



Dibrugarh University Institute of Engineering and Technology  
Dibrugarh University, Dibrugarh, 786004

**Minutes of Meeting**

The first meeting of BOG (Board of Governors) for TEQIP-III was held on 14<sup>th</sup> May 2018 at 4 pm in the Conference Hall of the Director's office at DUIET to discuss a few issues stated as agendas related to TEQIP-III and the approval of the same by the BOG.

**Members Present**

1. Prof. Khanindra Pathak, Chairman
2. Dr. B.N. Sahoo, Govt Nominee
3. Sri Chiranjeet Boruah, Member
4. Prof. L.K. Nath, University Nominee
5. Mr. Reep Hazarika, Member
6. Prof. P. Bhattacharyya, Member Secretary
7. Mr. Bhaskarjyoti Saika, Member
8. Dr.(Mrs) Gitalee Sharma, Member
9. Mr. Kaushik Das, Coordinator, TEQIP-III (Special Invitee)
10. Dr. P. Talukdar, Nodal officer(Academic), TEQIP-III (Special Invitee)
11. Mr. H.P. Mondal, Nodal Officer(Procurement), TEQIP-III (Special Invitee)

Agenda for 1st Meeting of the Board of Governors (BoG) TEQIP-III of DUIET, Dibrugarh University to be held on 14/05/2018 at DUIET, Dibrugarh University, Dibrugarh, Assam.

Item. No. I	<p>Presentation on TEQIP- III. Dibrugarh University Institute of Engineering and Technology, (A constituent college of Dibrugarh University), got TEQIP-III Project for a period of 3 years under the sub component 1.1. As per Project Implementation plan (PIP) document of TEQIP-III some of the suggested activities are given below:</p> <ul style="list-style-type: none"><li>▪ Procurement of Goods (equipment, furniture, books LRs, software and minor items) and minor civil works</li><li>▪ Improvement in Teaching, Learning and Research competence</li><li>▪ Improve student learning</li><li>▪ Student employability</li><li>▪ Increasing faculty productivity and motivation.</li><li>▪ Establishing a twinning system</li></ul>
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	<ul style="list-style-type: none"> <li>▪ NBA (National Board of Accreditation) Criteria of the four departments</li> </ul> <p>Deliverables: The institute will be responsible for the following set of deliverables under TEQIP-III:</p> <ul style="list-style-type: none"> <li>▪ Increase in the average score of students participating in tests designed to measure technical and critical thinking skills.</li> <li>▪ Number of Faculty Trained in either their subject domain, pedagogy or management.</li> <li>▪ Increase in percentage of NBA accredited Undergraduate programs and Post-graduate programs.</li> <li>▪ Increase in Transition rate of undergraduate engineering students from the first year to second year.</li> <li>▪ Percentage of externally funded research and development projects and consultancies in total revenue.</li> <li>▪ Student, Staff and Faculty Satisfaction Survey.</li> <li>▪ Improved employer satisfaction with engineers recruited in the past year</li> <li>▪ Academic activity as per AICTE Mandate.</li> </ul>
Item. No. II	To inform about the formation of Institutional TEQIP-III Unit.
Item. No. III	<p>Approval for establishment of TEQIP office.</p> <p>A group of specialized persons are required for the smooth running of the TEQIP-III project. Establishment of TEQIP office with proper manpower is recommended.</p> <p>The Board may kindly note.</p>
Item. No. IV	<p>Approval of Purchase Committee Under TEQIP-III.</p> <p>Purchase Committee is proposed for DUIET for resolving the matter regarding the procurement of Different items and services under TEQIP-III.</p> <p>The Board may kindly note and approve the same.</p>
Item. No. V	<p>To Approve the Procurement Plan of TEQIP-III.</p> <p>18 months' procurement plan (i.e. July 2017 to December 2018) was prepared by seeking information from all the departments of DUIET. The Procurement requirement received from departments duly scrutinized by their departmental committees was submitted on a procurement plan format to NPIU.</p> <p>The Board may consider and ratify the Procurement Plan.</p>
Item. No. VI	<p>To approve the Action Plan of TEQIP-III for the Period from Oct 2017 to June 2018.</p> <p>An Action Plan on the prescribed format was asked for by the National Project Implementation Unit (NPIU) vide and it was prepared after incorporating procurement plan sought from all departments and was submitted to NPIU. Subsequently against this Action Plan for 3rd quarter for the period from October 2017 to December 2017, Quarter 4 desired for the period from January 2018 to March 2018, Quarter 1 desired for the period from April 2018 to June 2018, was submitted to concerned authority.</p> <p>The Board may consider and ratify the Action Plan.</p>

