



BMS COLLEGE OF ENGINEERING, BANGALORE 560 019
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-PHASE-II

THIRD MEETING | 7.12.2012 | SUB-COMMITTEE OF BOG | MINUTES

MINUTES OF THE THIRD MEETING OF THE SUB COMMITTEE OF BOARD OF GOVERNORS (BOG) OF TEQIP PHASE II HELD ON 7TH DECEMBER 2012 AT 11.00 AM IN THE BOARD ROOM OF THE COLLEGE.

MEMBERS PRESENT

1. Prof.D.Thukaram, Chairman
2. Sri.M.Krishnaswamy, Member
3. Dr.K.Mallikharjuna Babu, Principal & Convenor

ON INVITATION:

1. Dr.G.N.Sekhar, TEQIP Co-ordinator I
2. Dr.L.Ravikumar, TEQIP Co-ordinator II
3. Dr.K.R.Suresh, Nodal Officer - Finance
4. Dr.M.S.Dharmaprakash, Nodal Officer – Procurement
5. Dr.K.Guruprasad, Nodal Officer - Equity Assurance Plan Implementation
6. Dr.Gowrishankar, Nodal Officer – Academic Activities
7. Dr.H.S.Guruprasad, Nodal Officer - Academic Activities
8. Dr.C.Lakshminarayana, Nodal Officer - Equity Assurance Plan Implementation
9. Sri.Sampath Kumar, Nodal Officer- Civil Works including Environment Mgmt
10. Sri.C.T.Puttaswamy, Nodal Officer - Civil Works including Environment Mgmt
11. Dr.M.Indiramma, Co-ordinator, IIC

The Principal and the convenor of the sub-committee of BOG welcomed the members for the meeting.

1. **To read and record the minutes of the second meeting of the BOG sub-committee held on 13th October 2012.**

The minutes of the second meeting of the BOG sub-committee held on 13.10.2012 are read and recorded (Annexure-I).



BMS COLLEGE OF ENGINEERING, BANGALORE 560 019
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-PHASE-II

THIRD MEETING | 7.12.2012 | SUB-COMMITTEE OF BOG | MINUTES

2. Finalisation of the procurement process for the items under the heads of shopping and proprietary items.

The committee perused the guidelines of the procurement manual provided by the NPIU and noted its salient features. After detailed deliberations, the committee unanimously approved the following guidelines for procurement process to be adopted for the procurement of goods under the heads of shopping and proprietary items [Annexure-2].

3. Award of Teaching and Research Assistantships

The committee approved the proposal for the award of thirty teaching assistantships of Rs.8,000/- per month to the students M.Tech./M.Sc.(Eng.) and eight Research Assistantships of Rs.18,000/- per month during the current academic year. The award of teaching assistantship to M.Tech. students shall be based on the ranks obtained in PG CET conducted by the KEA. The award of teaching assistantship for M.Sc. (Engg.) students shall be based on the merit determined at the qualifying examination. After detailed discussions, the committee approved the guidelines to be followed for the award of the said assistantships [Annexures-3 and 4]. The committee requested the Principal to issue a circular, receive applications and prepare the list of eligible candidates for the award of assistantships. The committee informed the TEQIP Co-ordinators to see that the said circular and the application format are placed on the college website and give wide publicity for the same.

4. Approval to the faculty attending training programs.

The committee approved the proposals received from the faculty, technical and administrative staff for attending various training programs including attending workshops/conferences/seminars/symposia and short term training programs for the six months period till 31.3.2013.

The meeting concluded with a vote of thanks to the chair.


PRINCIPAL and
CONVENOR


CHAIRMAN,
BOG SUB-COMMITTEE



BMS COLLEGE OF ENGINEERING, BANGALORE 560 019
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-PHASE-II

SECOND MEETING | 13.10.2012 | SUB-COMMITTEE OF BOG | MINUTES

MINUTES OF THE SECOND MEETING OF THE SUB COMMITTEE OF BOARD OF GOVERNORS (BOG) FOR TEQIP PHASE II HELD ON 13TH OCTOBER 2012 AT 11.00 AM IN THE BOARD ROOM OF THE COLLEGE.

