

# UNIVERSITY DEPARTMENTS

## RAJASTHAN TECHNICAL UNIVERSITY, KOTA



### 3<sup>rd</sup> Meeting of Board of Governors

#### MINUTES

**Meeting No.:** 3  
**Meeting Place:** Dean FA Office  
**Date:** 3<sup>rd</sup> June 2019 (Monday)  
**Time:** 11:00 A.M

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**Following are the minutes of the 3<sup>rd</sup> meeting of the Board of Governors (BoG) University Departments, RTU Kota, held on 03.06.2019 at 11:00 A.M in the office of the Dean FA. Following were present:**

- |    |                      |   |                  |
|----|----------------------|---|------------------|
| 1. | Prof. G. L. Asawa    | - | Chairman         |
| 2. | Prof. B. Ravindra    | - | Member           |
| 3. | Shri K. M. Tandon    | - | Member           |
| 4. | Shri D. N. Nainani   | - | Member           |
| 5. | Prof. S. K. Rathore  | - | Member           |
| 6. | Shri R. S. Choudhary | - | Member           |
| 7. | Prof. Anil K. Mathur | - | Member secretary |

Following could not attend the meeting-

- |    |                     |   |        |
|----|---------------------|---|--------|
| 1. | Shri Anurag Agarwal | - | Member |
| 2. | Prof. B. P. Suneja  | - | Member |

Professor Dinesh Birla, Coordinator, UD TEQIP-III attended the meeting as special invitee.

Member Secretary welcomed all the members present in the meeting. Chairman and all other members welcomed the new Member Secretary besides appreciating the good work and contributions made by the out-going Member Secretary Prof. S. C. Jain.

**BoG 3.2: To consider and approve the minutes of the 2<sup>nd</sup> meeting of Board of Governors, UD, RTU Kota held on 7 January, 2019.**

The 2<sup>nd</sup> meeting of BoG was held on 7 January, 2019 (annexure 1, page 1 to 15) and was circulated among the members.

A consolidated report on the action taken on resolutions adopted by the Board of Governors, UD RTU Kota in its second meeting is submitted for perusal and approval as under:

**Action Taken for 2<sup>nd</sup> BoG, held on 7<sup>th</sup> January 2019.**

Agenda	Particulars	Action taken
BoG 2.2	To consider action taken report of the minutes of the 1 <sup>st</sup> meeting of Board of Governors, UD, RTU Kota held on 22 May 2018.	Office order no. RTU/ UD/ TEQIP/-III/F(58)/38/2019/14767-82 dated 18/ 03/ 2019 (annexure 2, page 16) issued by IPD TEQIP-III.
BoG 2.3	Apprising the present status of rearranged procurement packages on PMSS portal as discussed with NPIU PMSS officials, since these got last passed in first BoG UD meeting and approving the same.	Office order no. RTU/ UD/ TEQIP/-III/F(58)/38/2019/14715-31 dated 18/ 03/ 2019 (annexure 3, page 17) issued by IPD TEQIP-III.
BoG 2.4	To approve the Quarter wise action plans Q2, Q3 and Q4 of FY 2018-19, submitted to SPIU/ NPIU.	Members perused.
BoG 2.5	To approve the compliances made by UD TEQIP-III RTU Kota to SPIU/NPIU audits for FY 2017-18.	The audit observation has been resolved (annexure 4, page 18 to 19).
BoG 2.6	For necessary directions for reimbursement of PhD part time/ full time fee to the faculty.	Office order no. RTU/ UD/ TEQIP/-III/F(58)/38/2019/14783-99 dated 18/ 03/ 2019 (annexure 5, page 20) issued by IPD TEQIP-III.
BoG T-2.1	For necessary directions for reimbursement of sponsored part-time PhD programme for NPIU provided faculty engaged through TEQIP-III.	Office order no. RTU/ UD/ TEQIP/-III/F(58)/38/2019/14750-66 dated 18/ 03/2019 (annexure 6, page 21) issued by IPD TEQIP-III.
BoG T-2.2	For necessary direction regarding the candidature of NPIU provided contract faculty Mr. Ram Singh at allotted institute i.e. UD, RTU Kota	Office order no. RTU/ UD/ TEQIP/-III/F(58)/38/2019/14800-816 dated 18/ 03/2019 (annexure 7, page 22) issued by IPD TEQIP-III.



