

**MUZAFFARPUR INSTITUTE OF TECHNOLOGY,
MUZAFFARPUR**

Muzaffarpur Bihar-842003 (Est. 1954)

(Under the Department of Science & Technology, Bihar)

Fourth meeting of the Board of Governors under TEQIP-III

Date- 29.09.2018

Time- 11.00 am

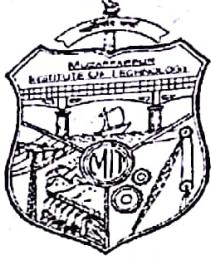
Venue- Conference Room, Hotel Chanakya, Patna

Agenda Item

1. Action Taken Report of 3rd BOG Meeting
2. Activities completed or being taken under Twinning arrangement
3. Appointment of Programme Manager
4. Status of Procurement- Department wise
5. Activities completed or being taken- Department wise
6. Approval of GATE Coaching
7. Approval of Employability Skill
8. Approval of Action Plan for Oct.-Dec.2018
9. Activities completed or being taken under AICTE Mandate
10. Updating of TEQIP-III activities on College website
11. NBA Accreditation
12. Any other Item

Principal
MIT, Muzaffarpur

29.9.18




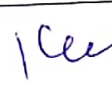


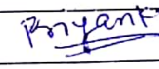
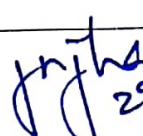
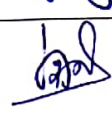


MUZAFFARPUR INSTITUTE OF TECHNOLOGY, MUZAFFARPUR

Muzaffarpur Bihar-842003 (Est. 1954)

(Under the Department of Science & Technology, Bihar)

The following honorable members of the Board of Governors attended the meeting held on 29th September 2018 at Chanakya Hotel, Patna.

S.No.	Name	Designation	Signature
1.	Shri Yogendra Prasad Ex- CMD, NHPC	Chairman, BoG	 29/9/18
2.	Shri Atul Sinha Director, DST	Member, BoG	 29.09.18
3.	Prof. P. K. Jain Director, NIT Patna	Special Invitee	 29/9/18
4.	Shri Keshav kumar SPA, SPIU	Special Invitee	 29/9/18
5.	Dr. Manoj Kumar Tiwari RO, AICTE, Kanpur	Member, BoG	
6.	Shri Bishwajeet Choubey Chief Engineer, DRDO	Member, BoG	
7.	Dr. Rajeev Kumar <i>Ranjan.</i> Registrar, AKU, Patna	Member, BoG	 29/9/18.
8.	Prof. J.R.P Gupta(Rtd.) Deptt. Of Electronics, DU	Member, BoG	
9.	Dr. A.K Rai HoD, Civil	Member, BoG	
10.	Smt. Priyanka Sinha	Member, BoG	
11.	Dr. Bushra Zaman Nodal Officer, Academic, SPIU	Special Invitee	
12.	Dr. J.N.Jha Principal, MIT Muzaffarpur	Member Secretary	 29.9.18
13.	Dr. Y.N. Sharma HoD Electrical	TEQIP-III Coordinator	



MUZAFFARPUR INSTITUTE OF TECHNOLOGY, MUZAFFARPUR

Muzaffarpur Bihar-842003 (Est. 1954)

(Under the Department of Science & Technology, Bihar)

4th BOG meeting under TEQIP-III

Minutes of Meeting

Date- 29.09.2018

Time- 11.00 am

Venue- Conference Room, Hotel Chanakya, Patna

4th BOG meeting of MIT, Muzaffarpur under TEQIP-III, was held on 29-09-2018 at 11 a.m. in the conference hall of Hotel Chanakya, Patna, under the chairmanship of Sh. Yogendra Prasad, (Ex-CMD, NHPC) Chairman of BOG.