MEMBERS PRESENT

1. Prof.D.Thukaram, Chairman
2. Sri.M.Krishnaswamy, Member
3. Dr.K.Mallikharjuna Babu, Principal & Convenor

ON INVITATION:

1. Dr.G.N.Sekhar, TEQIP Co-ordinator I
2. Dr.L.Ravikumar, TEQIP Co-ordinator II
3. Dr.K.R.Suresh, Nodal Officer - Finance
4. Dr.M.S.Dharmaprakash, Nodal Officer – Procurement
5. Dr.K.Guruprasad, Nodal Officer - Equity Assurance Plan Implementation
6. Dr.Gowrishankar, Nodal Officer – Academic Activities
7. Dr.H.S.Guruprasad, Nodal Officer - Academic Activities
8. Dr.C.Lakshminarayan, Nodal Officer - Equity Assurance Plan Implementation
9. Sri.C.T.Puttaswamy, Nodal Officer - Civil Works including Environment Mgmt

At the outset, the Principal extended a cordial welcome to the distinguished members of BOG sub-committee. The Principal also extended a warm welcome to Prof. B. S. Sonde, Mentor, TEQIP Phase II for presiding over the meeting on a special invitation/request.

Prior to the commencement of the meeting, the Principal informed the sad demise of Prof. L.S. Srinath. He recounted the guidance and suggestions provided by Prof. L. S. Srinath for TEQI-I activities and his association with him. The members observed a minute's silence in remembrance of Prof. L.S. Srinath.

The Principal introduced the nodal officers introduced to the members of the Committee. He gave a brief description of impact of implementation of TEQIP (Phase-I). He also narrated regarding the objective of TEQIP Phase II and the action being initiated to achieve the target as per TEQIP plan.



BMS COLLEGE OF ENGINEERING, BANGALORE 560 019
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-PHASE-II

SECOND MEETING | 13.10.2012 | SUB-COMMITTEE OF BOG | MINUTES

1. Dr.G.N.Sekhar, Vice-Principal & TEQIP Co-ordinator-I briefed the committee about the following TEQIP activities for the period from March 2012:
 - The institution received total grants of Rs.9.254 crores under TEQIP- I and the activities were successfully completed during March 2009. The final performance score of the institution with regard to implementation of TEQIP-I activities as per the Performance Auditor was 9.2 out of 10.
 - NIPIU has accorded 'No Objection' (vide mail dated 22.05.2012) for the TEQIP Phase II procurement plan for the period 01.04.2011 to 31.03.2014.
 - The main objective of TEQIP Phase II (Sub-Component 1.2) Scaling-up Postgraduate Education & Demand-driven Research & Development & Innovation.
 - M/S GRSM & Associates are appointed as the External Chartered Accountants for the TEQIP Phase-II. The Chartered Accountants from the said firm visited the college on 05.07.2012 and verified the financial documents of TEQIP Phase II for the year ending 31.03.2012.
 - Prof. B. S. Sonde, Chairman, All India Board of UG Studies in E&T (AICTE) is appointed as MENTOR to the College for TEQIP Phase II.
 - Prof. A. Subhash Babu, Professor, Department of Mechanical Engineering, IIT, Bombay is nominated as PERFORMANCE AUDITOR to the College for TEQIP Phase II.
 - SPFU conducted training / workshop on MIS & Financial Management between 11th & 13th April 2012 and the concerned staff members of the College attended the same. While on the subject, the Committee sought information on the names of the staff members who have been deputed for training.
 - Sri. B. N. Jayaram, Partner, M/s B. N. Jayaram & Co has been appointed as Internal Auditor.
 - The uploading of data of the college related to 2010-2011 to the web-based MIS is in progress. A tentative action plan for training, Equity & industry-academia linkage have been sent to SPFU as per their instructions.
 - A cheque for Rs. Two Crores towards the first installment of TEQIP-II grants was received by the college on 24.9.2012.
 - An interaction meeting with the Principals, TEQIP Co-ordinators of TEQIP Phase II funded institutions and Mentors was organized by SPFU on 09.10.2012. The Principal, Vice-Principal, TEQIP Co-ordinator I & II attended the meeting.



