

**OFFICE OF THE INSTITUTIONAL PROJECT DIRECTOR,  
UNIVERSITY DEPARTMENTS, RTU, KOTA**

F-RTU (UD)/TEQIP-III/2017-18/12/DFA/4943-68 Date: 7/12/17

**Minutes of Meeting held on 06/12/2017 (UD, TEQIP-III)**

Meeting as per meeting circular no. F-RTU(UD)/TEQIP-III/2017-18/12/DFA/4867-82 dated 06.12.2017 was held in the Chamber of PTP in the Chairmanship of Dean FA & IPD UD TEQIP-III.

Nominated Associate Dean UD and Chairman, UD Academic Cell (as per HOD minutes dated 25.10.2017) and Assistant Nodal Officer (TEQIP-III Cell) could not attend meeting.

Following were present:

S.No	Name	Designation
1	Dr. S.C Jain	Dean FA & IPD, UD TEQIP-III
2	Prof. Dinesh Birla	Coordinator UD, TEQIP-III
3	Prof. P.K Agarwal	Chief Proctor
4	Sh. Rajeev Rajora	PTP
5	Dr. Brijesh Tripathi	Chairman Library
6	Dr. Vivek Shrivastava	Nodal Officer (Academics)
7	Dr. Brijesh Tripathi	Nodal Officer (Procurement)
8	Dr. Mahendra Lalwani	Nodal Officer (Finance)
9	Mr. Naveen Kr. Verma	Assistant Nodal Officer (Academics)
10	Mr. Ramesh Kumar Somra	Assistant Nodal Officer(Procurement)
11	Mr. Manoj Vaishnav	Assistant Nodal Officer (Finance)

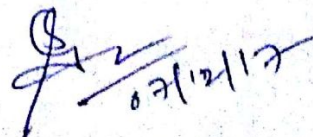
Following were discussed and resolved:

1. As per minutes 28.11.2017 of HODs and other TEQIP related officers/ offices the various designated office bearers may submit their proposals point by point regarding the all subheads of activities provided to them by Friday noon to IPD, UD TEQIP-III.

It was emphasized that as the information of each sub-heads is to be entered in google form link by Head of Institute, so the soft copy of information prepared by concerned officers should be on the similar lines to that of sub-heads of activity already provided to each concerned officer. Thus the information prepared by concerned officers should be on the similar lines to that of sub-heads.

The soft copy is to be sent to [teqiprtu@gmail.com](mailto:teqiprtu@gmail.com) (copy to [dbirla@rtu.ac.in](mailto:dbirla@rtu.ac.in)).

2. Nodal officer (Finance) may look into the matter of administrative order of financial limit, grant fund order for TEQIP-III UD RTU and uploading of necessary digital signatures.
3. Procurement proposals as per Action Plan have been uploaded on PMSS. Approvals from NPIU & BOG are desired. For PMSS portal 18 months procurement requirement uploading process be expedited.

  
07/12/17

4. It come in discussion that all the nominated officers for TEQIP-III and other office bearers should lay high stress on being in touch with various guidelines and information available on NPIU website provided for direct facilitation to stakeholders by NPIU.
5. It was urged by IPD, UD TEQIP-III that work involves the timely utilization of fund grant, so all necessary work may be performed by all designated officers for TEQIP-III and nominated office bearers in time.

It will help the institute to perform in the desired manner to utilize the fund grant.


This is necessary to avoid any possible cases of audit para for not being able to fully utilize the UD TEQIP-III grant fund.

Meeting ended with vote of thanks to Chairman.

  
Dean FA & IPD  
UD TEQIP-III

Copy for information and n.a.

1. PS to HVC for apprising HVC
2. Registrar for information
3. Finance Comptroller for information
4. Dean FA & IPD, UD TEQIP-III
5. Prof.S.K. Rathore, Associate Dean and Chairman, Academic Cell UD
6. All Head of Departments
7. Prof. P.K Agarwal, Chief Proctor
8. Sh. Rajeev Rajora, PTP
9. Dr. Brajesh Tripathi, Chairman Library
10. All Nodal officers/ Assistant Nodal Officers, UD TEQIP-III
11. A.O/ A.A.O-II Accounts, UD TEQIP-III

  
Dean FA & IPD  
UD TEQIP-III 07/12/17