TEQIP-III Project Office
Dibrugarh University Institute of Engineering and Technology

Ltr. No. DUIET/TEQIP/2019/1392 Date: 04.12.2019

MINUTES OF THE MEETING
DUIET Academic Committee
Constituted vide Notification No. DUIET/TEQIP/2017-20/0223A

The 2nd meeting of the DUIET Academic Committee was held in the Conference room of Director's Office, DUIET on 04.12.2019 to discuss a few Academic issues.

Members Present

Sl. No.	Name	Designation	Department
1	Prof. P. Bhattacharyya	Director (Chairperson)	DUIET
2	Dr. Gitalee Sharma	Nodal Officer Academic (Convener)	Engineering Chemistry, DUIET
3	Mr. Rupam Deka	Assistant Professor (Member)	ME, DUIET
4	Mr. G. R. Michael	Assistant Professor (Member)	ECE, DUIET
5	Ms. Bondita Robidas	Assistant Professor (Member)	PE, DUIET
6	Mr. Partha Pratim Borthakur	Assistant Professor (Member)	ME, DUIET
7	Dr. Nayan Medhi	Assistant Professor (Member)	PE, DUIET
8	Mr. N. K. Kaphungkui	Assistant Professor (Member)	ECE, DUIET
9	Mr. Niranjan Bora	Assistant Professor (Member)	Engineering Mathematics, DUIET
10	Mr. M. Tiken Singh	Assistant Professor (Member)	CSE, DUIET
11	Dr. Purabi Gogoi	Assistant Professor (Member)	Engineering Physics, DUIET
12	Mr. Sudipta Majumdar	Assistant Professor (Special Invitee)	CSE, DUIET

Mr. Rabinder Kumar Prasad, Asst. Professor, CSE Dept. was absent in the meeting and his leave of absence was granted.

The Nodal Officer Academic of TEQIP-III, DUIET welcomed all the members and requested to take up the agenda for discussion.
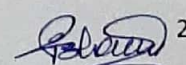
Agenda, Discussion and Decision/Resolution of the meeting: -

Item 1:	Regarding publication fee in SCOPUS indexed journals
Discussion	The members discussed about the need and importance of publications in SCOPUS indexed journals for faculties. Publication of articles/papers in peer reviewed journals will enhance the depth of the study of a faculty. His/Her work can be cited for reference by the students. Moreover, this enhancement of knowledge of the faculty will ultimately be transferred to the students during his lecture sessions and classroom mentoring. Also, there is the scope of motivating the students to carry out research works in future,

	guiding them how to write research papers/articles. The members also felt that some amount may be approved to the faculties for publication in journals
Resolution	"Resolved that publication fee in SCI/SCOPUS/SSCI indexed journals be approved for an amount up to a maximum of INR 5000/- for each paper and a single faculty can avail for only 02 papers per academic year, provided that the concerned faculty should give a justification about the relevance to his publication to his course curriculum in the department, while claiming for reimbursement."
Item 2	**Regarding purchase of minor accessories for B.Tech. minor projects**
Discussion	It was brought to the committee's attention that consumable items are needed to carry out students' B.Tech. projects (as a part of their course curriculum). Such items include hardware, chemicals etc. It becomes difficult sometime for every student to afford such purchases. Hence, the committee suggested that the proposal for purchase of minor accessories/consumables under TEQIP-III may be placed before BoG, provided the students will have to make the expenditure and get reimbursed against the said consumption later on from TEQIP-III fund.
Resolution	"Resolved that- a. All the Departments be requested to submit the list of consumables for B.Tech. projects to the TEQIP-III Coordinator for necessary approval in BoG. b. Small/Minor equipments above Rs.10,000/- for B.Tech. projects be purchased from DUIET fund. c. The number of students per project be ranged between 02 to 06."
Item 3	**Regarding implementation of MOODLE in DUIET**
Discussion	• The committee opined that implementing MOODLE system in DUIET will increase the temporal and spatial accessibility of students to teacher's lectures, study materials etc. Moreover, Mock tests, quizzers which can be conducted through MOODLE will improve a student's idea and preparation level towards competitive examinations such as GATE etc. In this regard a System Administrator must be recruited and a server be purchased for implementation of MOODLE system at DUIET.

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Resolution	'Resolved that- • A System Administrator be recruited at DUIET. • A server be purchased for implementation of MOODLE system at DUIET."
Item 4	**Regarding use of Seed Money**
Discussion	Faculties carrying out research work at times face financial crisis, as some expenditures pop up suddenly. If there lies a provision for seed money which can be availed by the faculties in such cases, it will be of utmost help.
Resolution	"Resolved that Seed Money of INR 50,000/- be approved per faculty for research purpose for which the outcome should be innovative. Otherwise the concerned faculty will have to return back the whole amount."

As there was no other item to be discussed, the meeting was ended with a vote of thanks from the convener.

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Signature of the Members

Sl. No.	Name	Signature
1	Prof. P. Bhattacharyya	04/12/19
2	Dr. Gitalee Sharma	4/12/19
3	Mr. Rupam Deka	04/12/19
4	Mr. G. R. Michael	4/12/19
5	Ms. Bondita Robidas	4/12/19
6	Mr. Rabinder Kumar Prasad	ABSENT
7	Mr. Partha Pratim Borthakur	4.12.19
8	Dr. Nayan Medhi	4/12/19
9	Mr. N. K. Kaphungkui	4/12/19
10	Mr. Niranjan Bora	04/12/19
11	Mr. M. Tiken Singh	4/12/19
12	Dr. Purabi Gogoi	04.12.19

13. Sudipta Mazumder   4/12/19

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