BMS COLLEGE OF ENGINEERING, BANGALORE 560 019
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-PHASE-II

SECOND MEETING | 13.10.2012 | SUB-COMMITTEE OF BOG | MINUTES

2. Dr.L.Ravi Kumar, Co-ordinator II then made a brief presentation of the activities of TEQIP Phase II [Copy of the presentation is enclosed]

- The Committee noted that the targets of TEQIP Phase II have been set assuming that the proposal of the Institution for increase in intake from 18 to 24 for the existing Post-Graduate Courses would be favorably considered by the competent authority.
- *The Chairman of the BOG sub-committee suggested including renewable energy in addition to non-renewable energy in the areas identified to encourage research activities.*

3. **Guidelines for initiating procurement activities.**

PROCUREMENT TO BE DONE BEFORE 31.03.2013

- The Committee took note of instructions of the SPFU to commence procurement activities by re-scheduling the dates in the procurement plan.
- The matter concerning constitution of Central Purchase Committee (CPC) and Departmental Purchase Committee (DPC) to conduct the process of procurement was taken up for discussion.

After detailed deliberations, the members arrived at the following composition for the Central Purchase Committee (CPC) and Departmental Purchase Committee (DPC).

CENTRAL PURCHASE COMMITTEE (CPC)

1. TEQIP Co-ordinator I	Chairman
2. TEQIP Co-ordinator II	Associate Chairman
3. Concerned HOD or nominee of the HOD	Member
4. Faculty who submit the procurement	Member
5. AAO	Member
6. Nodal Officer – Finance	Member
7. Nodal Officer - Procurement	Member-Convener
8. Procurement Manager, BMSET	Invitee

The Committee also suggested that one or two external experts can be opted if need be.



BMS COLLEGE OF ENGINEERING, BANGALORE 560 019
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-PHASE-II

SECOND MEETING | 13.10.2012 | SUB-COMMITTEE OF BOG | MINUTES

DEPARTMENTAL PURCHASE COMMITTEE (CPC)

1. HOD	Chairperson
2. Nodal Officer – Procurement	Member
3. Two faculty members	Member
4. Department Procurement Coordinator	Member-Convenor
5. Faculty seeking the procurement	Invitee

Note: The two faculty members may be from the same department or from other departments within the cluster of the related disciplines

It was resolved that the proposal of DPC will be further re-evaluated, recommended and forwarded to the Principal for his approval by the CPC.

Roles of Committees:

Stage 1:

Departmental Purchase Committee (DPC): After receiving the quotations from the Co-ordinator, TEQIP II, this committee will open the quotations, prepare the comparative statement and finally propose the purchase of the chosen items. This proposal will be placed before the CPC by the Procurement-Nodal Officer.

Central Purchase Committee (CPC): After receiving the purchase proposal from the DPC the CPC will further re-evaluate the proposal and recommend this for necessary approval of the Principal. The Co-ordinator, TEQIP II will place these recommendations to the Principal for his approval. The TEQIP office will issue the purchase order to the approved firms for the approved items.

Stage 2:

- After receiving the supplied items from the vendor, the HOD will submit the commissioning/installation/supply report to the Co-ordinator, TEQIP II
- After going through the report submitted by the HOD, the TEQIP Co-ordinator II will recommend and forward it to the TEQIP Office for necessary payment.

At this point, the convenor of the BOG sub-committee requested the concerned to prepare a detailed chart of the functions of procurement plan. TEQIP Co-ordinator I promised to prepare the same and will submit the same to the committee in its next meeting for its final approval.