BoG T-2.3	Approval of Vision & Mission of the institute and Institutional Strategic Plan	Vide Office order no. RTU/ UD/ TEQIP/- III/F(58)/38/2019/14732-49 dated 18/ 03/ 2019 vision & mission of the institute were approved and BoG members will make their comments/ suggestions, if any during the third meeting of BoG UD RTU Kota on the “Institutional Strategic Plan” (annexure 8, page 23).
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Members are requested to approve the above action taken report.

**Resolution:** Members perused and approved the action taken on the decisions of the 2<sup>nd</sup> meeting of the BoG, UD, RTU Kota with the following observations:

(a) For BoG 2.5, the amount of Rs. 130/- to be recovered from NPIU faculty Ms. Anjaly Vashistha, (who has resigned from UD, RTU Kota) may be considered settled as the amount is not big enough for the efforts required and total amount considered recoverable in the audit is already balanced.

(b) For BoG T 2.3 “Vision of the Institute” may be recast as below:

“To be, through academic excellence and innovation, an eminent institute of empowering technical education and meaningful research; to serve the needs of the industry and society.”

**BoG 3.3:** To consider and approve the Quarter wise action plan Q1 (April to June 2019) of FY 2019-20 and expenditure so far.

Action plan of Q1 (April to June 2019) of FY 2019-20 submitted to SPIU/ NPIU is placed at annexure 9, pages 24 to 28.

The details of expenditure in various heads is made available on PFMS portal from NPIU, for previous year quarter wise action plans, and is placed at annexure 10, pages 29 to 30.

Above is placed for approval of members of BoG.

**Resolution:** Above was approved.



**BoG 3.4: To report the NBA Accreditation status.**

A mock test visit prior to actual NBA experts visit was conducted by the officials of Jadavapur University (Mentor institute) on 23<sup>rd</sup> March, 2019 at annexure 11, page 31 to 32 for three UG programmes Electronics and Communication Engineering, Mechanical Engineering, Electrical Engineering (vide NBA application reference no. 2958 dated 03 June 2018).

The NBA experts visit is held for above three UG programmes Electronics and Communication Engineering, Mechanical Engineering, Electrical Engineering from April 05-07, 2019.

For other applied four UG programmes Electronics Instrumentation & Control, Civil Engineering, Computer Science & engineering and Production & Industrial Engineering (vide NBA application reference no. 2997 dated 25 June 2018) the dates for visit are to be received from NBA.

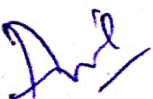
Above is placed for reporting to members of BoG.

**Resolution: Above was noted.**

**Members were also informed in the meeting that a letter has been received from NBA stating that the desired accreditation has not been granted for NBA application no. 2958 dated 3<sup>rd</sup> June 2018 and details of marks for criteria-wise is still awaited.**

**BoG 3.5: To report the Procurement status under UD TEQIP-III.**

From the procurement packages already approved from NPIU PMSS software and from UD BoG (1.1), invitation bids for packages (S.No 1 to 7 of table below) mentioned in the following table have been invited on the initiation of respective Department Purchase Committees and further approved by Institute Purchase Committee, UD TEQIP-III. Packages (8 to 13 of table below) are in GEM Mode in the following table and are being processed.