Item. No. VII	<p>Constitution of TEQIP-III Committees.  For smooth functioning of the TEQIP-III activities the following committees specifying their roles were constituted:</p> <ol style="list-style-type: none"> <li>1. DUIET Academic Committee.</li> <li>2. DUIET Research Committee.</li> <li>3. DUIET NBA Committee.</li> <li>4. DUIET startup committee</li> </ol> <p>The Board may consider and ratify the constitution of TEQIP-III Committees.</p>
Item. No. VIII	<p>Approval of Procurement Packages.  Procurement Packages for the different Services or Items are prepared in PMSS software. The Details of the Procurement Packages is explained in front of BOG,  The Board may kindly note.</p>
Item. No. IX	<p>To approve Different Roles of Conduct/Guidelines.</p> <p>Different rules of conduct/Guidelines are prepared by all he faculties of DUIET for the smooth running of the TEQIP-III project.  The prepared roles of conduct/Guidelines are placed before BOG for their kind Consideration.</p> <ol style="list-style-type: none"> <li>1. Roles of Conduct for Faculties and Staff</li> <li>2. Roles of Conduct for Students.</li> <li>3. Road Map of TEQIP-III</li> </ol> <p>The Board may consider and ratify the different rules of conduct/guidelines</p>
Item. No. X	<p>To consider deployment of One Professor and One Associate Professor</p> <p>For fulfilling the NBA Criteria up to 2019 for Department of CSE and 2020 for Department of ECE, ME and PE, the requirement of One Professor and One Associate Professor in each department is to be filled up.</p> <p>The Board may consider &amp; approve the requirement of above said positions so that the University may reconsider the proposal and request the State Government for immediate requirement of the said positions in each department.</p> <p>The tenure of engagement, age and salary may be fixed as per UGC/AICTE norms of Government.</p>
Item. No. XI	<p>To consider and approve the proposal of collaborative research works with Mentor Institute (Dr. SSB-UICET, Panjab University)</p> <p>The collaborative work will be done among the faculties of both the mentor and mentee institute in their common thrust areas.</p>

The members of the BOG first discussed and scrutinized the items of the agenda and suggested that the agenda to be sent along with the presentation in detail to all the members of the BOG beforehand so as to enable the members well prepared for discussion.





**Item No. I:**

The members discussed about the Presentation mode of the progress made under TEQIP-III. After reviewing thoroughly, the members of BOG suggested the following points to be taken care of:

- 1) The action plan, procurement plan and academic activities should be presented in tabular format showing the event no. of students/faculties involved in the event and expenditure incurred.
- 2) Safety signs exist, and entry routes are to be maintained in the laboratories.
- 3) In the workshop, wall-fitting toolbox should be setup to make students understand the use of the workshop tools and hence creating employability.
- 4) Board notes should be maintained.
- 5) Each BOG meeting is to be given a number and resolution to be written accordingly.

In this regard, a resolution has been adopted as:

**Resolution 1.1:**

“Resolved that all the suggestions given by the members of the BOG be properly followed for smooth running of TEQIP-III.”

**Item No. II:**

To inform about the formation of D.U.I.E.T. TEQIP-III Unit:

To have effective and time bound implementation of the Project, each participating institution shall form an Institutional TEQIP Unit headed by the Head of the institution called as Institutional Project Director (IPD). He/She will be assisted by:

1. TEQIP Coordinator (TC)
2. Nodal Officer (Academic)
3. Nodal Officer (Finance)
4. Nodal Officer (Procurement)

The constitution of institutional TEQIP unit was informed to NPIU and is attached as **Annexure - I.**

The matter has been discussed by the BOG and decided to accept the proposed D.U.I.E.T. TEQIP-III unit as proposed:

1. TEQIP Coordinator (TC) – Mr. Kaushik Das
2. Nodal Officer (Academic) – Dr. Prasenjit Talukdar
3. Nodal Officer (Finance) – Mr. Diganta Bora



4. Nodal Officer (Procurement) – Mr. Haraprasad Mondal

In this regard, a resolution was adopted as:

**Resolution 1.2:**

“Resolved that, the proposed Institutional TEQIP-III Unit with the above persons be approved.”

**Item No. III:**

The Coordinator of TEQIP-III had placed the matter before the Board of setting up of the TEQIP Cell in D.U.I.E.T. and recruitment of three supporting staffs.

