

UNIVERSITY DEPARTMENTS

RAJASTHAN TECHNICAL UNIVERSITY, KOTA



2nd Meeting of Board of Governors

MINUTES

Meeting No.: 2

Meeting Place: Dean FA Office

Date: 7 January 2019 (Monday)

Time: 11:00 A.M

Following are the minutes of 2nd meeting of Board of Governors (BoG) University Departments, RTU Kota, held on 07.01.2019 at 11:00 A.M in the Dean FA Office. 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. | Prof. B. P. Suneja | - | Member |
| 7. | Prof. S. C. Jain | - | Member secretary |

Following could not attend the meeting-

- | | | | |
|----|----------------------|---|--------|
| 1. | Shri Anurag Agarwal | - | Member |
| 2. | Shri R. S. Choudhary | - | Member |

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

Second meeting of BoG, University Departments RTU Kota started with illuminating lamp and worshipping goddess Saraswati.

Chairman welcomed all the members to the meeting besides New Year greetings.

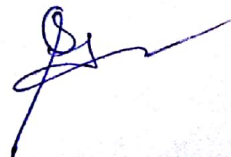
BoG 2.1: To consider action taken report of the minutes of the 1st meeting of Board of Governors, UD, RTU Kota held on 22 May 2018.

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



Action Taken Report of 1st BoG, UD, RTU Kota Meeting

Item No.	Particulars	Action taken by UD TEQIP-III	Action taken by BoM, RTU when minutes placed in 33 rd BoM
BoG 1.1	To welcome Chairman and members of BoG University Departments, RTU Kota and their introduction	No Action Required	The minutes of first BoG, UD RTU, Kota were placed in 33 rd BoM, RTU Kota for approval, the meeting minutes are approved related to TEQIP-III activities only as per Registrar, RTU order no. RTU/ UD/ TEQIP-III/ F(58)/ 2018/ 9298-9316 dated 22/ 10/ 2018 (annexure 2, page 2)
BoG 1.2	Brief introduction of BoG, University Departments, RTU Kota	Office order no. RTU/ UD/ TEQIP/-III/ 38/ F(58)/ 2018/ Dean FA/ 6437-50 dated 10/ 08/ 2018 (annexure 1, page 1) issued by IPD TEQIP-III; but when this order was placed in 33rd BoM it is approved for TEQIP-III activities only	
BoG 1.3	Brief introduction of University Departments, RTU Kota and Status of implementation stage of Academic Autonomy in University Departments, RTU Kota	Minutes placed in 33 rd BoM	
BoG 1.4	Apprising about National Board of Accreditation (NBA) Status of University Departments to members	Minutes placed in 33 rd BoM	
BoG 1.5	Brief introduction of Technical Education Quality Improvement Programme-III (TEQIP-III) under NPIU, MHRD with assistance of World Bank	Minutes placed in 33 rd BoM	
BoG 1.6	Apprising about University Departments TEQIP-III functioning and its implementation status to	Minutes placed in 33 rd BoM	



	members		
BoG 1.7	Apprising about bottlenecks being faced in effective implementation of TEQIP-III, University Departments to members	Minutes placed in 33 rd BoM	
BoG T 1.1	To seek approval of proposal for preparation of B. Tech. Exam results by the UD Exam Section	Minutes placed in 33 rd BoM	
BoG T 1.2	To seek approval for proposal to identify Panel of Examiners for paper setting and Evaluation of Answer books by Chairman BOS to Chairman Exam within one month of start of Semester.	Minutes placed in 33 rd BoM	
BoG T 1.3	To seek approval to assign responsibility for RTI and other similar enquires about grades.	Minutes placed in 33 rd BoM	
BoG T 1.4	To seek approval for period of perseverance of grades and associated material, limited to duration of course programme, after the result declaration date of the concerned Semester.	Minutes placed in 33 rd BoM	
BoG T 1.5	Reporting of various items under TEQIP-III UD, RTU Kota in first BoG meeting	Minutes placed in 33 rd BoM	
BoG T 1.6	To authorize Institutional Project Director, TEQIP-III UD RTU Kota (Ex-officio Dean FA) for approving TEQIP-III UD RTU Kota activities as BoG UD RTU Kota has been constituted major items be placed in BoG as reporting item, wherever deemed necessary	Office order no. RTU/ UD/ TEQIP/-III/ 38/ F(58)/ 2018/ Dean FA/ 4433-48 dated 29/ 06/ 2018 (annexure 3, page 3) issued by IPD UD TEQIP-III;	
BoG T 1.7	To approve creation of posts under University Department, RTU Kota	Minutes placed in 33 rd BoM	

Members are requested to approve the above action taken report.



