

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

F-RTU (UD)/TEQIP-III/2017-18/05/DFA/4680-98

Date: 29/11/17

Minutes of Meeting held on 28/11/2017 (UD, TEQIP-III)

A meeting as per meeting circular no. F-RTU (UD)/TEQIP-III/2017-18/05/DFA/4572-95 dated 27/11/2017 was held in the chamber of Dean FA & IPD, UD TEQIP-III on 28/11/2017.

Associate Dean UD, Chief proctor, PTP could not attend meeting. Prof. Diwakar Sharma had informed that he was on leave. A.O. / A.A.O.-II Accounts TEQIP-III were on leave.

Following were present:

S.No	Name	Designation
1	Dr. S. C. Jain	Dean FA & IPD, UD TEQIP-III & Head CSE/IT
3	Prof. B. P. Suneja	Head, Civil/PC/PE
4	Prof. Sanjeev Mishra	Head Mech./Aero/P&I/MBA
5	Prof. D. K. Palwalia	Head Electrical
6	Prof. R.S. Meena	Head EC/EIC
8	Prof. Dinesh Birla	Coordinator UD, TEQIP-III
11	Dr. Brijesh Tripathi	Chairman Library
12	Dr. Vivek Shrivastava	Nodal Officer (Academics)
13	Dr. Brijesh Tripathi	Nodal Officer (Procurement)
14	Dr. Mahendra Lalwani	Nodal Officer (Finance)
15	Mr. Shobhi Bagga	Assistant Nodal Officer (UD TEQIP-III Cell)
16	Mr. Naveen Kumar Verma	Assistant Nodal Officer (Academics)
17	Mr. Ramesh Somra	Assistant Nodal Officer (Procurement)
18	Mr. Manoj Vaishnav	Assistant Nodal Officer (Finance)
21	Mr. Anshul Bansal	Assistant Professor

Following were discussed and resolved:

1. Regarding PFMS issue of recovery of login ID and password it was expressed that for UD RTU, PFMS, New Delhi office could not recover login ID and password it is disappointing. However the efforts made by institute were apprised to members.
2. Action plan for January to March-2017 issues were discussed.
3. Following was circulated during meeting to complete at the earliest by concerned officers. The same is reproduced below:

All the activities are defined in the action plan. (Copy of this has been sent on email). NPIU has been pressing hard for these activities to complete at the earliest.

Some of the activities imminently due to be completed as per so far decided Action Plan. Procurement Plan are summarized below for necessary actions by concerned at the earliest.


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<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>
<i>Activity name</i>	<i>Some of items in the Activity</i>	<i>Requirement(s)/ possible bottleneck in advancing the activity work</i>	<i>Officer/ Source for input for overcoming Column 3</i>	<i>Officer looking the work and to act further on the Activity of Column 1</i>
Moving the Each Procurement Proposal in Single file having only that Proposal details to IPD (Dean FA) with file name and no.	As per Procurement Plan and Action Plan for the Quarter(s) of Year	Requirements of Shopping, Direct Contracting, NCB etc to be followed such as in case of an item declared as Proprietary Item, an authorization letter in its effect required at the time of quotation/ bid submission by the dealer/ bidder.	Source is Project Implementation Plan, Financial Management Manual and Procurement Manual sent on email to all and as per latest NPIU directives in the matter	Concerned HoDs, Lab Incharges for Depts, IPD, TEQIP Coordinator, Nodal Officer (Procurement) and Asstt. Nodal Officer (TEQIP Cell) for TEQIP Cell items
Committee for Procurement of Goods, Works, Services:	As per recommendations of concerned HoDs, and IDP, TEQIP Coordinator, Nodal Officers for related items	Procurement Plan, Action Plan mapping requirements	As per recommendations of concerned HoDs, and IDP, TEQIP Coordinator, Nodal Officers for related items	Institutional Project Director, TEQIP Coordinator, Assistant Nodal Officer (Procurement), UD TEQIP-III Accounts, Purchase Office, UD; Nodal Officer (Procurement) Member Secretary
Processing of procurement of Goods, Works and Services as per EMF and DMF requirements Uploading of Procurement Plan on PFMS	As per Action Plan for the Quarter(s) of Year	Time line of dates of Financial Approval: Normal period of processing as per NPUI: Direct Contracting: One to two months Shopping: Three to four months NCB/ ICB/ LIB: Six to nine months	HoDs and AO/ AAO to suggest probable dates	Nodal Officer (Procurement), Asstt. Nodal Officer (Procurement), and Asstt. Nodal Officer (TEQIP Cell), if needed)
Twinning Activities	Two way faculty, staff and student exchange; programs for training and academic activities; Joint R & D Seminars, academic meetings and conferences for students and faculty; Organising Industry partnerships for joint R&D; internship and placement activities, Learning forums for improving governance practice; institutional management and reforms			As per recommendations of concerned HoDs, and IDP, TEQIP Coordinator by Nodal Officer (Academic) and


P.T.O.