The Following members were present:

- | | |
|--|------------------|
| 1. Shri Yogendra Prasad
Ex- CMD, NHPC | Chairman, BOG |
| 2. Sh. Atul Sinha,
Director, DST Bihar, Patna | Member |
| 3. Dr. P.K.Jain,
Director, N.I.T. Patna | Special Invitee |
| 4. Sh. Keshav Kumar
SPA, SPIU, Bihar | Special Invitee |
| 5. Sh. Bishwajeet Coubey
Chief Construction Engineer HQ (infra)
DRDO, Delhi-11 | Member |
| 6. Dr. Rajeev Kumar
Registrar, AKU Patna | Member |
| 7. Smt. Priyanka Sinha
Ex-HOD (IT) MIT | Member |
| 8. Dr. A.R. Quaff
Coordinator, Procurement, NIT Patna | Special Invitee |
| 9. Dr. Y.N.Sharma
TEQIP-III Co-ordinator, MIT | Member |
| 10. Prof.(Dr.) J.N.Jha,
Principal, MIT | Member Secretary |

The following members could not attend the meeting due to prior engagement elsewhere

1. Prof.(Dr.) J.R.P.Gupta, Ex- Professor, Delhi University
2. Dr. Manoj Kumar Tiwari, RO, AICTE, Kanpur
3. Dr. A.K.Rai, Ex-HOD (Civil)

The Chairman extended the warm welcome and thanked each member for sparing their valuable time to attend the meeting. After the welcome, Sh. Atul Sinha, Director, DST, with the permission of chair addressed the member and requested the feedback from the member, specially the faculty member present regarding the ongoing process of Academic reform and how to include the students in the decision making process so that they should feel themselves as a part of the system. After the address by the Director, agenda items were discussed and following decisions were taken.

01/04 Approval of Action Taken Report of 3rd BOG Meeting held on 19.05.18

- Item No. 1 Approval of action taken report of 2nd BOG Meeting held on 12.02.18
Approved by BOG
- Item No. 2 Status of Procurement for the next 18 months (Jan.2018-June 2019)
Approved by BOG
- Item No. 3 Date of Interview (27.05.2018) for the appointment of the TEQIP-III office staffs
Approved by BOG
- Item No. 4 Approval of action plan from July to September
Approved by BOG
- Item No. 5 Approval of Action Plan for AICTE Mandate for the year 2018-2019
Approved by BOG
- Item No. 6 Report of training program for different Activities under TEQIP-III
Noted by BOG
- Item No. 7 Report of detail of Expenditure in the financial year 2017-2018.
Noted by BOG
- Item No. 8 Approval of Vision and Mission of Different Departments
Approved by BOG
- Item No. 9 Any other Item.
Noted by BOG

Submitted for approval

Resolution: Approved



02/04

Activities completed or being taken under Twinning arrangement

Activities under Twinning Arrangement:

Following activities were decided during the meeting on 09.02.18 under Twinning Arrangement

S.N.	Activities	Status
1.	One day awareness Programme on NBA accreditation will be conducted at MIT, Muzaffarpur before 31 st March 2018 with the help of NIT Patna	Two day workshop was conducted on 16-17 th March and two experts from NIT Patna delivered the lecture
2.	Director, NIT Patna suggested that MIT Muzaffarpur must strengthened the UG Laboratories of their eligible UG courses and basic computational/communication facility. It was agreed that representative along with their procurement plan and syllabus from each Department of MIT Muzaffarpur will visit the corresponding Departments of NIT Patna before 31 st March 2018 on mutually agreed date to discuss and apprise with the laboratories facilities required and to make necessary corrections, if required, so that modifications could be suitably incorporated in procurement plan of MIT Muzaffarpur through PFMS. Copy of information of visit schedule should also be provided to Director NIT Patna /Principal MIT Muzaffarpur.	<ol style="list-style-type: none"> 1. NIT Patna helped in preparing lab wise procurement plan. 2. Experts from Civil Engg. Deptt. also participated in One day workshop (18.08.18) on "syllabus and curriculum review". 3. Two one day training on PFMS was conducted by NIT TEQIP team – one day at MIT Muzaffarpur and one day at NIT Patna.
3.	During Summer/Puja holidays, maximum 50 students from IT and Electronics branch may be allowed to undergo internship training at NIT labs, with prior co-ordination with the HODs of the concerned departments and TEQIP-III coordinator of NIT Patna with a copy to Director NIT Patna /Principal MIT Muzaffarpur. Students may be provided hostel facilities, if available, as per rules of NIT Patna.	Yet to be executed
4.	It was agreed that MIT Muzaffarpur M.Tech students will be allowed to do thesis work, as joint thesis and will be allowed to use the facilities available at NIT Patna. For this, MIT Muzaffarpur will initiate process during third semester of the course, and then modalities will be finalized between the concerned Departments of NIT Patna and MIT Muzaffarpur with a copy to Director NIT Patna /Principal MIT Muzaffarpur	Under Process
5.	It was also agreed upon to do the labs/project work also for M.Tech. students, which is not available at present in the mentee institute based on mutual understanding between the	Lab. Work done at NIT Patna for 1 st and 2 nd semester