**From UD, TEQIP-III, RTU (1.1), Details of Procurement Invitation Bids under Shopping Mode and Under GEM**

S.No.	Department	Package code	Package name	Aapprox cost	Purchase mode	Last date of receipt of Invitation for Quotation (Shopping) Acceptance	No. of Invitation for Quotation (Shopping) received by last date
1	Mechanical	1	CNC lathe and mill trainer	1700000	Shopping	23 Feb., 2019	Three
2	Electronics and communication	5	Electronic lab trainer kits	1387900	Shopping	23 Feb., 2019	Four
3	Civil	17	Production Engineering lab	576000	Shopping	23 Feb., 2019	NIL
4	Mechanical	14	Rapid prototyping machine	2000000	Shopping	23 Feb., 2019	Two
5	Electrical	7	Smart Grid & Renewable Energy Lab	3495000	Shopping	23 Feb., 2019	Three
6	Civil	15	Microscope Instrument	500000	Shopping	23 Feb., 2019	Four
7	Mechanical	39	Propulsion System	1909180	Shopping	23 Feb., 2019	One
8	Institutional	8	Xerox Machines	700000	GEM		
9	Institutional	57	Color Laser Printer	650000	GEM		
10	Institutional	63	Desktop Computers	650000	GEM		
11	Institutional	56	Wireless mic system	72,800	GEM		
12	Institutional	55	PA System	4,34,000	GEM		
13	Institutional	58	Multimedia Projector	750000	GEM		

Invitation of Quotation for packages (S.No 1 to 7) have been done as per TEQIP-III Manual, by displaying the Invitation of Quotations information on institute website. No advertisement is issued separately in newspapers for packages so far as per registrar noting (annexure 12, page 33).

Letters were sent to departments, followed by reminders to send remaining packages proposals (annexure 13, page 34 to 43). After code of conduct, the due processing shall be continued.

Above is placed for reporting to members of BoG.

**Resolution:** Members perused above and noted that in spite of having received quotations for some of the procurement packages, the same could not be opened because of Model of Code of Conduct being in force at that time.

Members noted the progress made in the procurement after Model of Code of Conduct and the efforts of Coordinator & Nodal Officer (Procurement) UD TEQIP-III were appreciated for the prevailing coordination among Departments, Dean's Office, Institute Purchase Committee, Purchase and Accounts Office, as a result of which the progress in procurement is discernible.

**BoG 3.6:** To report the present status of GATE/ Employability Skill Training/ Employability Skill Test for Academic Session 2018-19 and 2019-20.

The status of activities like GATE/ Employability Skill Training/ Employability Skill Test for academic session 2018-19 and academic session 2019-20 is detailed below:

Status of Activity	2018-19	2019-20
Employability Skill Test	Employability Skill Test conducted during 3 to 5 Oct 2018 & 10 to 15 Dec 2018 (annexure 14, page 44 to 53) by NPIU empanelled service provider, due payment of Rs. 1,86,381/- dated 19.03.2019 made (annexure 15, page 54 to 56).	For Employability Skill Test in 2019-20 efforts will be made to meet out the deadlines as mentioned in NPIU email dated 2 <sup>nd</sup> May 2019 (annexure 16, page 57 to 68)
GATE Training	As per confirming SPIU work order given to lowest bidders for various programmes for payment on pro-rata basis for number of training hours to be held but NPIU service provider did not accept (annexure 17, page 69 to 75).	Orientation programme for students held and willingness to join training classes sought (annexure 18, page 76). Empanelled service provider being considered where number of students is 40 or more and for other internal/ external faculty may be engaged.