Resolution: Members perused & approved the action taken of the 1st BoG meeting UD, RTU Kota with observation by the 1st BoG RTU Kota and recommended continuity of BoG 1.7 & BoG T 1.4. Regarding BoG 1.4, periodic updates on the NBA accreditation process (as desired by AICTE) needs to be provided to the BoG.

BoG 2.3: Apprising the present status of rearranged procurement packages (annexure 4, page 4 to 7) on PMSS portal as discussed with NPIU PMSS officials, since these got last passed (annexure 5, page 8 to 9) in first BoG UD meeting and approving the same.

The Institute Procurement Committee meeting was held on 26.10.2018 (annexure 6, page 10). However, thereafter, the processing could not be initiated due to code of conduct for State assembly election (annexure 7, page 11). Presently efforts are being made to extend the procurement work by concerned departments / offices / UD TEQIP-III Cell.

Meanwhile the details of procurement packages on PMSS portal earlier put up (annexure 5, page 8 to 9) in 1st BoG, UD, RTU Kota had to be rearranged as per annexure 4, page 4 to 7 on PMSS portal as discussed with NPIU PMSS officials.

The rearranged packages (annexure 4, page 4 to 7) are submitted for perusal of members and approving the same.

Resolution: Members expressed that timeline for procurement packages should be prepared and the procurement expedited. The BoG was



concerned about the slow pace of procurement process and needed to expedite the actions required.

BoG 2.4: To peruse the Quarter wise action plans Q2, Q3 and Q4 of FY 2018-19, submitted to SPIU/ NPIU.

The directions to send the quarter-wise action plans, work to carry out as per the action plan and as per NPIU & SPFU directives time to time are received. In this connection, some MoUs are also held for employability skill training, employability skill test, and some more MoU for example in Jio WiFi are to be held as per NPIU directives and as per NPIU sent draft of MoUs.

Quarter wise action plans Q2 (July 18 to September 18), Q3 (October 18 to December 18), Q4 (January 2019 to March 2019) of FY 2018-19, submitted to SPIU/ NPIU are placed at annexure 8, page 12 to 27.

The details of expenditure in various heads made as per NPIU approved amount made available on PFMS portal from NPIU, for above mentioned quarter wise action plans, is placed at annexure 9, page 28 to 31.

Above is placed for perusal and approval of members of BoG, UD RTU.

Resolution: Above was perused by the members and, further, it was suggested, that, to the extent possible, such quarter-wise action plans be prepared for 2019-20 well in advance for timely actions.

BoG 2.5 To note the compliances made by UD TEQIP-III RTU Kota to SPIU/ NPIU audits for FY 2017-18.



The details of audit conducted by SPIU/NPIU (annexure 10, page 32 to 33) and compliances made by UD TEQIP-III are placed at annexure 11, page 34.

Above is placed for perusal and approval of members of BoG, UD RTU.

Resolution: Above was noted by the members who suggested expediting the closure of excess expenses of Rs. 1076/- (Annex11, page 34, serial no. 2). It was suggested that any open items listed in internal audit carried out earlier should be closed before the next BoG meeting.

BoG 2.6: For necessary directions for reimbursement of Ph.D. part-time/ full-time fee to the faculty.

Duration of the TEQIP-III project at UD RTU Kota is from 1st April 2017 to 31st March 2020. However, the TEQIP-III grant started to appear at UD PFMS portal from January 2018. The permission of all the expenditures made before January 2018 for UD TEQIP-III was reported to NPIU (annexure 12, page 35 to 36) and same was approved by NPIU (annexure 13, page 37).

Some faculty members pursuing PhD Courses requested for reimbursement from UD TEQIP-III. These belong to following categories:

- a) Requests received from faculty enrolled in PhD course in previous academic sessions (years) prior to TEQIP-III project started, and enrolled in PhD course before they had been appointed faculty at UD, RTU Kota.



- b) Requests received from faculty enrolled in PhD course in previous academic sessions (years) prior to TEQIP-III project started, and enrolled in PhD course after they had been appointed faculty at UD, RTU Kota.
- c) Requests received from faculty enrolled in PhD course in same academic session in which TEQIP-III project started, however the TEQIP-III grant was not received by their enrolment time.
- d) Requests received after receipt of TEQIP-III grant and faculty enrolled in PhD Course as existing faculty

Following is also submitted:

- (i) NPIU has been requested for above; the reply from NPIU is placed from annexure 14, pages 38 to 46.
- (ii) The orders for above faculty have been issued by Registrar permitting them to join but not for reimbursement of PhD fee
- (iii) To rule out audit objections, reimbursement is being made for requests received after receipt of TEQIP-III grant (grant received from January 2018) and requests received before the activities are held.

Above is submitted to members for necessary directions to which faculty members the PhD fee reimbursement is to be made.