The member discussed the matter, recommended and approved the setting up of TEQIP-III Cell in D.U.I.E.T. as per TEQIP rule has been discussed and the following persons to be recruited as office Supporting Staffs after holding an interview from the Office of Registrar, Dibrugarh University:

- 1) Project Officer: Mr. Ridip Boruah
- 2) Project Assistant: Mr. Polash Bora
- 3) Project Assistant: Ms. Alpona Moran

In this regard, the following resolution is adopted:

**Resolution 1.3:**

“Resolved that, the establishment of TEQIP-III Cell in D.U.I.E.T. and recruitment of three office staff there be approved.”

**Item No. IV:**

The Purchase Committee for TEQIP-III approved by Vice-Chancellor, DU has been placed before the BOG. The members discussed and scrutinized the matter and decided to recommend the same constituted by the following members:

- 1) Prof. Pramathesh Bhattacharyya, Director D.U.I.E.T. as Chairperson.
- 2) Dr. Paramananda Sonowal, Joint Registrar, DU as member.
- 3) Mr. Kaushik Das, Coordinator TEQIP III as member.
- 4) Dr.(Mrs.) Purabi Gogoi, Asstt. Professor, Dept. of Engg. Physics as member.
- 5) Mr. Pranjal Sharma, Asstt. Professor, Dept. of Mechanical Engg. as member.
- 6) Mr. Abhijit Boruah, Asstt. Professor, Dept. of Computer Sc. & Engg. as member.
- 7) Mrs. Chayanika Borah, Asstt. Professor, Dept. of Petroleum Engg. as member.
- 8) Mr. Haraprasad Mondal, Nodal Officer (Procurement) TEQIP-III as member secretary.



Further the BOG has adopted the resolution in this regard as:

**Resolution 1.4:**

“Resolved that, the Purchase Committee for TEQIP-III recommended by the Vice-Chancellor, DU be approved.”

**Item No. V:**

The members discussed the matter and agreed to accept the procurement plan. In this regard, a resolution is adopted as:

**Resolution 1.5:**

“Resolved that, the 18 (eighteen) months Procurement Plan submitted be approved.”

**Item No. VI:**

An Action Plan was asked by the National Project Implementation Unit (NPIU) on the prescribed format and it was prepared after incorporating procurement plan sought from all departments and was submitted to NPIU. Subsequently, for Quarter 3 from October to December 2017, Quarter 4 from January 2018 to March 2018 and Quarter 1 from April 2018 to June 2018. The BOG took up the matter for discussion and decided to accept the same with the following resolution.

**Resolution 1.6:**

Resolved that, the Action Plan for each Quarter as submitted be approved.

**Item No. VII:**

Constitution of TEQIP-III Sub Committee:

For smooth functioning of the TEQIP-III activities, the following sub committees specifying their rules were constituted.

1. D.U.I.E.T Academic Sub Committee (**Annexure –II**).
2. D.U.I.E.T Research Sub Committee (**Annexure –III**).
3. D.U.I.E.T NBA Sub Committee (**Annexure –IV**).
4. D.U.I.E.T Startup Sub Committee (**Annexure –V**).

The members discussed and scrutinized all the sub committees constituted and agreed upon to accept the same. In this regard, the following resolution was adopted.



**Resolution 1.7:**

“Resolved that, the D.U.I.E.T. Academic Sub Committee, D.U.I.E.T. Research Sub Committee, D.U.I.E.T. Academic Sub Committee and Startup Sub Committee be approved for further action.”

**Item No. VIII:**

Approval of Procurement Packages.

Procurement Packages for the different Services or Items are prepared in PMSS portal. The details of the procurement packages are explained in-front of BOG and is attached as **Annexure - VI.**

**Resolution 1.8:**

“Resolved that, the Procurement Packages for different Services or items as prepared in PMSS portal be approved. It has also been resolved that while selecting items to be procured for the laboratory, it is to be observed that the item is used for teaching learning of students as well as preference should be given for procuring testing and related equipment or software that could assist in getting sponsored research and consultancy that will contribute to the enhancement of learning environment.”

**Item No. IX:**

To approve different rules of conduct/guidelines:

Different rules of conduct/guidelines are prepared by all the faculties of D.U.I.E.T. for the smooth running of the TEQIP-III Project.

The prepared rules of conduct/guidelines are placed before BOG for their kind consideration.

