



Ref. No. NITJ/TEQIP-II/1231

Dated: 02/03/2015

Sub: Proceedings of the meeting held on 27.02.2015.

A meeting of TEQIP-II was held on 27.02.2015 at 11:30 AM in the Committee Room of the Institute. The following members were present:-

1. Prof. Joseph Anand Vaz, Coordinator TEQIP-II
2. Dr Pramod Kumar, Nodal Officer (Academics)
3. Dr D K Shukla, Nodal Officer (Procurement)
4. Dr Jagwinder Singh, Nodal Officer (Equity Action Plan)
5. Dr Rizwan Ahmad Khan, Nodal Officer (Civil Works and Environment)

The following points were discussed and decisions taken:

1. The proceedings of the last meeting of TEQIP-II held on 20.02.2015 were read out and there were no objections or observations on the proceedings.
2. Since there were many pending issues during the meeting pertaining to the role of Nodal Officer (Finance), it was decided that the Coordinator TEQIP-II would take up the matter regarding necessity of his presence / his nominee in future meetings so that decisions could be facilitated.
3. Nodal Officer (Civil Works and Environment) placed a noting regarding inviting requisition for civil works for various departments under TEQIP-II.

It was decided that Nodal Officer (Civil Works and Environment) would circulate through email and invite fresh proposals for civil works from the departments in line with TEQIP guidelines.

4. A noting regarding constitution of the committee for "*Industry Oriented R & D projects*" was discussed by Nodal Officer (Academics). The noting was forwarded by the Coordinator TEQIP-II to the Director for approval.
- Nodal Officer (Academics) discussed the three proposals received from the Department of Physics for organizing Short term courses under TEQIP-II.

After the discussion it was decided as follows:

- The TEQIP Cell would prepare a consolidated report on the short term courses / seminars / conferences etc organized by the Departments and submit it to the Nodal Officer (Academics).
 - Nodal Officer (Academics) would then prepare guidelines, keeping in view the programmes already organized by each Department and those that should be organized during vacations or non-teaching days, according to the guidelines mentioned in the '*Academic Rule Book of TEQIP*'.
5. The Nodal Officer (Procurement) briefed regarding the status of the procurements and regarding the upcoming tender to be floated soon. The tender documents for the items costing less than Rs 25.00 Lacs are already prepared and for the item costing above Rs 25.00 Lacs are to be prepared by the TEQIP Cell.

It was pointed out that Mr Yash who was assigned duties in the TEQIP Cell has not yet joined. A reminder in this regard was to be sent to the Administration.



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- Nodal Officer (Procurement) also pointed out the matter regarding the emails, letters and reminders received from the suppliers M/s Eltek Systems and M/s Technical Products regarding release of their payments. It was reported that the suppliers have supplied / installed the software / equipment on October 2014 and December 2014 respectively, while the payment is still to be released. The files had been sent to the office of the Registrar / Nodal Officer (Finance) from the Director's office on 22.01.2015.

Members expressed their deep concern on the issue of delayed payments. It was decided that the Coordinator TEQIP would take up this matter with the Registrar / Nodal Officer (Finance).


- Nodal Officer (Procurement) also discussed the case regarding purchase of MATLAB software.

It was decided that a meeting would be scheduled by the Nodal Officer (Procurement) with the concerned Indentors, Concerned Heads of the Departments and Coordinator TEQIP-II in this regard.

6. Coordinator TEQIP-II read out the email dated 21.02.2015 received from the NPIU regarding Institutional Performance Assessment. The points related to Accreditation, 50 % of Expenditure of grant received so far, commitment of 100 % of expenditure needed urgent attention and action. It was emphasised that the matter needs to be looked up on priority basis to achieve the indicators before 31.03.2015.

Work on the revised Institutional Development Plan (IDP) to be submitted to NPIU has to be initiated immediately as it has to be further approved by the BOG. All the concerned Nodal Officers were requested to expedite their respective works in this connection.

7. It was also decided that all the documents related to TEQIP-II Circulars / Policy matters / Proceedings etc. would be uploaded on the Institute website.


02-03-2015

Coordinator TEQIP-II

Copy to:

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. TEQIP Cell - for record in the concerned file.