Resolution: Reimbursement for Ph.D. programme may be made to regular faculty members as per TEQIP-III norms, for payments made only after the start of TEQIP-III project. i.e., July 2017.



TABLE-AGENDA

BoG T-2.1: For necessary directions for reimbursement of sponsored part-time Ph.D. programme for NPIU provided faculty engaged through TEQIP-III.

To encourage the temporary NPIU faculty under TEQIP-III as per NPIU letter no. NPIU/TEQIP-III/Acad./442 dated 05th June 2018 (Annexure 15, Pages 54 to 56) partial support from TEQIP-III to pursue PhD course is mentioned. This support shall be limited to the completion of TEQIP-III.

Some faculty members pursuing PhD Courses have requested for reimbursement from UD TEQIP-III.

NPIU has been requested for clarification. The reply from NPIU and other directives are placed (annexure 15, pages 47 to 61)

Above is placed for perusal & direction by members of BOG, UD RTU.

Resolution: Reimbursement to NPIU provided faculty may be made during the contract period in UD for payment made towards registration, course/tuition fee for Ph.D. programme.

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

During the engagement of a candidate as NPIU provided faculty, it is observed that Mr. Ram Singh (TEQIP015722) applied for the post



Chemical Engineering at the time of recruitment at NPIU level. Mr. Ram Singh has B.Tech Degree in Leather Technology.

NPIU has been requested for above; the reply from NPIU is placed at annexure 16, pages 62 to 92

Above is submitted to members for necessary directions regarding the candidature of NPIU provided faculty Mr. Ram Singh at allotted institute i.e. UD, RTU Kota.

Resolution: AICTE Norms may be followed as directed by NPIU. Under the present norms, he is not eligible for Petroleum / Petrochemical Engineering.

BoG T-2.3: Approval of Vision & Mission of the institute and Institutional Strategic Plan

Resolution: Vision & mission of the institute and "Institutional Strategic Plan" was perused by BoG members. The BoG suggested to the local members to prepare the "Institutional Strategic Plan" which may be included in these minutes (as an Annexure) with the provision that the members will make their comments / suggestions, if any, during the 3rd meeting.

Accordingly, the following is the desired Annexure for the "Institutional Strategic Plan" and the approved version of the Vision & mission of the institute:



Vision of the Institute

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

Mission of the Institute

1. To provide quality education with focus on practical knowledge and ethics.
2. To maintain support system for the students' professional growth to help them compete globally.
3. To promote an environment conducive for innovation, entrepreneurship, development, and research.

Annexure for Institutional Strategic Plan for which, members will make their comments / suggestions, if any, during the 3rd meeting

Annexure

Institutional Strategic Plan

The University Departments, RTU, Kota aim to build on their current strengths and to work upon challenges while minimizing limitations. The strengths, limitations and challenges are spelled out below.

Our strengths:

1. About 20 percent faculty have enhanced their qualifications during the last five years.
2. Last three years have seen initiation of filing for the award of patents by the faculty.
3. There is positive growth each year in number of publications in refereed journals, by scholars and faculty during last few years.
4. Since the first Ph.D. award to its scholars in 2012-13, every major department has been able to develop further by leaps and bounds during the last five to six years.
5. Years 2015-2018 have witnessed completion on an average about of 60 -70 post-graduates (M.Tech.) per year compared to 40-50 post-graduates (M.Tech.) per year during 2013-2015.
6. Large alumni base.
7. Adequate land availability for infrastructure development
8. Fund availability for augmentation of facilities and teaching--learning process/equipment.



Limitations and Challenges:

1. About 10 faculty members, holding key positions during the last 10 years have superannuated, it is, therefore needed to groom the faculty to be academic leaders.
2. Shortage of regular faculty - presently working only approx. 38 % of the sanctioned faculty strength.
3. Average age of the faculty and supporting staff is more than 40 years, So there is inertia among them to change to newer methods.
4. Requirement of training for modern tool usage to the supporting staff
5. Decision making for purchase and process of procurement are sluggish.
6. There has been sharp decline in enrolment of M. Tech. in 2017 and 2018.
7. Student quality in admission to its B. Tech. has come down.
8. 2017 and 2018 have witnessed sharp decrease in lateral entry admission to B. Tech. programmes.
9. Limited on-campus placements of B. Tech. and M. Tech. graduates.

Strategic Action Plan for 3 Years (Till June, 2021)

A. Administration and Management

1. Attempts to increase regular faculty strength up to about 60 percent of sanctioned strength.
2. Arrange training for the supporting staff
3. Engage faculty and staff in meaningful exercise for positive change in attitude, and attempts for adaptation to faster decision making in purchase and finance matters.