1. Rules of Conduct for faculties and staff (**Annexure -VII**)
2. Rules of Conduct for students (**Annexure -VIII**)
3. Road Map of TEQIP-III (**Annexure -IX**)

The members of BOG have accepted the rules already approved by Vice-Chancellor, DU in principle. In this regard, a resolution was adopted as:

**Resolution 1.9:**

“Resolved that, the Rules for faculties/staffs and students to avail remuneration conducted under TEQIP-III project and Road Map of implementation of TEQIP-III Project be approved.”



**List of Annexures**

Sl. No	Annexure	Description
1	Annexure-I	Constitution of institutional TEQIP unit
2	Annexure-II	D.U.I.E.T Academic Sub Committee
3	Annexure-III	D.U.I.E.T Research Sub Committee
4	Annexure-IV	D.U.I.E.T NBA Sub Committee
5	Annexure-V	D.U.I.E.T Start-up Sub Committee
6	Annexure-VI	Details of Procurement Packages
7	Annexure-VII	Rules of Conduct for faculties and staff
8	Annexure-VIII	Rules of Conduct for students
9	Annexure-IX	Road Map of TEQIP-III





Annexure-I

Constitution of institutional TEQIP-III Project Cell

TEQIP-III institutional Unit will Consist of the following members,

1. TEQIP Coordinator: Mr. Kaushik Das, Assistant Professor DUIET
2. TEQIP Academic Nodal Officer: Dr. Prasenjit Talukdar, Assistant Professor DUIET
3. TEQIP Finance Nodal Officer: Mr. Diganta Bora, Assistant Registrar (Finance & Accounts), Dibrugarh University
4. TEQIP Procurement Nodal Officer: Mr. H.P.Mondal, Assistant Professor DUIET



Proposed DUIET Academic Committee.

DUIET Academic committee for the ongoing TEQIP-III project is proposed with the following members and the following members and the terms of reference.

- |   |               |
|---|---------------|
| 1) Prof. P. Bhattacharyya, Director DUIET                     | : Chairperson |
| 2) Dr. Prasenjit Talukdar, Nodal Officer, Academic, TEQIP-III | : Convener    |
| 3) Mr. Rupam Deka, Asst. Professor, DUIET                     | : Member      |
| 4) Mr. G.R. Michel, Asst. Professor, DUIET                    | : Member      |
| 5) Ms. Bondita Robidas, Asst. Professor, DUIET                | : Member      |
| 6) R. K. Prasad, Asst. Professor, DUIET                       | : Member      |
| 7) Mr. Partha Pratim Borthakur, Asst. Professor, DUIET        | : Member      |
| 8) Dr. Nayan Medhi, Asst. Professor, DUIET                    | : Member      |
| 9) Mr. N. K. Kaphungkui, Asst. Professor, DUIET               | : Member      |
| 10) Mr. Niranjana Borah, Asst. Professor, DUIET               | : Member      |
| 11) Mr. M. Tiken Singh, Asst. Professor, DUIET                | : Member      |
| 12) Dr. Purabi Gogoi, Asst. Professor, DUIET                  | : Member      |

• **Terms of Reference:**

1. To promote and encourage quality academic activities in Dibrugarh University Institute of Engineering and Technology, Dibrugarh University.
2. To plan and execute the academic activities in Dibrugarh University Institute of Engineering and Technology, Dibrugarh University.
3. To look after all the Academic activities in Dibrugarh University Institute of Engineering and Technology, Dibrugarh University.



### Proposed Research Committee

Research committee for the ongoing TEQIP-III project is proposed with the following members and the terms of reference.

Prof. P. Bhattacharyya, Director, D.U.I.E.T	:Chairperson
Mrs. Parismita Gogoi, Assistant Professor, DUIET	: Convener
Dr. Purabi Gogoi, Assistant Professor, DUIET	: Member
Dr. Nayan Medhi, Assistant Professor, DUIET	: Member
Mr. RupamDeka , Assistant Professor, DUIET	:Member
Mr. M.Tiken Singh, Assistant Professor, DUIET	:Member

#### Terms of Reference:

1. To promote and encourage Research Activities in Dibrugarh University Institute of Engineering and Technology, Dibrugarh University.
2. To evaluate and frame the guidelines for submission of Research Proposal.
3. To formulate the guidelines of R&D activities in Dibrugarh University Institute of Engineering and Technology, Dibrugarh University.
4. To look after any other research related activities in Dibrugarh University Institute of Engineering and Technology, Dibrugarh University.





## DUIET NBA Committee.

NBA committee for the ongoing TEQIP-III project is proposed with the following members and the following members and the terms of reference.