	concerned departments of both institutes. The concerned HoDs of MIT Muzaffapur will prepare a plan/time line/proposal for the same well in time.	
6.	Each department has submitted the activity and target month wise (Jan-June) under twinning arrangement to NPIU. NIT Patna has requested to adhere the schedule. NIT Patna will assist in execution of submitted plans/activities, if required by the mentee institute. If any help is required for any industry expert, Coordinator, TEQIP-III, NIT Patna can be contacted in advance so that a proper coordination can be done with the expert/industry.	*NBA awareness Workshop- 17 th - 18 th March *A Short term course "Earthquake Resistance Design Of Structures"- 27 th July to 1 st Aug., 18 *Hands on training "Robotics and Electronic with Arduino"- 11 th -15 th September * Hands on training "Microsoft Excel" 24-26 th September
7.	In the interest of academic interest, it was also decided that the faculty members of MIT Muzaffarpur may be allowed to do Ph.D. as a part time sponsored candidate at NIT Patna. NIT Patna may relook into minimum residential requirement of the PhD programme that is completion of course work and registration seminar, if required. For this purpose the mentee institute need to identify the prospective number of faculty along with their area of research interest, so that necessary formalities can be completed one semester advance before beginning of each session	Faculties were allowed admission for Part Time Ph.D. Programme
8.	Limited number of faculty and students will be invited whenever there is any expert talk at NIT Patna, so that networking can be done to bring them at start up cell in mentee institute also.	Regular invitation is being received and limited number of faculties also participate in different programme.
9.	Director NIT Patna suggested the Principal, MIT Muzaffarpur to write a letter to NBA / NPIU / MHRD regarding the problem being faced in initial registration for NBA accreditation with a copy to NIT Patna, so that the matter can be taken by the mentor institute also	NIT Director could procure the Approval letter from 2011-2017 from AICTE office.

Submitted for information, suggestion and approval

Resolution: BOG noted the activities carried out twinning arrangement and suggested that invitation received from NIT Patna for any activity should be responded/complied treating it as an order of mentor to mentee. Students (2nd and 3rd year) should be sent to NIT for internship during this Puja vacation.

03/04 Appointment of Programme Manager

As per the decision of 3rd BOG, Interview was conducted on 27.05.18 at MIT Muzaffarpur under the Chairmanship of BOG Chairman. Programme Manager was not found suitable by the selection Committee. Therefore again advertisement has been given with the same terms and conditions. Date of interview can be fixed before 15th Oct. after consulting the

[Handwritten signature]

selection committee members. The division of Marks for the selection process will be: Academic-60, Interview-40, as decided in the 3rd BOG meeting.
Submitted for discussion and approval
Resolution: Approved and probable date of interview will be after Durga Puja festival but before Diwali. Preferable place of interview should be at Patna so that maximum member from BOG can participate.

04/04 Status of Procurement- Department wise

The status of procurement is as under.

No. of Packages Completed – 03

No. of packages delivered - 05

No. of Packages ongoing - 16

No. of Packages for which rebidding has been done- 23

The detail of procurement in tabular form (Table-1 and 2- Annexure-1) department wise is given below:

Submitted for discussion and approval

Resolution: Approved and also suggested that schedule should be adhered.

