

# GAUHATI UNIVERSITY INSTITUTE OF SCIENCE AND TECHNOLOGY

## MINUTES OF BoG

Subject: TEQIP III	Meeting Number: 2	
Venue: Seminar Hall	Date: 12/07/2018	Time: 11am

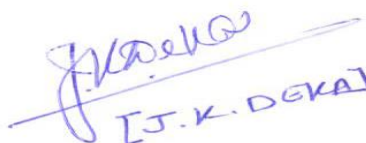
### Agenda:


#### Part 1-Procedural

Sl No.	Items
1.1	Confirming the Minutes of the 1 <sup>st</sup> Meeting of the Board of Governors (BoG) held on 30-08-2017 at Gauhati University Institute of Science & Technology (GUIST), as annexed in Annexure I
1.2	Report on the action taken/action pending on the pertinent decisions in the Minutes of the 1 <sup>st</sup> Meeting of the Board of Governors held on 30-08-2017 at Gauhati University Institute of Science & Technology.

#### Part 2-Ratifications and Approvals

Sl No.	Items
2.1	Approval of the expenses to be incurred under TEQIP-III for financing BTech Students' Internship, and BTech / MTech student's participation in Conference, Seminar, Workshops, training etc.
2.2	Ratification of staff recruitments as per the NPIU/GU guidelines, as annexed in Annexure II
2.3	Ratification of salary of contractual Account Assistant and MTAs engaged in TEQIP cell, as per NPIU/GU guidelines annexed in Annexure II
2.4	Approval of TA/DA and honorarium rates, as per guidelines from NPIU/GU annexed in Annexure III
2.5	Approval of the modalities and limit for sanctioning Seed Grant to faculty-staff members / students to venture into innovative industry-academia collaborative research.
2.6	Approval of TEQIP-III institutional purchase committee as prescribed by the NPIU.
2.7	Approval of the internal audit team.
2.8	Appointment of new Institutional BoG members and Chairman as per the NPIU directive.

  
[J.K. DEKA]  
[Chairperson, 309]

  
[Manab Deka]  
Director  
Gauhati University  
Institute of Science and Technology  
[Director, GUIST]

### Part 3-Reports

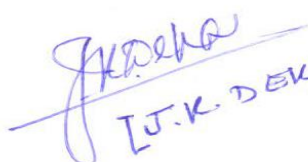
SI No.	Items
3.1	Past and ongoing events conducted under TEQIP-III and expenditures incurred during the tenure of TEQIP-III till date, as annexed in Annexure IV
3.2	Various Academic programs conducted/attended by faculty and staff, as annexed in Annexure V
3.3	Procurement Plan, as annexed herewith, prepared by GUIST for submission on the PMSS portal, as annexed in Annexure VI

### Part 4-Annexures

SI No.	Items
4.1	Annexure I Annexure I –Minutes of the 1st BOG meeting held on 30.08.2017
4.2	Annexure II Annexure II- NPIU/GU guidelines on staff recruitment and other related documents
4.3	Annexure III Annexure III- NPIU/GU guidelines on TA/DA and honorarium rates
4.4	Annexure IV Annexure IV - Past and ongoing events conducted under TEQIP-III and expenditures incurred during the tenure of TEQIP-III till date
4.5	Annexure V Annexure V- List of faculty and staff members who have undergone training under TEQIP-III
4.6	Annexure VI Annexure VI- Procurement Plan consisting of sixteen (6) pages

#### Members Present

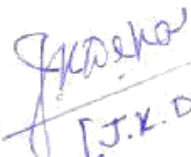
1. Prof J Deka, IIT Guwahati, Chairperson
2. Prof N C Talukdar, Director, IASST, Guwahati, Member
3. Prof A Singh, IIT Guwahati, Member
4. D Dutta, Technical Director, NIC, New Delhi, Member
5. Prof M Deka, Director, GUIST, Convener
6. Prof K K Sarma, HoD, ECE, Gauhati University, Member
7. Dr Eeshankur Saikia, Coordinator, TEQIP-III, GUIST, Member

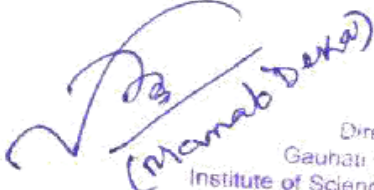
  
[J.K. DEKA]  
Chairperson, BOG

  
(Manab Deka)  
Director  
Gauhati University  
Institute of Science and Technology  
(Director, GUIST)