- |  |                             |
|--|-----------------------------|
| 1) Prof. P. Bhattacharyya, Director DUIET                    | :Chairperson                |
| 2) Dr. Prasenjit Talukdar, Nodal Officer, Academic, TEQIP-II | :Convener                   |
| 3) Mr. Dipankar Das,Asst. Professor, DUIET                   | :Member& NBA<br>Coordinator |
| 4) Mr. Bhaskar Jyoti Saikia,Asst. Professor, DUIET           | :Member                     |
| 5) Ms. ParishmitaGogoi,Asst. Professor, DUIET                | :Member                     |
| 6) Ms. Nomi Boruah,Asst. Professor, DUIET                    | :Member                     |
| 7) Mr. Madhurjya. Saikia,,Asst. Professor, DUIET             | :Member                     |
| 8) Mr. P. Banik,Asst. Professor, DUIET                       | :Member                     |
| 9) MR. BhargavjyotiSaikia,Asst. Professor, DUIET             | :Member                     |
| 10) R. K. Prasad, Asst. Professor, DUIET                     | :Member                     |

• **Terms of Reference:**

1. To promote and encourage NBA related Activities in Dibrugarh University Institute of Engineering and Technology, Dibrugarh University.
2. To plan and execute the NBA activities in Dibrugarh University Institute of Engineering and Technology, Dibrugarh University.
3. To look after all the NBA related activities in Dibrugarh University Institute of Engineering and Technology, Dibrugarh University.





## Proposed AICTE startup cell/Committee.

Startup committee for the ongoing TEQIP-III project is proposed with the following members and terms of references.

- |   |                       |
|---|-----------------------|
| 1. Prof. P Bhattacharyya, Director DUIET                  | : Chairman            |
| 2. Mr. Abhijit Boruah, Assistant Professor, DUIET         | : Startup coordinator |
| 3. Mr. Rupam Deka, Assistant Professor, DUIET             | : Faculty facilitator |
| 4. Dr. Nayan Medhi, Assistant Professor, DUIET            | : Faculty facilitator |
| 5. Ms. ParismitaGogoi, Assistant Professor, DUIET         | : Faculty facilitator |
| 6. Mr. Sudipta Majumder, Assistant Professor, DUIET       | : Faculty facilitator |
| 7. Mr. Rahul Chakraborty, Student, Dept. of PE, DUIET     | : Student coordinator |
| 8. Mr. M. Moswarraf Hussain, Student, Dept. of ECE, DUIET | : Student coordinator |
| 9. Mr. Yusuf Ahmed, Student, Dept. of ME, DUIET           | : Student coordinator |
| 10. Mr. Jyoti MoyDas, Student, Dept. of ME, DUIET         | : Student coordinator |

### Terms of reference:

- To promote and encourage quality Start-up Activities in Dibrugarh University Institute of Engineering & Technology, Dibrugarh University.
- To plan and execute the Start-up activities in Dibrugarh University Institute of Engineering & Technology, Dibrugarh University.
- To look after all the Start-up Activities in Dibrugarh University Institute of Engineering & Technology, Dibrugarh University.



Sl. No	Package No	Package Name	Package Description	Expenditure
<b>Quarter-4</b>				
1	02	DUIET/TEQIP 15/ALL DEPT/LABWORK BENCH	<ul style="list-style-type: none"> <li>▪Chair</li> <li>▪Work Table</li> <li>▪Storage</li> <li>▪Heavy Marble Table</li> </ul>	2797662
2	14	DUIET/TEQIP 17/ALL DEPTSW/MATLAB	<ul style="list-style-type: none"> <li>▪MATLAB and Simulink (25 users)</li> </ul>	2079167
3	15	DUIET/TEQIP 18/ECE SW/MULTISM	<ul style="list-style-type: none"> <li>▪MULTISIM with Multi MCU module</li> </ul>	534500
4	17	DUIET/TEQIP 19/ALL DEPT SWAMPABHA	<ul style="list-style-type: none"> <li>▪LED T.V Set (55 inch) with set up box</li> </ul>	Order Cancelled
5	01	DUIET/TEQIP 22/ALL DEPT/COMPUTER_ PRINTER	<ul style="list-style-type: none"> <li>▪DESKTOP</li> <li>▪LAPTOP</li> </ul>	539635
6	27	DUIET/TEQIP 23/CES/SW/ERP	<ul style="list-style-type: none"> <li>▪EPR SW (Academic module, Examination module, students database)</li> </ul>	Order not processed
7	22	DUIET/TEQIP 24/LAB/CIVIL WORK	<ul style="list-style-type: none"> <li>▪LAB Part ion and minor civil work</li> </ul>	999065
<b>Quarter 1</b>				
8	4	DUIET/TEQIP4/CSE/ES_I OT	Data Acquisition System (USB Facilized)	Order in Progress
9	7	DUIET/TEQIP7/CSE/ROB OTICS	Turtle Bot 2, Laser Scanner,3D Depth Sensor, Arduino Uno Development kit,Lynxmotion Bot Boarduino Shield- Compatible Robot Controller etc.	Order in Progress





