

**NARULA INSTITUTE OF TECHNOLOGY**

**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME(Phase-II)**

**NOTICE**

Date: -09-04-2013

As per the directive from NPIU vide mail, dt. 07-04-2013 it has come to notice that all the participating institutes should have Systematic Training Need Analysis (TNA) in order to achieve the TEQIP targets timely.

Therefore all the HODs are requested to take the initiative to prepare TNA of the faculties and schedule a detailed plan for the year 2013-2014.

In connection to the above a meeting of the TEQIP Unit has been scheduled in the Conference Hall, NIT on **10-04-2013 at 12.30 P.M.**

**Agenda:**

1. Prepare TNA of the faculties and schedule a detailed plan for the year 2013-2014.
2. Any other relevant matter.

All the concerned members are requested to make it convenient to attend the meeting.



Prof. (Dr.) J.K. Das  
Principal, NIT; Chief TEQIP Chairman

**Copy Forwarded to;**

- All the HODs ( ECE, CSE, IT, CE, EE, EIE, ME, Physics, Chemistry, Mathematics, English)
- Mr. Arindam Chatterjee                      Registrar, NIT
- Administrative Officer
- Prof. Chandrasekhar Sen Mazumder      Nodal Officer, Finance
- Mr. Subhram Das                              TEQIP Co-ordinator
- Mr. Niladri Dutta                              Jr. Officer Administration (TEQIP)

**NARULA INSTITUTE OF TECHNOLOGY**  
**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME(Phase-II)**

Minutes of the meeting of TEQIP Unit held on 10/04/13 at 12.30 pm in the Conference Hall, NIT.

Members Present:

- |                           |                                    |
|---------------------------|------------------------------------|
| • Prof. (Dr.) J. K. Das   | Chairman-TEQIP                     |
| • Prof.(Dr.) M.R.Kanjilal | Nodal Officer- Academic            |
| • Mr. Arindam Chatterjee  | Registrar-NIT                      |
| • Mr. Subhram Das         | TEQIP Coordinator                  |
| • B.K.Medya               | HOD-IT                             |
| • Mr. D.K.Sen             | HOD-English                        |
| • Mr. Jyanta Pal          | HOD-CSE                            |
| • Dr. Indrani Sarkar      | HOD-Physics                        |
| • Dr. Pijush Basak        | HOD-Mathematics                    |
| • Prof. Amlan Chakrabarti | HOD-EE                             |
| • Prof.S.C.Bera           | HOD-ME                             |
| • Prof. Jagadis Ch. Guha  | HOD-CE                             |
| • Basari Deb              | Asst. Prof. EIE                    |
| • Dr. Sumit Nandi         | Hod-Chemistry                      |
| • Mr. Niladri Dutta       | Jr. Officer Administration (TEQIP) |

**Agenda -1 : Submission of proposals under TEQIP Phase-II**

Resolution-1: It was resolved that from henceforth all proposals under TEQIP must be submitted at least 20 Days prior to the actual date of upcoming event for smooth approval of the same from all the concerned ITU members and BOG-Chairman.

**Agenda – 2: Systematic Training Need Analysis (TNA)**

Resolution 2-a: Nodal Officer-FSD discussed the process of framing TNA through a prescribed format (attached as Annexure-A)

Resolution 2-b: It was resolved that TNA should be linked with the programme objectives. It is also requested to all HODs to consider the curriculum in two parts-core and electives along with a predeployment of subject assignment exercised to be done at department level to frame actual need based analysis.

Resolution 2-c: 50% of the total area of need should be very specific and related to the subject domain. Rest 50% can be kept common for faculty members, to the extent possible for


organizing in house training events. In-House training should preferably be reflected in TNA as well.

Resolution 2-d: It is also resolved that each department will organize a programme at the semester ends, therefore a common training period of 15 days should be kept against all faculty members to enable to attend the same in the coming financial year.

Resolution 2-e: All departmental HODs were advised to depute faculties for a Min. of 2 and Max. Of 4 such short term training other than Conference/Paper presentation in their related subjects, during the academic year 2013-2014.

Resolution 2-f: It was also resolved that department should submit the TNA with a counter signature of HOD at every page of TNA document along with a recommendation through minutes of the meeting of DAC.

The meeting ended with a vote of thanks to the chair.

  
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Prof. (Dr.) J.K. Das  
Principal, NIT; TEQIP Chairman

Chairman  
Project TEQIP-II  
Narula Institute of Technology

**Systematic Training Need Analysis (TNA) Format**

Name of Department	Name of Faculty members for Training/Development	Areas of Training/Development	Duration(Days)	Tentative dates of training /development	Organizations for Training