in the Conference room of Mechanical Engineering Department. The following members were present:-

1. Prof. Joseph Anand Vaz, Coordinator TEQIP-II
2. Sh. Ajit Singh, Registrar / Nodal Officer (Finance)
3. Dr Pramod Kumar, Nodal Officer (Academics)
4. Dr D K Shukla, Nodal Officer (Procurement)
5. Dr Jagwinder Singh, Nodal Officer (Equity Action Plan)
6. Dr Rizwan Ahmad Khan, Nodal Officer (Civil Works and Environment)
7. Sh. Rajeev Trehan, Nodal Officer (IIIA)

The following points were discussed and decisions taken:

1. The proceedings of the last meeting of TEQIP-II held on 27.02.2015 were read out and there were no objections to the proceedings.
2. A meeting was scheduled with Heads of ECE and ME Departments and respective indentors for the finalisation of the modules for MATLAB software. Due to non-availability of Head (ECE) and Dr Arun Khosla the Indentor, the meeting was postponed.
3. The matter regarding release of pending payments to the suppliers was reviewed and discussed with the Registrar / Nodal Officer (Finance). It was assured by the Registrar / Nodal Officer (Finance) that he would look into the matter and expedite the process.
4. Coordinator TEQIP-II read out the letter ref no. NITJ/TEQIP-II/1201 dated:12/02/2015 from NPIU regarding Institutional Performance Assessment.

The status of performance indicators are as follows:

- **Autonomy obtained:** Already obtained.
- **Minutes of the meetings of Board of Governors:** TEQIP members pointed out that the link on Institute website for minutes of the BOG is not updated. Registrar assured that the link would be updated soon.
- **NBA Accreditation:** The present status is below the benchmark of 55 %. Coordinator TEQIP-II informed members that the matter has already been taken up with the Dean Academics.
- **Statutory Audit for the financial year 2013-2014:** It was reported that the Statutory Audit for the financial year 2013-2014 has already been completed.
- **Submission of revised IDP for 2016 with updated target indicators:** Coordinator instructed all the Nodal officers to initiate immediate action in their respective areas. The staff of TEQIP Cell was asked to provide soft copies of the IDP to all Nodal Officers.
- **Completion of governance development plan and timeline for completion of Institutional governance guidelines approved by governing body and published on institutional website:** Registrar / Nodal Officer (Finance) assured that the same would be uploaded on the Institute website on or before 15.04.2015. He also mentioned that a Finance/Accounts manual has already been prepared, however work on the Establishment manual is in progress and is likely to be completed in the month of April.
- **Commitment of 100% of funds received:** The Registrar /Nodal Officer (Finance) was requested to look into the matter as a priority.
- **Expenditure of at least 50% of total funds received:** The present status of expenditure is approximately Rs. 225 Lacs, and is below the benchmark.
- **Procurement Plan to cover 100% of planned procurement expenditures:** Achieved.
- **Completion of all data inputs into the MIS for 2013-14:** Yes, Adequate data entry.



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5. Movement of procurement files was discussed. In order to reduce processing time, it was decided that:

- All the Procurement files would be routed through Registrar / Nodal Officer (Finance) to the Director.
- The practice of routing of TEQIP procurement files through IPC, was introduced recently, but was resulting in additional delays in the procurement process, while no significant contribution was made. This matter was to be taken up with the Director.

Registrar suggested the following points regarding procurement:

- Two committees could be constituted for tenders under TEQIP.
A Tender Opening Committee and a Tender Consideration Committee
- Proper justification for the procurement of each item.
- Proforma for comparative statement should be revised.
- Proper guidelines should be framed for TEQIP.

It was decided that a meeting of TEQIP members with the Director to discuss policy matters on TEQIP was needed. All Nodal Officers would have to compile and forward their respective issues / policies requiring discussion. A detailed agenda would then be drafted and put up for the meeting with Director.

6. Nodal Officer (Civil Works and Environment) briefed that an email has been circulated in the Institute for inviting proposals for civil works under TEQIP-II.

A hard copy of the email was also required to be circulated to all departments.

7. Nodal Officer (EAP) presented a detailed proposal for help to weak students.

It included the selection of Mentors, identification of weak students (through ERP or otherwise), arrangement and organization of strengthening courses, etc. Since he was also a member of the committee on e-Governance, he would also suggest points for its effective implementation in the ERP system.

After the discussion, the Nodal Officer (EAP) was requested to incorporate the points discussed in the meeting and place the proposal in the next meeting for consideration. The efforts of Nodal Officer (EAP) in preparing the detailed proposal were appreciated.

13-03-2015

Coordinator TEQIP-II

Copy to following:

1. PA to Director, for kind information of the Director
2. Sh. Ajit Singh, Registrar / Nodal Officer (Finance)
3. All Nodal Officers (Academics / Procurement / IIIA / EAP / Civil Works and Environment)
4. Head (Computer Centre)-with a request to upload the same on the Institute website under the link *TEQIP*
5. TEQIP Cell, for record in the concerned file.