4. Teaching & Research Assistantships.

Proposal

To sanction teaching assistantship of Rs.8,000/- pm to the Non-Gate students of M.Tech, admitted during 2012-13 onwards through VTU/KEA and Research assistantship of Rs.8,000/- pm to M.Sc.(Engg.) by research students admitted during 2011-12 and onwards limiting to a maximum of 40 students per academic year and Research assistantships of Rs.18,000/- per month for first 2 years and Rs.20,000/- per month to the full time Research scholars (8 Nos) enrolled in the college during 2011-12 and onwards under VTU for a period of maximum 4 years in total by following mainly AICTE guidelines for the disbursement of Teaching & Research Assistantship.

Resolution

The Committee approved the proposal to sanction teaching and research assistantship with slight modification to sanction teaching assistantship of Rs.8,000/- per month to the students who have qualified PG CET in respect of M.Tech students and to those who have registered for Full time M.Sc.(Engg.) programs. The teaching & research assistantships shall be sanctioned to the students who are not in receipt of any financial assistance with prospective effect. The committee asked the TEQIP Coordinators to prepare a draft for guidelines, Application Format, undertaking to be signed by the recipient, for the award of assistantships and to submit the same before the BOG subcommittee in its meeting for its final approval.

5. Sponsoring faculty members for attending paper presentation abroad.

The Committee took note of the financial assistance that can be offered to the faculty members for paper presentation abroad.

The Committee directed to consider the conferences of high level and refereed. The Committee also directed that the faculty be asked to give a lecture after or before the presentation at the conference.

With regard to time frame, the members opined that conferences organized by high level organization provide sufficient time of 18-24 months and hence the concerned faculty should simultaneously process their applications towards financial assistance, OOD etc., while preparing their papers to avoid unwarranted delay.

With regard to the SPFU's instruction to seek approval of the BOG, Prof. B. S. Sonde opined that the BOG may empower the sub-committee of such authority subject to ratification in the subsequent meeting of the BOG.



BMS COLLEGE OF ENGINEERING, BANGALORE 560 019
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-PHASE-II

SECOND MEETING | 13.10.2012 | SUB-COMMITTEE OF BOG | MINUTES

ANY OTHER SUBJECT

Prof. B. S. Sonde appreciated the presentations made by Dr. G. N. Sekhar and Dr. L. Ravi Kumar, the TEQIP Co-ordinators I & II.

Prof. Sonde gave a brief presentation on the aims, goals of TEQIP Phase II [copy enclosed]

- Prof. Sonde brought to the notice of the Members that as per the amended regulation of VTU, permanent affiliation of the University for a period of five years would make a PG programme eligible for seeking academic autonomy. Prof. Sonde suggested for obtaining approval copies from the Registrar, VTU and to initiate the process for obtaining academic autonomy for all eligible PG Programmes.
- Institution need to be strengthened by incorporating the process of preparing the syllabus, question papers, annual calendar, orientation on university system of functioning, levels of decision making, etc.
- The Senior faculty members may conduct Refresher courses for the benefit of new faculty members in the areas of emerging technology;
- Pedagogy – Teaching learning courses, matrices for pedagogy is to be attended by everyone;

The Mentor informed that the first mentoring meeting will be held on 2nd & 3rd November 2012.

The meeting concluded with a vote of thanks to the Chair.