05/04 Activities completed or being taken

Participation of list of faculty members, Principal, BOG members in different activities (Sponsored under TEQIP-III) - List attached

1. Professional development Training
2. Student Induction Programme
3. Workshop on Start Up
4. Workshop on Good Governance
5. International Conference
6. Workshop on Accreditation Awareness
7. Orientation Workshop on PFMS
8. Workshop of GeM
9. Faculty Induction Programme
10. Summer Training Programme on Active learning
11. Workshop on Performance Auditing and Mentoring Awareness
12. Workshop on Examination reform and OBE
13. Participation in GIAN Course
14. MIS Training
15. NIDM Training
16. Expert Lecture
17. Industrial Visit and Training Programme

Event Organised in the Institute

1. Two day (16-17th March,18) Workshop on NBA Awareness Programme
2. Short Term Course “ Earthquake Resistance Design of Structure”-27.07.18-01.08.18
3. One day (18.08.18) Workshop on “Syllabus and Curriculum Review for Civil Engineering”
4. One day (25.08.18) Workshop on “Syllabus and Curriculum Review for IT and CSC”
5. Hands on training “Robotics and Electronic with Arduino”- 11th -15th September
6. Hands on training “Microsoft Excel” 24-26th September

Submitted for information, suggestion and approval



Resolution: Noted and it was suggested that participation should be encouraged both for inside and outside activities.

06/04 Approval of GATE Coaching

AS per guideline and vendor lists provided by NPIU, quotations were invited for GATE coaching to final year students and following two firms were given order.

GATE Academy

Engineers Academy

Both the firms after getting the offer showed their inability in signing the contract agreement and running the course with their quoted price citing the following reason: Institute was supposed to place the order within 45 days, but the order was placed beyond this stipulated period. Date wise activity carried out for this process is as under:

Quotation invitation- 23.06.18

Last date of bid submission-07.07.18

Central purchase committee meeting-28.07.18

Offer letter and signing of contract agreement-06.09.18

Under this circumstances quotations were again invited on 12.09.18 and after 14 days the central purchase committee meeting was conducted on 27.9.18 to finalise the lowest bidder.

Submitted for information, discussion and approval

Resolution: Based on the rate quoted during first round, Gate Academy was given order for Civil, Mechanical and Electrical branch whereas Engineers Academy was given for EC and IT and LT for GATE coaching on 05.09.18. But these firms have shown their inability to run the course since the order was not placed within 45 days from the last date of bid submission i.e. on or before 21.08.18. Hence 2nd round of bidding was called on 12.09.18, and based on the lowest rate, Engineers Academy was selected for GATE coaching of all branches, but the variation in the rate between the first and second round is more than 67% (Rs.11,139/- per candidate), hence BOG decided not to place the order to this firm. BOG agrees to place the order if the variation is within 15%, hence authorized to Principal to seek direction from NPIU stating all the facts. BOG also requested to SPIU to apprise NPIU about the discussion in the upcoming meeting of MHRD scheduled on 15th Oct., 2018. It was also decided to request to the NPIU that newly appointed teacher based on Gate qualification should be asked to take the special gate class and should be paid honorarium or some expert if ages may be called for extra Gate classes. The honorarium can be paid as per NPIU norms.

07/04 Approval of Employability Skill Training

AS per guideline and vendor lists provided by NPIU, quotations were invited for Employability Skill Training to third year students and following firm was given order.

CL Educate Ltd.

A-41 Aspire Building, Mohan Cooperative Industrial Area, New Delhi – 110044

This employability skill training will be conducted under Training and Placement Cell of the college. The schedule is being finalized to start the training from October

Submitted for information, discussion and approval

Resolution: Approved, BOG suggested that some proper monitoring mechanism should be developed to check the effectiveness of the employability class.

08/04 Approval of Action Plan for Oct.-Dec.2018

Expected expenditure head wise is given in the Action plan for 3rd Quarter (Oct.,18 to Dec.18) already submitted to NPIU in August.