Employability Skill Training	Work order given to lowest NPIU empanelled bidder but after training hours (annexure 19, page 77 to 79) after MoU (annexure 20, page 80 to 84). The classes are stopped (annexure 21, page 85) after HoD letter for feedback (annexure 22, page 86 to 104) from students received. Invoice of 30% amount from service provider (annexure 23, page 105 to 106) raised as per payment clause. Annexure 24, page 107 is also attached sent to SPIU/ NPIU for direction to make payment to the vendor.	Orientation programme for students held and willingness to join training classes sought (annexure 18, page 76). In view of feedback from students this year EST is unlikely from empanelled service provider
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Now, we have two options for payment to service provider whether (i). Payment invoice raised by service provider for 2018-19 Employability Skill Training be made as it is less than 30% due amount payable as per NPIU terms and conditions or (ii). The direction is to be further sought from NPIU, SPIU as still service provider is writing to continue classes with change of trainers by them.

Members are requested to give suggestion for payment for above.

**Resolution:** Above was noted by the members. It was suggested that regarding Employability Skill Training 2018-19 payment to empanelled service provider M/s. Universal Education may be made based on number of training hours reported by respective Heads of the Departments. This will be full and final payment for Employability Skill Training 2018-19 as classes have already been stopped and communication in this regard has been made to the empanelled service provider M/s. Universal Education and other concerned.

**BoG 3.7:** To report the conduct of various activities as per NPIU, SPIU under UD TEQIP-III.

**Wifi Implementation:** For Jio Wifi implementation as per NPIU (annexure 25, page 108 to 120) the willingness for UD has been sent and the process of MoU signing will be completed after the approval of competent authority.

**Equity Action Plan:** The activities as per Equity Action Plan submitted to NPIU are being carried out (annexure 26, page 121 to 123).

*Ans*



**Procurement Timeline:** As per the NPIU email dated May 6, 2019 a Workshop on newly developed PMS software at Mumbai. An action plan to show the progress of procurement is developed at UD, RTU Kota (annexure 27, page 124 to 126).

**Twinning Arrangement:** The activities carried out under twinning with twinning partner Jadavpur University Kolkata is placed (annexure 28, page 127 to 129).

The details of plan earlier submitted by UD is also placed (annexure 29, page 130 to 132).

**Student Excellence Learning Programme (SELP):** As per NPIU directives the details of programme conducted is placed (annexure 30, page 133 to 140).

**The contract extension after one year as per NPIU for NPIU provided TEQIP faculty for one more year was done** (annexure 31, page 141 to 162).

**Empanelment of Hired Vehicle Agency:** The office order issued for RTU hired agency will also be applicable for UD TEQIP-III. This is issued as per SPIU directives (annexure 32, page 163 to 166).

Other activities as per NPIU, SPIU directives and as per quarterly action plan related faculty, students, staff and institute are being carried out appraising Nodal Officer (Finance), Coordinator and Institutional Project Director (IPD), UD TEQIP-III (annexure 33, page 167 to 182).

Above is placed for reporting to members of BoG.

**Resolution:** Above was noted by the members.

**BoG 3.8:** To create Sub group for preparing action plan for interventions under TEQIP-III

As per SPIU email dated 13 May 2019 (annexure 34, page 183), a sub-group for preparing action plan for interventions under TEQIP-III is to be constituted at every institution participating under TEQIP-III comprising of:

1. Principal/ Dean/Head of Institution
2. TEQIP Coordinator
3. All Heads of the Department
4. Chief Training & Placement officer
5. 03 faculty members out of which minimum 01 should be TEQIP faculty
6. Recruiters from last 3-4 years (minimum 02).

7. 02 Alumni of the institution
8. 02 members from non-teaching staff including Registrar
9. 4 student representatives out of which min. 50% should be female
10. Any other stakeholder as felt necessary by the institution

The sub-group shall submit its recommendations regarding effectiveness of various interventions under TEQIP-III such as innovation, GATE training, imparting high order thinking skill, cognitive skills, MOOCs, Finishing Schools, etc. as a part of AICTE mandate. It shall also suggest additional interventions for improving employability if appropriate funding is made available by Govt. of India through TEQIP or similar project under MHRD. Each sub group will submit an Action Plan for funding such interventions to be implemented through internal expertise, external resources, or through industry collaboration.