PRINCIPAL and
CONVENOR


CHAIRMAN,
BOG SUB-COMMITTEE

**GUIDELINES PROVIDED IN THE PROCUREMENT MANUAL OF TEQIP-II
(IN BRIEF – REFER THE MANUAL ON COLLEGE/NPIU WEBSITE)**

1. The Procurement policy of TEQIP II is to ensure Transparency, fairness and fraud prevention, Equal opportunity, Economy and Efficiency through Effective means.
2. The Procurement processes as per TEQIP II guide lines consist of Identification of requirements, Developing specifications, Identifying suppliers/service providers, Inviting bids/proposals, Evaluating and awarding contracts, Contract management, Receipt and Certification of goods/services.
3. Goods can be procured under TEQIP-II in the following three ways in the college;
 - a) Direct Contract –All Proprietary items
 - b) Shopping – Items worth less than Rs. 10 Lakhs (inclusive of all taxes) by way of calling minimum 3 Quotations.
 - c) National Competitive Bidding-Items worth Rs.10 Lakhs and more
4. All procurements under TEQIP II will be fully processed and monitored through Procurement Management Support System (PMSS) and any procurement outside it will have no recognition.
5. Important Aspects of Shopping are:
 - a) No need for advertisement in newspapers, however the advertisement can be displayed in the institution website.
 - b) Minimum three Quotations to be received
 - c) Not less than 2 weeks' time for bid submission
 - d) There should not be any negotiations either for price or terms & conditions of the tender submitted with suppliers
 - e) Bidders are required to submit tender valid for the period specified in the tender documents & Generally 30 to 40 days for shopping.
 - f) Earnest Money/Bid security is not required.
 - g) The Procurement Authorities entrusted with evaluation of Tender shall ascertain whether the tenders meet the eligibility requirements specified, Tenders have been properly signed are valid for the period specified in the tender document and substantially responsive(commmercially and technically) to the tender documents and are otherwise generally in order.
 - h) If the bidder meets the above stipulation indicated in the bid documents, it is determined as substantially responsive and is considered further for evaluation.
 - i) Payment terms should be 90% payment after delivery to the consignee and the balance 10% after receiving the goods or in accordance with the practices applicable to the specific goods and works.



GUIDELINES TO BE ADOPTED FOR INITIATING PROCUREMENT PROCESS

The entire procurement process is divided into four stages, which are as detailed below:

Stage1: Proposal by the concerned faculty/group of faculty (PROPOSER/S)

Stage2: Departmental Procurement Committee (DPC)

Stage3: Central Procurement Committee (DPC)

Stage4: Post Procurement Process (PPP)

Stage1: PROPOSAL BY THE CONCERNED FACULTY/GROUP OF FACULTY

The request for any procurement of equipment/item shall be initiated by an individual faculty or group of faculty members within a department or cluster; hereinafter called as the PROPOSER(S).

It is the primary responsibility of the PROPOSER/PROPOSERS to follow the guidelines of the TEQIP-II/Institution while preparing a proposal. The PROPOSER/PROPOSERS shall initiate the process by submitting the duly filled-in Procurement Format-1(PF-1) to the concerned HOD. In case, the proposers are faculty members of a cluster, then the Procurement Format-1 shall be submitted to the Chairperson of the cluster. If the proposers are from multi-disciplines then it shall be submitted to the Principal.

A proposal submitted without following the above guidelines shall be liable for reversion by the appropriate authorities (HOD/DPC/CPC), for resubmission of the proposal.

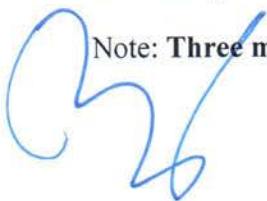
Stage 2: DEPARTMENTAL PROCUREMENT COMMITTEE (DPC)

a) Composition of the committee:

- | | |
|---------------------------------------|-----------------|
| 1. Concerned HOD | Chairperson |
| 2. Two faculty members* | Member |
| 3. Procurement Manager, TEQIP | Member |
| 4. Department Procurement Coordinator | Member-Convener |
| 5. PROPOSER(S) | Invitee(s) |

*The two faculty members may be drawn from the same department or from cluster or any other department in the college (deciding factor would be the knowledge & experience of the faculty in the matter). If need be the DPC can opt for one or two external experts.

