

Minutes of Meeting

Date : 06.09.2018
 Venue : Principal's Chamber
 Attendee : Prof. N.C. Shivprakash, Mentor
 Prof. R.N. Awale, Coordinator TEQIP-III, VJTI, Mumbai
 Dr Ranjan Maheshwari, Principal, G.E.C., Ajmer
 Dr U. S. Modani, Coordinator TEQIP-III, G.E.C., Ajmer
 Dr Adarsh Mangal, N.O. (A)
 Dr Manish Badlani, N.O. (F)

At the outset, Principal welcomed both the guests. The minutes of the meeting are as follows:

1. It was directed by the Mentor that Training and Placement Office must collect the data of passed out students (Higher Studies/Employed/Entrepreneur/ Armed Forces) for NBA purpose. For this purpose, a Google Form may be designed to collect the said data so that the same may be collected in time. This data is the nature of high importance as far as NBA is concerned.
2. The college is running in its 21st year. In this regard, it is decided that Alumni Meet of first batch passed out students must be organized in this year by the Alumni Association of our college. Alumni Meet is important and mandatory part for NBA accreditation.
3. An exit survey including all Programme Outcomes should be planned and executed by concerned department at the earliest for NBA accreditation. The questionnaire of the survey will be proposed by NBA Coordinator and approved by the Principal.
4. It is decided that an office-order must be issued to all NPIU faculty by the Principal regarding not to write emails directly to NPIU. This act will be considered as gross indiscipline.
5. It was decided that leave (Academic / Duty) admissible to NPIU faculty will be same as for the regular faculty members. The necessary approval of the B.O.G. may be obtained in this regard.
6. It was resolved that PhD registration fees may be reimbursed to those NPIU faculty members who have registered in PhD after joining the services through NPIU.
7. It was directed that maintenance of any resource (laptop / printer / chair /table etc.) issued under TEQIP will be the responsibility of the concerned faculty/staff.
8. It was directed that a Core Committee may be formed by the Institute Project Director comprising of Coordinator TEQIP-III, N.O.(Academics), N.O.(Finance), N.O.(Procurement), one NPIU faculty member (all from our college) and an external expert from the other TEQIP-III institute.

This core committee may take decisions on various matters, not mentioned in PIP document of NPIU. Permission of B.O.G. may be obtained, if required in particular cases.

9. It is decided that a meeting of Department Heads with Core Committee and Principal may be organized at least once in month.
10. Appointment of Accounts Assistant in TEQIP-III cell:
TEQIP-III has no Accounts Assistant right now. Due to that, the settlement of files takes time. This matter was discussed at length and resolved that Principal and TEQIP-III cell are empowered to process for the appointment of Accounts Assistant through a duly constituted committee formed by the Institute Project Director. The process will be conducted by the TEQIP cell only.
11. Mentor instructed to TEQIP-III cell that procurement deadline is March, 2019. Hence, procurement process must be speed up.
12. Mentor also instructed to form a Department Advisory Committee in which Head of the concerned department from VJTI, Mumbai will be a member. The same should be available on college website also. The Department Advisory Committee must meet at least once in semester preferably in the commencement of a semester.
13. The Mentor directed to get funding from external agencies for R&D projects submitted by faculty time to time to enhance IRG of the institute.
14. It was directed by the Mentor that the accounts persons working in the TEQIP cell should dispose the files/ note sheets related with TEQIP in the TEQIP cell itself. There should be minimum movement of the files/ note sheets outside the TEQIP cell.

The meeting ended with thanks to the Mentor, Prof. N.C. Shivprakash, and Prof. R.N. Awale, Coordinator TEQIP-III, VITI, Mumbai.



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Date : 06.09.2018
Venue : Computer Lab of M.B.A. Department
Attendee : As per attached attendance list

At the outset, Dr U. S. Modani, Coordinator TEQIP-III welcomed both the guests. After formal introduction, the meeting started. The minutes of the meeting are as follows:

1. The Mentor asked each Head of the Department about the procurement status and the difficulties in the process. The Mentor stressed upon timely execution of the procurement plan i.e. March 2019.
2. The Mentor motivated each Head of the Department to organize at least one FDP or STC in the current semester. The Head, Civil Engg. Informed that they have planned FDP in the month of September 2018 under Twinning Activities.
3. The Mentor guided that NBA team will be visiting to the college in near future, in this regard each eligible department has to prepare themselves as per requirement to achieve the target.
4. Mentor appreciated the work done by GATE Coordinator and instructed him to increase the percentage of qualified students this year by putting extra efforts for GATE coaching.
5. Mentor appreciated the work done by Start-Up Coordinator and advised him to organize such events (Workshop / Seminar / Webinar) related with Start-Up cell which may result in significant development of some Start-Ups at the college level.
6. Mentor instructed the Training and Placement Officer to increase employability and placements by putting more efforts. He also asked for data collection of passed out students for NBA purposes. It was also indicated by the Mentor to obtain "Employer Satisfaction Report" from various companies who had provided recruitment to our students in past three years.
7. Mentor advised to Head H&S to train the students in such a manner in the First Year itself so that they could be able to understand the applications of Engineering.
8. Mentor advised Deputy Registrar (Finance) and account section to support the events organized under TEQIP-III.
9. The Mentor appreciated various guidelines issued by the IPD for smooth functioning and impartial distribution of funds under TEQIP-III.

The meeting ended with thanks to the Mentor Prof. N.C. Shivprakash and Prof. R.N. Awale, Coordinator TEQIP-III, VJTI Mumbai by the Coordinator, TEQIP Dr U.S.Modani.



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