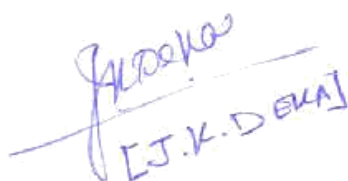
**Decisions:**

Sl No	Agenda No	Subject and Decision
<b>PART 1 – PROCEDURAL</b>		
01	1.1	The Minutes of meeting of BoG held on 30/08/2017 was approved.
02	1.2	BoG approved the action taken on the minutes of the previous BoG meeting of 30/08/2017.
03	—	BoG suggested the Director to encourage all the BoG members from Gauhati University to ensure their presence in BoG meetings to strengthen the functioning of the Project being implemented under TEQIP-III at the GUIST.
<b>PART 2 –RATIFICATIONS AND APPROVALS</b>		
04	2.1	BoG approved the following in order to facilitate students' internship: (i) Preference should be given for accommodation in the institution where she/he undergoes internship, instead of travelling on daily basis, a norm which is followed in other TEQIP institutions as well (ii) In the absence of any guideline from the NPIU, the mode of travel that may be allowed for the student is either by train upto 3AC or by road, as per the existing Gauhati University TA/DA rule (iii) Maximum lodging expenses that may be allowed is Rs. 1500/- per day for maximum tenure of 7 days (iv) Maximum boarding expenses that may be allowed is Rs. 350/- per day for maximum tenure of 7 days, which is at par with other TEQIP institutes (v) Internship fee is not reimbursable (vi) Total expenses allowed including registration fees / Training fee, TA, DA is set to maximum of Rs. 15,000/- per student for outstation participation (vii) For in-station (outside own institute) internships of minimum one month duration, a fixed allowance of Rs. 3000/- is allowed. Guideline of NPIU for TEQIP-III will be followed in all such cases.
05	2.2	BoG ratified the appointment of the following 3 staff members, made following the guidelines of NPIU/GU, under TEQIP-III, exclusively for TEQIP related works, for the project tenure: 1. Account Assistant: Biren Chandra Thakuria, Retired senior Account Assistant of Gauhati University 2. MTA: Dr Namrata Kumari, PhD Biotechnology 3. MTA: Pinku Goswami, BTech, Electrical Engineering. Documents related to GU / NPIU guidelines on recruitment, that were followed in appointing the staff members may be found as detailed in the "Detailed Agenda Notes"(see Annexure II).
06	2.3	BoG ratified the salary of the staff members appointed for the TEQIP Cell, GUIST, which is decided following the norms of GU and other TEQIP institutions, as detailed in the "Detailed Agenda Notes"(see Annexure II). The salaries of the contractual staff members are fixed as: 1. Account Assistant: Rs 10,000/- per month 2. MTA: Rs 15,000/- per month
07	2.4	BoG approved the TA/DA and honorarium rates as prescribed by the NPIU vide F.No. 16-26/2017-TS.VII for TEQIP sponsored activities as detailed in the "Detailed Agenda Notes"(see Annexure III). Further, for claiming of DA, it is not mandatory to submit

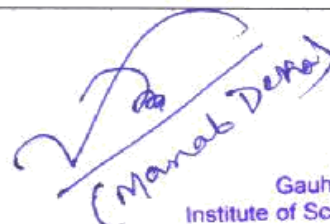
  
 [J.K. Deka]  
 Chairperson, BOG

  
 (Mamab Deka)  
 Director  
 Gauhati University  
 Institute of Science and Technology  
 (Director, GUIST)

		food bills. This is as per Gauhati University finance rules that may be found in <b>Annexure III</b> .
08	2.5	BoG approved the modalities and limit for sanction of seed grant to faculty / students to venture into industry collaborative innovative research, as resolved in the 1 <sup>st</sup> BoG meeting, with additional clauses added into it as mentioned below: (i) that the maximum amount of Rs. 1,00,000/- is earmarked for the Seed Grant to be awarded to a Faculty / Staff/ Student (with a faculty as mentor) for a maximum tenure of 1 year with the target defined in two stages, 30% of the total budget on approval, while upto 30% on completion of stage 1 and upto 40% on completion of stage 2 and within 1 year from the sanction of the project (ii) that for seed grant related to procurement of items under Rs. 5,000/- per proposal may be considered for direct purchase without approval through PMSS approval.
9	2.6	BoG approved the following composition of Purchase Committee for procurement related matters under TEQIP-III, as per the new guideline of the NPIU:  <b><u>Purchase Committee, TEQIP-III, GUIST</u></b>  <ol style="list-style-type: none"> <li>1. Director, GUIST - Chair Person</li> <li>2. Nodal Officer, Procurement - Convenor</li> <li>3. HoD, Dept. of ECE</li> <li>4. HoD, Dept. of IT</li> <li>5. HoD, Dept. of BET</li> <li>6. HoD, Dept. of App. Sc.</li> <li>7. Coordinator, TEQIP-III</li> <li>8. Nodal Officer Finance, TEQIP-III</li> <li>9. Account Assistant, GUIST, Documentation &amp; Record Keeping.</li> <li>10. Kishore Kashyap, Asst. Prof, Dept of IT</li> <li>11. Debabrat Baishya, Asst. Prof, Dept of BET</li> <li>12. Manash Pratim Sarma, Asst. Prof, Dept of ECE</li> </ol>
10	2.7	BoG approved the following composition of the Internal Audit team for audit related matters under TEQIP-III, as per the new guideline of the NPIU: <ol style="list-style-type: none"> <li>1. Hired service provider</li> <li>2. GU Account Official</li> </ol>
		<b>PART 3 –REPORTS</b>
11	3.1	BoG approved the Financial Monitoring Report (FMR) detailing the expenditure for the past and ongoing events conducted under TEQIP-III during the tenure of TEQIP-III till date, amounting to Rs.19,25,344/- (see Annexure IV).
12	3.2	BoG took note of the training of faculty and staff as mandated by the AICTE and suggested by the NPIU, detailed in Annexure V
13	3.3	BoG took note of the Procurement Plan (Annexure VI, containing 16 pages) of GUIST reported. If the plan is approved by the NPIU, the same should be placed before the next BoG for approval, before going for procurement. It is noted that financial approval for payments to vendors for those amounts that are beyond the Director's limit may be taken through mail, at the time of processing for payments. Further, since GUIST cannot go for GST registration, payment to vendors can be made inclusive of GST, on condition that the vendor submits GST payment details to GUIST after making GST payment.

  
[J.K. DEBNA]

Chairperson, BOG

  
(Manab Deka)

(Director GUIST)

Director  
Gauhati University  
Institute of Science and Technology

The meeting was concluded at 1:30 PM, with a vote of thanks from Prof Manab Deka, Director, GUIST, and Convener, BoG, TEQIP-III, GUIST.

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[J. K. DEKA]  
Chairperson, BOG

  
(Manab Deka)  
Director  
Gauhati University  
Institute of Science and Technology  
(Director, GUIST)