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	Joint; advisory or consultancy service; Other activities as deemed mutually appropriate			Asstt. Nodal Officer (Academic) to take lead
SWAYAM PRABHA PORTAL, MMOC Courses,	Setting up infrastructure for SWAYAM and SWAYAM PRABHA PORTAL, Registration for SWAYAM, Refresher Course for Teachers: Through SWAYAM portal: (participation of 50% faculty is mandatory), MMOC Courses, Preparation of MOOCs, facilitating access of institutions to MOOCs,			Chairman Library
Mandatory Induction Training	Mandatory Induction Training to newly admitted students to reinforce fundamental concepts and language skills, Compulsory induction module (3 to 5 weeks), Improve student learning,			Chief Proctor, Anshul Bansal
Promoting Innovation/ Start-up	Promotion of innovation/ start up: Formation of club, participation in Hackathon, skill development programmes and various courses for students, Student learning assessment, experts lectures from national level institutes and industry experts,			Nodal Officer and Asstt. Nodal Officer (Academics)
Industry Readiness	Industry Readiness: To impart technical and soft skills required for industry; (managerial, entrepreneurial, leadership, communication, team work etc; Student employability, Conduct of Entrepreneurship Development Programme, Identification of expert agencies for various purposes by training & placement wing in association with departments; Mandatory internship, Industries and Alumni, Experts lectures from national level industry experts, Conduct of Entrepreneurship Development Programme, Identification of expert agencies for various purposes by training & placement wing in association with departments, industries and Alumni, Skill development programmes and various courses for students			PTP
Syllabi/ curricula Revision, Exam Reforms and Mandatory Accreditation	Syllabi/ curricula revision: Every Autonomous institution shall constitute subject wise Industry Consultation Committee (ICC) for examining existing curriculum and making changes every year (preferably starting from December each year), Exam Reforms: Final examination shall test “understanding of the concept and skills” rather than “subject knowledge” , Developing credit-based systems, Startup and Mandatory			Associate Dean UD and Chairman Exam UD

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	Accreditation: Nomination of faculty coordinators and initial activities at department level,			
Committee for Implementation of faculty and staff development, activities and programmes:	As per recommendations of concerned HoDs, and IDP, TEQIP Coordinator, Nodal Officers for related items	-----	As per recommendations of concerned HoDs, and IDP, TEQIP Coordinator, Nodal Officers for related items	Institutional Project Director, TEQIP Coordinator, Nodal Officer (Academics) - Member Secretary
Committee for Monitoring Project implementation, achievement of targets for all indicators as proposed and keeping MIS updated	-----	-----	d) Project Implementation Plan, Financial Management Manual and Procurement Manual and as per latest NPIU directives in the matter	Institutional Project Director, TEQIP Coordinator, All Assistant Nodal Officers, MIS Officer & staff UD TEQIP-III Cell, Assistant Nodal Officer (UD TEQIP-III Cell) - Member Secretary
Committee for Ensuring compliance with EAP, EMF and DMF requirements	-----	-----	As per Project Implementation Plan, Financial Management Manual and Procurement Manual and as per latest NPIU directives in the matter	Institutional Project Director, All Nodal Officers UD TEQIP-III, TEQIP Coordinator
Committee for Ensuring implementation of institutional reforms Secretary	-----	-----	As provided by all concerned Deptts./ Offices/ Units	Institutional Project Director, All Heads of Departments, TEQIP Coordinator - Member Secretary


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Committee for Financial Managements	-----	-----	Project Implementation Plan, Financial Management Manual and Procurement Manual, and as per latest NPIU directives in the matter and information to be provided by all concerned Deptts./ Offices/ Units	Finance Comptroller, HPC Secretary RTU (AR Purchase), Institutional Project Director, TEQIP Coordinator, UD TEQIP-III Accounts, Nodal Officer (Finance) - Member Secretary
Committee for Organizing efficient conduct of monitoring and performance Audits:	-----	-----	Project Implementation Plan, Financial Management Manual and Procurement Manual and as per information to be provided by all concerned Deptts./ Offices/ Units	All Heads of Department, Institutional Project Director, TEQIP Coordinator, Accounts UD TEQIP-III, A.O / A.A.O UD Accounts - Member Secretary

Meeting ended with vote of thanks to Chairman.


 Dean FA & IPD,
 UD RTU, TEQIP-III

Copy for information and n.a.

1. PS to HVC for apprising HVC
2. Registrar
3. Finance Comptroller
4. Dean FA & IPD, UD TEQIP-III
5. Associate Deans, UD
6. All Heads of Departments
7. Chief Proctor
8. PTP
9. Chairman Library
10. All Nodal officers/ Assistant Nodal Officers, UD TEQIP-III
11. Sh. Anshul Bansal, Assistant Professor
12. A.O/ A.A.O-II Accounts, UD TEQIP-III


 Dean FA & IPD, 29/11/17
 UD RTU, TEQIP-III