Note: **Three members constitute the quorum.**



- b) **Responsibility:** The DPC shall evaluate & ensure that the proposal conform the guidelines of the TEQIP-II/Institution. The DPC may accept/reject the proposal by recording its observation. The proposal will be forwarded to the Principal by the concerned HOD, only if it is recommended by the DPC. The decision of the DPC is critical & final.
- c) **Functions:** After receiving the proposal (stage-1), the HOD will place it before the DPC. The DPC shall evaluate & ensure that the proposal made conforms to the guidelines of the TEQIP-II/Institution. The DPC has the power to accept/reject a proposal in the event of non-conformation to the guidelines specified. The DPC shall record its observation (Minutes of the Meeting) and return the proposal seeking resubmission. The proposal will be forwarded to BMS-TEQIP Office [Procurement Format PF-2] by the Chairperson of the DPC, if and only if the proposal is recommended by the DPC.

Based on the recommendations of the DPC, quotations will be called by the BMS-TEQIP office through PMSS (Procurement Management Support System).

Upon receipt of the quotations by the BMS-TEQIP office & the same shall be opened in the presence of the subcommittee of the Central Procurement Committee (CPC) constituted for the purpose. [The details of CPC are mentioned at stage-3]

The Subcommittee of CPC is as follows:

- | | |
|---------------------------------------|-----------------|
| 1. Nodal Officer-Procurement | Chairman |
| 2. Department Procurement Coordinator | Member |
| 3. Procurement Manager, TEQIP | Member-Convener |
| 4. Proposer(s) | Invitee |

After opening the quotations, the Procurement Manager TEQIP shall prepare the comparative statement through PMSS as per the guidelines. The comparative statement (generated by the PMSS) shall be verified collectively by the Proposer & Departmental Coordinator. They shall jointly certify that it matches with the technical specifications proposed. Anomalies if any shall be recorded for further suitable action by the CPC. After this, the matter will be referred to the CPC for its consideration.



Stage 3: CENTRAL PROCUREMENT COMMITTEE (CPC)

a) **Composition of the committee:**

- | | |
|-------------------------------------|--------------------|
| 1. (a) TEQIP Coordinator-I | Chairman |
| (b) TEQIP Coordinator-II | Associate Chairman |
| 2. Concerned HOD or his/her nominee | Member |
| 3. Nodal Officer-Procurement | Member |
| 4. Nodal Officer-Finance | Member |
| 5. AAO | Member |
| 6. PROPOSER | Invitee |
| 7. Procurement Manager, TEQIP | Convener |

Note: **The CPC may be headed either by the Chairman or Associate Chairman (to be decided by the Chairman of CPC). Three members shall constitute the quorum.**

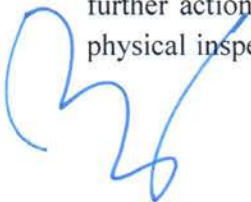
- b) **Responsibility:** The CPC shall ensure that the proposal has been made in accordance with guidelines of the TEQIP-II/Institution. The CPC shall verify that all the committees have accorded necessary recommendation.
- c) **Function:** The CPC will review the proposal for its correctness in all respects. The CPC has to make its final recommendation for the approval of the proposal [Procurement Format PF-3] by the PRINCIPAL. After approval, the BMS-TEQIP Office shall generate the Purchase Order (PO) through PMSS. The PO duly signed by the Principal shall be sent to the concerned vendor and a copy to the concerned HOD. It is the responsibility of the HOD to follow up the matter since it is time bound.

Stage4: POST PROCUREMENT PROCESS (PPP)

It is the responsibility of the concerned HOD for the follow-up action pertaining to the supply of goods by the vendor. It is also the responsibility of the HOD to arrange for the post procurement process. The HOD


- Shall receive the goods/items from the Vendor as per the PO & record the date & time of receipt of the goods on the delivery challan.
- Shall certify that all the goods/items received are as per the PO
- Shall record & inform any deviations in the supply immediately to BMS-TEQIP office for further action
- Shall ensure proper commissioning/installation;
- Shall label the goods/items/equipment
- Shall make appropriate entries in the Stock ledger & specify in the ledger that these items are 'Procured under TEQIP II'

A detailed report consisting all the above shall be submitted to the BMS-TEQIP Office for further action. The Procurement Manager (BMS-TEQIP) shall make a visit to department for physical inspection of the items, document, ledger, labeling and etc., and submit a report to the



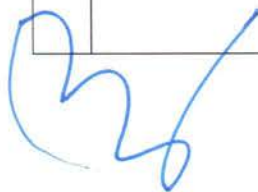
CPC.