B. Academics

1. Synchronizing with global education scenario by introducing more electives in curriculum aimed at preparing graduates for corporate world and more exposure to real life situations, interdisciplinary areas in B Tech.
2. Implementation of choice based credit system (CBCS) in B. Tech., and M. Tech.
3. Increased weightage of project based learning.
4. Strengthening mechanism of evaluation of attainments through participation in co-curricular and extracurricular activities.
5. Increasing enrolment in its M. Tech. programmes to about 60% of sanctioned total intake of approximately 400 seats.
6. Maintaining momentum of research environment, possibly to reach a level of producing about 10 Ph.D.s per year with quality publication.



C. Infrastructure

1. Updation of the laboratories of Engineering disciplines like VLSI, Communication and Control, Electric Drives, Renewable Energy, Smart Grid, Advanced Manufacturing Science, Civil Engineering Material Testing, Design of Structures, Environmental Impact Assessment, Geotechnical Project Design etc.
2. Develop more Smart Classrooms and Seminar Halls in Departments, enabling ICT based education
3. Development of student facilities including Student Service Centre, Student Activity Centre, parking space, Wi-fi facility and cafeteria.

D. Digital Campus

1. Implementation of student oriented management information system and ERP for working of employees including file tracking.
2. Initiate and develop online teaching, learning, assessment and analysis of outcome via Moodle or similar software packages.

E. Collaborations for Learning and Upgradation

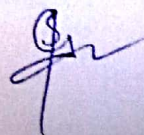
1. Institute-industries symbiosis, with aim of participation in mentoring of start-ups and activating incubation centre.
2. Collaboration for skill development, grooming and enhancement of employment with target to increase proportion of eligible graduates for placement to two third of sanctioned intake and on-campus placement to its 70 % of eligible graduates.
3. Research collaboration with two CSIR / National labs.
4. Start credit transfer in curriculum with the collaborating Institutes.

F. Start-up Innovation

1. To incubate at least 20 start-ups to change their ideas in to successful business model.
2. To establish an incubation centre.
3. To have MOU with key government funding agencies like MSME, iStart etc.

G. Goals

1. NBA Accreditation of its 90 % of eligible B. Tech. and half of its eligible M. Tech. programmes.
2. To apply and to secure rank in NIRF (National Institute Ranking Framework).
3. To apply and aim for 12B recognition of UGC.
4. To apply and aim for NAAC accreditation.
5. To receive sponsored research grant – with aim of mobilizing minimum ten crores per year



Strategic Action Plan for 6 Year (Till June, 2024)

Aim here is to develop more strength and to overcome the limitations to a maximum possible extent.

A. Administration and Management

1. Attempts to increase regular faculty strength up to about 85 percent of sanctioned strength.
2. Arrange periodical updation training for supporting staff in modern tool usage
3. Aim to bring down average age of employees to about 35 years through infusion of new energetic people by recruitment drives.
4. To increase the opportunities for the alumni engagement in useful manner.

B. Academics

1. Compulsory field trips, case studies to real life exposure, interdisciplinary courses in B Tech curriculum.
2. Consolidating the choice based credit system (CBCS) in B Tech and M. Tech. with updation of curriculum once in about five years.
3. Increase in weightage of project based learning.
4. Increase enrolment in existing M. Tech. programmes to about 400 and to introduce more M. Tech. programmes.
5. To strengthen the doctoral programme for attracting full time research scholars.
6. Attempt to maintain momentum of research environment, possibly to reach a level of producing about 15 Ph.D.s per year with quality publication.
7. Development of at least two research labs per M. Tech. specialization for facilitating Ph.D. and M. Tech. students and exposure to B. Tech. students.
8. Increase B. Tech. enrolment level to 650 per year, possibly through introduction of one or two more B. Tech. programmes.

C. Digital Campus

1. Full working in the institute on ERP including file tracking.

D. Collaborations for learning and upgradation

1. Inter-university collaborations for training, research, curricular and co-curricular activities.
2. Joint publications with the collaborating institutes.
3. Implementation of credit transfer in curriculum with the collaborating institutes.
4. Institute-industries symbiosis, with aim of mentoring about ten start-ups per year and start of internship (paid) to about ten percent of its graduates.



5. Collaboration for skill development, grooming and enhancement of employment with target to increase proportion of eligible graduates for placement to seventy five percent of sanctioned intake and on-campus placement to its 80 % of eligible graduates.

E. Start-up Innovation

1. A dedicated building for incubation centre with all necessary amenities using RTU and government agency funds.

F. Goals

1. NBA Accreditation of its 100% eligible B. Tech. and 75 % of its eligible M. Tech. programmes.
2. Improvement in NIRF (National Institute Ranking Framework) ranking.
3. Improvement in NAAC accreditation grade.
4. To get sponsored research grant – with aim of mobilizing about twenty Crores per year.



Prof. S.C Jain
Member Secretary, BoG
UD, RTU Kota