10	9	DUIET/TEQIP9/ECE/PROJECT LAB	70 MHz Digital Storage Oscilloscope with Built in Function Generator,PCB prototype machine,Benchtop Multimeter 5 ½ Digit,etc.	Order in Progress
11	10	DUIET/TEQIP10/ECE/SIGNAL PROCESSING	Recording Instrument Microphone,affordable stereo monitors,Handheld Digital Recorder,etc	Order in Progress
12	11	DUIET/TEQIP11/ECE/MICROPROCESSOR	8086 tranner kit,8051 microcontroller kit,ADC interface module,keyboarddisplay,etc.	Order in Progress
13	16	DUIET/TEQIP16/ALL DEPT/FURNITURE	Lab Work bench,WhiteBoards,bookCase ,Godrej Chair Bravo Visitor,Desk cum bench,etc.	Order in Progress
14	20	DUIET/TEQIP20/ALL DEPT/SMART CLASS	Conference hall video conference kit,Smart class room,etc.	Order in Progress

## Rules of Conduct for Faculties and Staff.

The TA, DA and any other expenses to the Faculties and Staff may be sanctioned as per the NPIU (National Project Implementation Unit) Guidelines and Permissible and Non-Permissible Manual.

1. The prior approval from the Director, DUIET through the TEQIP Coordinator/Academic Nodal Officer for each activity is mandatory.
2. The reimbursement procedure will be processed only against the original Bill and Receipt with the proper signature and seal.
3. The Director, D.U.I.E.T., Dibrugarh University shall have the right to alter/reject any issues at any point of time.
4. Faculties/staff in this sense means both contractual and regular staff/faculties.
5. Guidelines for attending conference workshop, Short Term Training Programme, etc.
  - 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)
  - Faculty members/Staffs/Students may apply to present in the Conference/ Workshops/ Seminar/ Symposium/ STTP/Training etc. as per the available format.
  - 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.
  - 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.
  - TA/DA and leave rule for all (faculty/staff/student) shall be as per institute/TEQIP-III norms.
  - Scrutiny member(s) shall verify the fulfillment of requirement and the information submitted by the applicant before recommending the proposal to the higher authority.
  - In all the cases, the applicant shall submit a report to the TEQIP office after attending the program, as per the format available.





6. Guidelines for the Remedial classes.

- Remedial classes are only allowed on the non-working days (as per DUIET academic calendar) i.e. Saturday/Sunday/any other Holiday.
- Maximum no of payable remedial classes will be 20% of the total theory classes taken by the respective faculty member for a particular subject.
- Student selection for remedial class will be as per NPIU guidelines (Diagnostic test, Class performance test will be followed in DUIET) and respective faculty members have to submit the records for the same to the TEQIP Cell at the time of application.
- Remedial classes of subject under the same subject code should be conducted at the same time irrespective of Departments. (Department may be different, but classes will be conducted together).
- Payable remedial classes are allowed only for the regular classes.
- Remuneration for remedial classes will be Rs. 1000/- per class/day for theory classes and Rs. 500/- per class/day for practical and workshop classes.
- Faculty should inform TEQIP office prior to conducting remedial classes (3-4 days) in a non-working day so that they can arrange office staff to get access of the Departmental Building. Remuneration of Rs. 250/- per class/day (one office staff for all departments of DUIET) will be provided to the office staff for the same.
- In the Attendance sheet (format for which will be provided by the TEQIP Cell), the respective faculty members must write the time, date, name of the office staff (with consultation with TEQIP Cell), etc.

7. Guidelines for the Thesis Printing under TEQIP-III, DUIET.

- A maximum amount of Rs. 4000/- per faculty will be allowed as the thesis printing fees for one time.

8. Guidelines for the laboratory consumables for the faculty under TEQIP-III, DUIET.



- To avail the benefit of the reimbursement for consumables, the candidate must be a student of Dibrugarh University. For the faculty research work, to get the benefit of research consumables, the research project/work must be the under the Dibrugarh University or a joint research work/project.