Submitted for discussion and approval



Resolution: Approved

09/04 NBA Accreditation

The target set by NPIU applying for accreditation is financial year 2019-20. STR shown by NPIU is not correct, hence the corrected STR has been sent through SPIU so that Required faculty members can be provided to meet the NBA requirement.

Submitted for discussion and approval

Resolution: BOG agreed the target set by NPIU and also requested to SPIU to take up the matter with NPIU regarding the SFR, so that all branches can apply for accreditation.

10/04 Updating of TEQIP-III Activities on College Website

All the information pertaining to TEQIP-III and activities being carried out is uploaded regularly on College website.

Submitted for information and approval

Resolution: Noted and suggested that the updating should be done regularly.

11/04 Proposed items suggested by NPIU/SPIU to be discussed in the BoG Meeting.

1. Presentation of overall progress in the institute and TEQIP III activities
2. Action taken on the Quarter 1 (April-June 2018) and Quarter 2 (July-September 2018) action plan and with respect to Procurement and academic activities
3. Targets for next quarter - Plans to implement the Quarter 3 (October-December 2018) action plan with respect to Procurement and academic activities
4. Action taken report on suggestions of BoG in the previous meeting
5. Expenditure details as given in the financial manual as per page 84-85 of the revised financial manual
6. Financial approvals
7. Procurement details
8. NBA accreditation update and status of preparation of files for team visit.
9. GATE, Employability skills training, Employability Test and status of wi-fi in the college
10. Induction Program schedule discussion and approval.
11. Status of Internship of Students in the institute (AICTE Mandate)
12. EAP Action Plan and Environment Activities
13. College committee list with approvals/office order and list of activities conducted by each committee (Files and documentations should be produced)
14. Post-facto approvals if any

All the points suggested by NPIU through SPIU is being discussed in BOG meetings regularly.

Submitted for discussion and approval

Resolution; Agreed the suggestion given by NPIU.

12/04 Any other Item

1. Replacement of Prof. J.R.P.Gupta as BOG Member

Prof J.R.P.Gupta has not attended any of the BOG meeting since the inception of TEQIP-III. It seems he is not interested. The mail received from Prof. Gupta is being cited here for ready reference:



Jai ram prasad Gupta <jairamprasadgupta@gmail.com>

12/15
/17

to me

Due to certain urgent assignment i shall not be able to attend the b o g meeting on 20 th dec. 2017.

I Thanking You
Yours Sincerely
J R P GUPTA

Jai ram prasad Gupta <jairamprasadgupta@gmail.com>

May
10

to me

I shall not be available for meeting on 19th may 2018.

This is for your kind information.

Jai ram prasad Gupta

Sep 23 (4
days ago)

to me

Dear Dr. Jagadanand Jha,

As I am not well I will not be able to attend the said meeting.

Thanking You
Your's Sincerely
Prof. J R P Gupta

As per the NPIU, continuous absence by any BOG member is not desirable. Considering the above facts, it is being Proposed to nominate Prof. (Dr.) A.K.Choudhary, Professor, Civil Engineering, NIT, Jamshedpur for consideration. The biodata is attached. This is also important to note that he is TEQIP-III coordinator at NIT Jamshedpur and Performance auditor nominated by NPIU under TEQIP-III. Nomination of Prof. A.K.Choudhary, if approved can help in successful implementation of the project at MIT, Muzaffarpur. After approval, the name will be forwarded to DST, GOB for approval.

Submitted for discussion and approval

Resolution: BOG authorized Principal to write to DST for the replacement of Prof. J.R.P.Gupta,

2. Replacement of Principal nominee

Two members are being nominated in the BOG as principal's nominee. The members nominated were

- Dr. A.K.Rai- HOD, Civil Engg.
- Smt. Priyanaka Sinha- HOD, IT

Both of them have joined other college after due order from the government. After the due permission from the Chairman, BOG, they were requested to attend 4th BOG meeting till the new nominations are approved.