After all the above actions, the BMS-TEQIP shall make necessary entries and recommend for passing bills for payment to the Principal [Procurement Format PF-4]. The BMS-TEQIP office shall maintain the acknowledgement for the payments made in the respective files for a scrutiny of the entire process by the internal/SPFU-TEQIP auditors.

A handwritten signature in blue ink, consisting of a large, stylized initial 'B' followed by the number '26'.

INITIATION FOR PROCUREMENT OF EQUIPMENT/GOODS/ITEMS**[FOR SHOPPING/PROPRIETARY ITEMS]**

1.	Name of Proposer(s)	
2.	Department	
3.	Email Id	
4.	Mobile Number	
5.	Category of the Proposer	SC/ST/OBC/GENERAL
6.	Name of the Equipment proposed	
7.	PMSS reference (Item Number)	
8.	Are the goods proposed are proprietary in nature	YES/NO
9.	If the goods are Proprietary, attach a copy Certificate of Proprietary	Attached/Not Attached/Not Applicable
10.	If the goods are Proprietary, attach a copy Certificate of authorization to the Vendor	Attached/Not Attached/Not Applicable
11.	Whether the Market Survey is done (Provide the addresses of vendors and their contact numbers.)	
12.	Whether the demo of the equipment is seen	YES/NO
13.	Approximate Cost in Indian Rupees (Exclusive of taxes)	Rs.
14.	Furnish detailed generic specification of the equipment proposed	
15.	List of earlier customers and their contact numbers, if any	



16.	Whether the proposer(s)/any faculty/technical staff are familiar with operation of similar type of equipment(s); has hands on experience. If yes, please provided details	
17.	Whether training is required to operate the equipment for the proposer or any other faculty/staff in the department. If, Yes please provide the details: Number of persons to be trained, duration, etc.,	
18.	Whether the space for installation of equipment is identified	YES/NO
19.	Whether there is any need for further civil/electrical works needed for the installation of the equipment	Required/Not required
20.	Signature of the applicant & date	
21.	Date of receipt of the initiation form (Signature of HOD with Seal)	

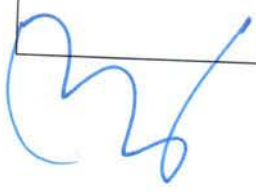


**RECOMMENDATIONS OF DPC FOR PROCUREMENT OF
EQUIPMENT/GOODS/ITEMS
[FOR SHOPPING/PROPRIETARY ITEMS]**

PF-2

1.	Name of the Equipment proposed	
2.	PMSS reference (Item Number)	
3.	If the goods are proprietary in nature, whether the Certificate of Proprietary/vendor authorization are attached.	YES/NOT APPLICABLE
4.	Date of Meeting of the DPC	
5.	The Market Survey done is from the authentic sources	YES/NO
6.	The specification generated is generic without ambiguity	YES/NO
7.	Demonstration Report for the equipment is responsive	YES/NO
8.	Whether Generic configuration has been verified that will in substantive responsiveness from vendors?	YES/NO
9.	Addresses and contact numbers of the finalized list of vendors from whom the quotations be called for is attached.(Minimum 5 vendors, after addition/deletion of the list from PF-1)	YES/NO
10.	Whether the Vendors considered are equals?	YES/NO
11.	A copy of the finalized generic specification of the equipment is attached and certified.	YES/NO
12.	Whether all the documents have been signed by the proposer/s?	YES/NO

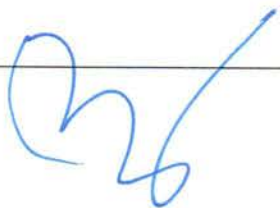
The DPC hereby certify that the proposal of procurement is in accordance with the guidelines of TEQIP-II and the DPC hereby recommend for further processing the procurement.



