
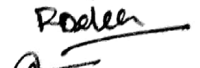
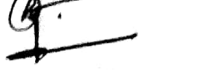
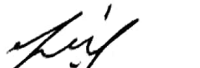
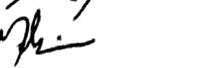
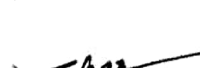
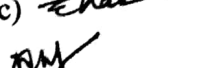





Minutes of Meeting

Today, 16/02/2018 (Friday) at 10.30 AM an emergent meeting has been conducted among the **Academic Committee members**, TEQIP-III, DUIET, Dibrugarh University, in the HOD Cabin, Department of Petroleum Engineering to discuss various academic related activities for DUIET.

Members Present in the Meeting

1) Prof. P. Bhattacharyya, Director, DUIET	Chairman	
2) Mr. Rupam Deka, Asst. Prof. (ME)	Member	
3) Mr. R. K. Prasad, Asst. Prof. (CSE)	Member	
4) Mr. M. Tiken Singh, Asst. Prof. (CSE)	Member	
5) Mr. R. Michael, Asst. Prof. (ECE)	Member	
6) Mr. N.K. Kaphungkui, Asst. Prof. (ECE)	Member	
7) Mr. Partha Pratim Borthakur, Asst. Prof. (ME)	Member	
8) Dr. Gitalee Sharma, Asst. Prof. (Chemistry)	Member(i/c)	
9) Dr. Nayan Medhi, Asst. Prof. (PE)	Member	
10) Miss Bondita Robidas, Asst Prof. (PE)	Member	
11) Dr. Prasenjit Talukdar, Asst Prof. (PE) Cum Nodal Officer, Academic, TEQIP-III ,	Convener	

AGENDA FOR THE MEETING

1) **Finalization of Feedback Form**

Resolution: The members present have decided the following:

Guidelines for Feedback System in D.U.I.E.T.

- i) There will be two feedback systems in D.U.I.E.T.
One- Departmental level
Two-Central (i.e. Institute level)

A. Departmental level

- i. For the Department level Feedback System, respective department will frame their feedback form and they will maintain their systems within their department. This system will be a monthly system. The respective faculty members will collect his/her Feedback Form through the **Class Representative (CR)** of the respective class and accordingly she/he will analyze the forms and prepare report/plan for further improvement and/or official uses. (Fore.g. NBA/NAAC/AICTE, etc.)

- ii. The respective faculty members must have to keep/maintain the reports and feedback forms for further use as document.
- iii. The form will not contain the name, roll no. and signature of the individual students.
- iv. The report thus prepared must contain the different methods/ways to improve the qualities of teaching learning methods based on Feedback Forms.
- v. Faculties will take the Feedback Forms as an important tool for their improvement in teaching learning methods.
- vi. The respective faculty member (who is assigned) for this specific purpose will frame the feedback form and the guidelines for the same for their department.

B. Central (i.e. Institute level)

- i. The central Feedback form will be prepared by the TEQIP-III cell in due time which will be supplied to the respective Department/ Faculties.
- ii. This will be a six-monthly system and student will directly submit the Feedback Forms to the director office in the provided closed box.
- iii. The form will contain the name with signature of the individual students and their privacy will be maintained by Director, DUIET.
- iv. The Director, DUIET may call the Faculty Members to discuss his/her performance accordingly.
- v. The expenses for Feedback system(A4pages, personal box files, etc. for each faculty) may be done from TEQIP-III fund if required.

2) Framing of the guidelines for attending conference workshop, Short Term Training Programme, etc.

Resolution:

- a. Faculty/Staff members and students may be allowed to attend permissible program under TEQIP-III with **prior approval from the Director, DUIET.**(Guidelines for leave e.g. duty leave, station leave, etc. will be as per the Dibrugarh University rules)
- b. Faculty members/Staffs/Students may apply to present in the Conference/ Workshops/ Seminar/ Symposium/ STTP/Training etc. as per the available format.
- c. A faculty/Staff may avail maximum TWO (02) numbers of Workshops/Symposium/ STTP/Training etc. in an academic year (including vacation/holidays).In case any faculty/staff deputed by the institute authority shall not be counted within the above two.

- d. A faculty/Staff may avail maximum THREE (03) numbers of Conference/Seminar in an academic year (including vacation/holidays). In case any faculty/staff deputed by the institute authority shall not be counted within the above three.
- e. A student may avail maximum THREE (03) numbers of Programs in an academic year, out of which one must be presentation of paper in conference.
- f. TA/DA and leave rule for all (faculty/staff/student) shall be as per institute/TEQIP-III norms.
- g. Scrutiny member(s) shall verify the fulfillment of requirement and the information submitted by the applicant before recommending the proposal to the higher authority.
- h. In all the cases, the applicant shall submit a report to the TEQIP office after attending the program, as per the format available.
- i. The Director, D.U.I.E.T., Dibrugarh University shall have the right to alter/reject any of the above issues at any point of time.

3) Conduction of Expert Lecture Series in each and every Department instead of the GATE coaching as per the action Plan in the month of March, 18.

Resolution:

- a) The members present have decided to conduct Expert Lecture series in each of the four available departments.
- b) The event coordinators nominated for each departments are as follows:
 - i. Department of PE:
 1. Dr. Rituraj Singh and
 2. Mr. Sumit Kumar
 - ii. Department of ECE:
 1. Mr. H.P. Mondal
 - iii. Department of ME:
 1. Mr. Keshab Biswakarma
 - iv. Department of CSE:
 1. Mr. Roshan Chettri

4) Any other matter:

Resolution: NO

Approved,
[Signature]
23/02/18

Director
Dibrugarh University Institute of
Engineering & Technology
Dibrugarh University
Dibrugarh-786004, Assam (INDIA)