Following two members are being proposed for nomination as Principal nominee

- Dr. S.K.Jha- HOD, Applied Science

b) Dr. Vikas Kumar- HOD cum coordinator- Mech. Engg. Deptt
After approval, the name will be forwarded to DST, GOB for approval.
Submitted for discussion and approval

Resolution: *Approved*

3. a) Guide line for reimbursement of fees for Part time Ph.D. candidates
- b) Guide line for reimbursement of fees for Professional bodies
- c) Guide line for conducting Faculty Development Programme/ Short term Training programme

The committee consisting of HODs has submitted a report for the above said points.

Minutes of Meeting of the Committee consisting of HODs

Guideline of Ph.D/M.Tech. fee Reimbursement

1. All regular and contract faculty members pursuing part-time Ph.D./M.Tech. will be paid their University related fee under TEQIP-III subject to the submission of original fee receipts. Apart from fee, faculty members are also entitled up to the limit of Rs. 15000/- as contingency related to thesis work.
2. This reimbursement of Ph.D./M.Tech. (Part Time Programme) fee will be admissible w.e.f. January 2019.
3. Fee of Part Time Ph.D./M.Tech. Programme will be reimbursed to those regular and contract faculty members, who are pursuing their Ph.D./M.Tech from government Institutes/universities or from eminent private universities accredited from NAAC/NBA.
4. Regular and contract faculty members who are pursuing Ph.D/M.Tech. under self sponsored scheme like leave without pay are also eligible for the reimbursement of their M.Tech/Ph.D. fee under TEQIP-III.

Guideline for attending seminar/WS/Training etc, outside the institution

5. a. Regular and Contractual Faculty members should be allowed to attend only one relevant course in a year outside their department in the college.
- b. The department holding a course should ensure that within the college no more than 40 participants should be allowed. Also it should be ensured that only those participants who attend at least 80% of the lectures should be given participation certificate.
- c. Regular and Contractual Faculty are encouraged to attend courses conducted at IITs & NITs, organizations of National repute or sponsored by AICTE/UGC etc. Faculty members are discouraged to attend local courses.
- d. Under the aegis of Govt. of India (MHRD) – GIAN scheme has been launched. Faculty members are encouraged to attend this course throughout India.



Guideline for fee reimbursement for membership of professional bodies

All faculty members are eligible for fee reimbursement, if he/she becomes a member of professional bodies. The maximum limit of reimbursement will be Rs.10,000/.(Once during project)

Guideline for Conducting FDP/STTP

6. The head-wise distribution for the expenses to be incurred for FDP programme under TEQIP-III is as under:-

S. No.	Heads of expenses	% age allowable amount
1	Boarding & Lodging to the participants	45
2	Reading material to participants	10
3	Honorarium to resource persons & TA/DA to resource persons	23
4	Working expenses (reprographic service, services postage, Contingency, transport, daily wages, coffee etc.)	22
		100.00

Note:

- Rate for honorarium to resource person as per norms.
- Session conducted by resource person should be of 1.5 hours
- There can be four sessions per day
- For course of one week, maximum expenses allowed is Rs. 3.00 Lacs
- For course of two week, maximum expenses allowed is Rs. 5.00 Lacs.

Report is submitted for deliberation and necessary guidelines.

Submitted for discussion and approval

Resolution: Approved with following modification


a) Reimbursement of Ph.D/M.Tech. (Part time programme) fees will be reimbursed w.e.f. BOG meeting date i.e. 29.09.18.


b) Regular and contractual faculty members should be allowed to attend only three relevant course in a year outside their department in the college.

c) Regular and contractual faculty are encouraged to attend courses conducted at IITs, NITs, Parent university, organisation of national repute or sponsored by AICTE, UGC etc. Faculty members are discouraged to attend local courses

d) Principal is empowered to relax the condition in the interest of institute

Meeting ended with vote of thanks to the chair.


Principal cum Member Secretary
MIT, Muzaffarpur


29.9.18
Principal Cum Member Secretary
BOG
MIT, Muzaffarpur
(Under TEQIP-III, GOI)


Chairman
BOG
MIT, Muzaffarpur
(Under TEQIP-III, GOI)