Above is placed for perusal of members of BoG.

**Resolution:** Above was noted.

**BoG 3.9:** To provide suggestions on Institutional Strategic Plan as per 2<sup>nd</sup> BoG Minutes.

As per 2<sup>nd</sup> BoG minutes, the Institutional Strategic Plan is placed at (annexure 35, page 184 to 189) below for seeking suggestions of members and finalize as per the suggestions.

Members are requested to give suggestion for above.

**Resolution:** Following committee was constituted to review the present version of the Institutional Strategic Plan and make suitable recommendations:

- |                       |            |
|-----------------------|------------|
| (a) Prof. S.K Rathore | - Chairman |
| (b) Prof. B.P Suneja  | - Member   |
| (c) Sh. K.M Tondon    | - Member   |

The committee shall make efforts so that recommended version may be placed in the next BoG for approval.

It was also suggested that the actions taken by the HoD's on the approved version of Institutional Strategic Plan may also be monitored by the above committee.

## TABLE-AGENDA

**BoG T 3.1 To consider and approve the following changes in the revised procurement plan as per the guidelines of TEQIP-III, SPFU, NPIU considering the 70% PLA ad 100% PO issued by the end of September 2019.**

- (1) Modification and renovation of different institutional buildings (TEQIP Cell, PTP, Seminar room (Mech.), Exam, Proctor etc.) by merging the existing Rs 3.00 Lacs, 6.00 Lacs and available Rs 44.00 Lacs in the civil works head (Total of 50 Lacs).
- (2) Change in the procurement method from shopping to GEM for package no.9: TEQIP Cell furniture.
- (3) Change in the amount from Rs.16 Lacs to Rs. 30.00 Lacs [Package no. 44: Thermal Engg. Lab to Package no 66].
- (4) Inclusion of plagiarism software in procurement plan namely turnitin of Rs. 9.00 Lacs
- (5) Inclusion of one lab of Package no. 16: Heat transfer for Civil Engg. (Rs. 6.00 Lacs) and package no 19: Fluid Mechanics from Mechanical Engg. (Rs. 8.00 Lacs) OR removal of both the labs, in case of more confusion.
- (6) Removal of package no 29: Active suspension (Unidentified source)
- (7) Revision of cost from Rs 30.00 lacs to Rs.12.00 Lacs for the package no. 34: CAD software.
- (8) Revision of FMS lab cost to Rs. 88.00 Lacs (NCB) and removal of CNC Lathe and Mill trainer (Package no.01, Costing Rs. 17.00 Lacs), Removal of FMS Lab (Package No.43, Costing Rs. 31.00 Lacs).
- (9) Inclusion of Aircraft cockpit Simulator lab of Rs. 19.50 Lacs in procurement plan.
- (10) Inclusion of Aircraft structure and system lab of Rs. 18.00 Lacs in procurement plan.
- (11) Other retendering of the already approved packages with modifications in the dates etc. in the existing procurement plan.

Members are requested to consider and approve the above.

**Resolution:** Above was noted and approved with the observation that the total cost of actual procurement may be within budget allocation.



**BoG T 3.2:** To consider and approve the Quarter wise action plan Q2 (July to September 2019) of FY 2019-20.

Action plan of Q2(July to September 2019) of FY 2019-20submitted to SPIU/ NPIU is placed at annexure 36, page 190 to 194.

Above is placed for approval of members of BoG.

**Resolution:** Approved

**BoG T 3.3:** To consider and approve the sub-group order for preparing action plan for interventions under TEQIP-III as per SPIU email dated 13 May 2019.

As per SPIU email dated 13 May 2019 (annexure 34, page 183), a sub-group for preparing action plan for interventions under UD TEQIP-III is constituted at under UD TEQIP-III. (Annexure 37, page to 184).

Above is placed before members for consideration and approval of members of BoG.

**Resolution:** Above was approved.

*Air K Mall*  
*26.19*