9. Guidelines the Seed Money for the research works.

- An external empowered committee will be constituted by the Director, DUIET for the evaluation of the seed money proposals whenever the proposal comes for the same from the faculty members.
- The faculty members must have to furnish the documents of submission of his research proposal to the funding agencies along with his application for the seed money.

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

There will be two feedback systems in D.U.I.E.T.

One- Departmental level

Two- Central (i.e. Institute level)

**Departmental level**

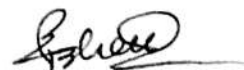
- For the Department level Feedback System, respective department will frame their feedback form and they will maintain their systems within their department. This system will be a monthly system. The respective faculty members will collect his/her Feedback Form through the Class Representative (CR) of the respective class and accordingly she/he will analyze the forms and prepare report/plan for further improvement and/or official uses. (e.g. NBA/NAAC/AICTE, etc.)
- The respective faculty members must have to keep/maintain the reports and feedback forms for further use as document.
- The form will not contain the name, roll no. and signature of the individual students.



- The report thus prepared must contain the different methods/ways to improve the qualities of teaching learning methods based on Feedback Forms.
- Faculties will take the Feedback Forms as an important tool for their improvement in teaching learning methods.
- 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.

**Central (i.e. Institute level)**

- The central Feedback form will be prepared by the TEQIP-III cell in due time which will be supplied to the respective Department/ Faculties.
- This will be a six-monthly system and student will directly submit the Feedback Forms to the director office in the provided closed box.
- The form will contain the name with signature of the individual students and their privacy will be maintained by Director, DUIET.
- The Director, DUIET may call the Faculty Members to discuss his/her performance accordingly.
- The expenses for Feedback system (A4 pages, personal box files, etc. for each faculty) may be done from TEQIP-III fund if required.



## Rules of Conduct for Students.

The TA, DA and any other expenses to the Faculties and Staff may be sanctioned as per the NPIU (National Project Implementation Unit) Guidelines and Permissible and Non-Permissible Manual.

1. The prior approval from the Director, DUIET through the TEQIP Coordinator/ Academic Nodal Officer for each and every activity is mandatory.
2. 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.
3. TA/DA guidelines for the students under TEQIP-III, DUIET
  - As the travel allowance, the travel by train in Sleeper Class for the long distance (where no bus service is available) or the travel by bus for short distances or the travel by local Taxi (where no bus/train service is available) will be allowed.
  - For the accommodation, the maximum Rs. 700/- per day per person will be allowed. (A total maximum amount of Rs. 3500/- per student for the accommodation related to any academic activities will be allowed.) (The limit i.e. Maximum Rs 3500/- per student will be effective after the approval by BoG [Board of Governors])
  - For food, maximum Rs. 300/- per day per person will be allowed.
  - As the training fee/registration fee for any type of training/internship/short term training, etc. a maximum amount of Rs. 7000/- will be allowed.(The limit i.e. Maximum Rs 70000/- per student will be effective after the approval by BoG [Board of Governors])
  - The reimbursement procedure will be processed only against the original Bill and Receipt with the proper signature and seal. (except in case of system generated Invoices).
  - The name of the claimant should be properly mentioned in the supplied Bill/Invoices. Overwritten Bills/Invoices are not accepted.
  - 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.

