

NARULA INSTITUTE OF TECHNOLOGY
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Ref : NIT/PRIN/Notice/13/354

May 16, 2013

NOTICE

An emergent meeting has been scheduled to be held on 16.05.2013 at 3.00 in the Conference Room of NIT to discuss the following agenda :

AGENDA

1. Submission of final TNA for the year 2013-14.
2. Discussion for the upcoming BOG meeting which is scheduled to be held on 20.05.13 at H.O.
3. Any other matter.

In view of the above the following members are requested to be present in the aforesaid meeting.



Dr. J. K. Das
Principal.

To
All HODs (ME, EIE, CE, EE, CSB, MT, ECE, PHYSICS, CHEMISTRY, ENGLISH, MATHS)
✓ DEAN - R & D.
✓ TEQIP CO-ORDINATOR, (L)
✓ MODAL OFFICER - FINANCE
✓ REGISTRAR
✓ ACCOUNTS OFFICER

NARULA INSTITUTE OF TECHNOLOGY

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME(Phase-II)

Minutes of the meeting held on 16/05/2013 at 3pm in the Conference Room of NIT.

Members Present:

- | | |
|------------------------------------|---------------------------------|
| • Prof. (Dr.) J.K.Das | Principal, NIT ; TEQIP Chairman |
| • Dr. Amitava Das | Dean R & D |
| • Mr. Arindam Chatterjee | Registrar, NIT |
| • Prof.(Dr.) M.R.Kanjilal | Nodal Officer, Academic |
| • Prof. Jagadis Chandra Guha | HOD-CE |
| • Prof. Chandrasekhar Sen Mazumder | Nodal Officer, Finance |
| • Dr. Sumit Nandi | HOD-Chemistry |
| • Mr. Subhram Das | TEQIP Co-ordinator |
| • Dr. B.K.Medhya | PMU Nodal Officer |
| • Mrs. Indrani Sarkar | HOD-Physics |
| • Dr. Pijush Basak | HOD Mathematics |
| • Mr. Kallol Paul | Accounts Officer, NIT |
| • Mr. Jayanta Pal | HOD-CSE |
| • Mr. Niladri Dutta | Jr. Officer Administration |

Members Absent:

- | | |
|---------------------------|-------------------|
| • Dr. J.K.Roy | HOD-EIE |
| • Prof. Amlan Chakroborty | E&M Nodal officer |

Chairman welcomed all the members and commenced the meeting for agenda wise discussion.

Agenda 1): Submission of Final Training Need Analysis for HOD/Faculty members and Technical Staff for 2013-14.

Resolution 1) : Chairman advised all the HODs of the eligible departments under TEQIP Phase-II to submit the following documents latest by 17/05/2013:

- Revised Training Need Analysis (TNA) form of Faculty members/Technical Staff
- Tentative Training Schedule for Faculty members/Technical Staff (2013-2014)

Agenda 2): Submission of Faculty List for attending Pedagogy Training to be organized by SPFU-WB.

Resolution 2) : Chairman advised Nodal –Officer, Academics, to coordinate the matter with immediate effect. It was also decided in this regard that Nodal –Officer, Academics should send the list of faculty members in different batches, comprising 25 members per batch, to SPFU-WB for attending the Pedagogy Training.

Agenda 3): Producing proper bill for claiming remuneration charges for Remedial Classes.

Resolution 3) : It was unanimously decided that remedial classes should be continued by internal faculty members for the weaker section of students. Further more in this regard a proper payment procedure has to be finalized as per BOG approved documents.

Chairman also advised Nodal Officer Equity Assistance Plan Committee and Nodal Officer Finishing School to prepare a detailed report on the number of Remedial classes conducted till date and submit the same to SPFU-WB. (Format for Report attached as Annexure-A)

Agenda 4): Conduct of Specialized Soft Skill Development Training.

Resolution 4) : Chairman appreciated the successful completion of Specialized Soft Skill Development Training for all B.Tech 3rd Year students that was conducted in the winter semester break of 2012. It was also decided that similar Specialized Soft Skill Development Training can be extended for 2nd Year B.Tech students in the following semester break of 2013.

Agenda 5): Consent of SPFU-WB, regarding the reimbursement of expenditures incurred by UG and PG students of NIT, towards publication of paper in different journals/Registration fee for Internship training at various industries during semester breaks/ Registration charges for Industrial tour from TEQIP Phase-II grant.

Resolution 5) : Chairman and other members present in the meeting unanimously agreed to discuss the above agenda in the upcoming BOG meeting to be held on 20/05/2013 for further clarification.

Agenda 6): Permission from SPFU-WB to organize In-house Workshops/International Conference by Non-Engineering departments (Physics, Chemistry, English and Mathematics) and reimbursement of the expenditure from TEQIP Phase-II fund.

Resolution 6): Chairman and other members present in the meeting unanimously agreed to discuss the above agenda in the upcoming BOG meeting to be held on 20/05/2013 for further clarification. It was also concerted that HODs of Non-Engineering departments (Physics, Chemistry, English and Mathematics) should write to SPFU-WB seeking for clarification in the aforesaid aspect.



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

Annexure: A

NARULA INSTITUTE OF TECHNOLOGY

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME(Phase-II)

REPORT FOR REMEDIAL CLASS

- Methods for identifying weak students
- Number of weak students identified
- Number of Remedial classes taken
- Rate of improvement after Remedial Teaching
- Procedure for payment of remuneration to faculty members engaged in taking Remedial Classes