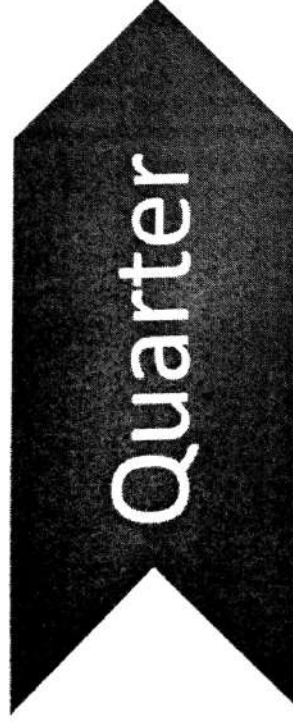




4. Guidelines for the mini project work under TEQIP-III, DUIET
- B. Tech level Project will be compulsory for each and every student from 3<sup>rd</sup> Semester onwards in DUIET.
  - Each group of students will comprise of 5 nos. of students for the ME, ECE and CSE and 3 nos. of students for the PE.
  - The students will form/propose their own groups and the DUIET Research Committee will finalize the same.
  - The students/ Groups may propose their area of interest and the research committee will allocate guides/ supervisors to the respective groups based on the thrust areas of the faculties and it will be notified accordingly.
  - The multidisciplinary work will be encouraged including the Basic Sciences.
  - The project duration will be one academic year.
  - The progress report must be submitted to their respective guide monthly along with one presentation and/or interaction.
  - They have to submit the final report in proper format (which will be informed later on) one (01) to TEQIP-III cell and another one (01) to their respective Guides. Again, they have to present their project works to the guide as well as other faculty members of D.U.I.E.T, DU on the completion of their project within one academic year.
  - An amount of maximum Rs.20, 000/- (Rupees Twenty Thousand only) may be allowed to each group as consumables expenses.
  - After approval from the Director, the TEQIP-III cell will request the respective Department for doing the needful by sending the Minutes of Meetings.
  - For reimbursement claimed against consumables required for any experiment/project should provide the approval copy for the same with detail breakdown.



# ROAD MAP FOR TEQIP-III



Dibrugarh University Institute of Engineering and  
Technology



**Each Quarter of TEQIP Consists of Three Months. For proper Implementation of the Project a Quarter is again divided into 5 Sub-Quarters.**

- 1. Sub-Quarter 1: Day 1 to Day 10 of the Quarter.**
- 2. Sub-Quarter 2: Day 11- Day 60 of the Quarter.**
- 3. Sub-Quarter 3: Day 61-Day 70 the Quarter.**
- 4. Sub-Quarter 4: Day 71-Day 80 of the Quarter.**
- 5. Sub-Quarter 5: Day 81- end of the Quarter.**

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## A. FOR ACADEMIC ACTIVITIES

### **Sub Quarter 1:**

Submission of proposal and Approval for the same must be completed for any kind of Academic Activities like: Conducting Workshop/Seminar/Paper presentation/attending conferences etc.

**Sub Quarter 2:** Planning and execution and implementation of the Proposed Activity.

**Sub Quarter 3:** Completion Of the Proposed Event and Submission of Expenditure as well as Detail report for initiation of Payment.

**Sub-Quarter 4:** Initiation of the Payment from TEQIP cell and Verification of Documentation.

**Sub- Quarter 5:** Documentation and Analysis of the Ongoing Quarter.

Note:

1. Any refund claimed from TEQIP- must complete within Sub Quarter 3.
2. Only Students are eligible for Claiming Reimbursement till Sub Quarter 4.
3. Faculties/Staff Require Special permission from the Vice chancellor to claim the same if they want to apply after Sub Quarter 3.
4. For conducting Any Event after Sub-Quarter 3, Special Permission for the same must be required from the vice chancellor with proper justification of delay.
5. Planning for all academic activities (Workshop/seminars etc.) must be completed prior to the date of the Programme.



## B. Procurement:

### Sub Quarter 1:

Submission of proposal and Approval for the same must be completed for any kind of procurement.

### Sub Quarter 2:

1. The procurement committee will initiate the approved proposals and Select the method of Procurement.
2. The Procurement committee will assigned a date for tender generation on the basis of method of Procurement.
3. Quotation Evaluation and Comparative analysis and Generation of Purchase Order must be completed before Day 40 of a Quarter. In Special cases the same may be extended up to First 6 days of Sub- Quarter 3 with due permission of the vice-chancellor.
4. The Successful Vendor/Service Provide etc. must have to produce letter of Acceptance within three days of generation of Purchase Order.

### Sub-Quarter 3:

1. Delivery of Procured Items of Services along with Installation and Training if needed must be completed within Sub-quarter 3.





2. Claiming of Bill and Submission of Contingency Bill by the Vendor/Service Provider to TEQIP cell must be completed within Sub Quarter 3.

Sub- Quarter 4:

1. Procurement Committee will verify the procured items/Services and issue NOC to TEQIP cell for release of payment to the concerned Vendor/Service Provider.
2. Payment will be initiated.

Sub- Quarter 5:

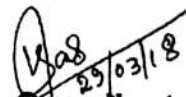
1. Documentation and Analysis of the Ongoing Quarter.

Failure In maintaining this roadmap will not be appraised and this will lead to the cancellation of any Payment/ Refund Claimed from TEQIP-III. In Extreme Conditions Payment/Refund claimed in Sub-Quarter 5 may be processed on the approval of the Honorable Vice chancellor.



**Director, DUIET**

**Dibrugarh University**



**Coordinator**

**TEQIP-III, DUIET**