RECOMMENDATIONS OF CPC FOR PROCUREMENT OF
EQUIPMENT/GOODS/ITEMS
[FOR SHOPPING/PROPRIETARY ITEMS]

1.	Name of the Equipment proposed	
2.	PMSS reference (Item Number)	
3.	Whether the generic specification have been accepted by PMSS for at least three vendors	YES/NO
4.	Whether the vendors identified at PF-3 have received and acknowledged the enquiry?	YES/NO
5.	Number of vendors submitted the quotes	
6.	Whether any of the vendor/s have not responded with quote or sent regret letter?	
7.	Whether all the quotations/documents received have been properly signed?	
8.	Whether minimum of three comparable quotations have been received?	YES/NO
9.	Whether the Proposer & Department Coordinator have confirmed that specification quoted matches with those of PF-3.	YES/NO
10.	Whether the Comparative Statement generated by PMSS has been duly signed?	YES/NO
11.	Whether L-1 is clearly identified	YES/NO
12.	Name and address of lowest bidder	
13.	Date of Meeting of the CPC	
14.	Observations of the CPC, if any	

The CPC hereby certify that the entire process is in accordance with the guidelines of TEQIP-II and the CPC hereby recommend for placing supply order with the lowest bidder mentioned above.



RECOMMENDATIONS OF CPC FOR PAYMENT TO THE VENDORS
[FOR SHOPPING/PROPRIETARY ITEMS]

1.	Name of the Equipment Procured	
2.	PMSS reference (Item Number)	
3.	Purchase Order Number and Date	
4.	Delivery challan Number and Date	
5.	Invoice Number and Date	
6.	Goods receipt confirmation from the HOD with date	
7.	Report on satisfactory installation and functioning from the HOD	
8.	Record of any deviations in the supply	NIL
9.	Whether proper entries are done in the department stock ledger	YES/NO
10.	Ledger Folio Number in the Department Stock Ledger	
11.	Ledger Folio Number in the TEQIP-II Stock Ledger	
12.	Date of expiry of warranty	

The CPC hereby certify that the entire process is in accordance with the guidelines of TEQIP-II and the CPC hereby recommends for payment process.

ORDERS OF THE PRINCIPAL:



GUIDELINES FOR THE AWARD OF TEACHING ASSISTANTSHIP
FOR FULLTIME M.TECH/M.Sc.(ENGG.) STUDENTS

Teaching Assistantship will be provided to the non-GATE and non-sponsored Full time M.Tech./ M.Sc.(Engg.) students under TEQIP-II as per the following guidelines. The objective of the programme is to increase the enrolment in PG programmes in engineering disciplines. The eligible students will be offered assistantship with effect from 1.1.2013. It will be equivalent to MHRD/GATE scholarship and will be extended for a maximum of two years or the course period whichever is less, subject to the availability of funds and consistent satisfactory progress.

The Amount of Assistantship for M.Tech/M.Sc. (Engg.) Programme:

PG Programme	Rate of Assistantship
M.Tech/M.Sc. (Engg.)	Rs.8,000/-per month for a maximum period of 2 years.

GUIDELINES AND ELIGIBILITY CRITERIA:

The students enrolled for full time M.Tech/M.Sc.,(Engg.) Programmes in engineering disciplines as per the prevailing institution/university norms and regulations shall be eligible for the assistantship subject to the fulfillment of following conditions.

1. The student must be an Indian National.
2. The student enrolled for REGULAR (Full Time) M.Tech/M.Sc.(Engg.) programme shall only be eligible. In the event of his/her conversion from full time to part time, the assistantship ceases to continue.
3. Students receiving assistantship/scholarship from any other funding agencies will not be eligible for the Teaching assistantship under TEQIP-II.
4. Students admitted to M.Tech/M.Sc.(Engg.) programmes through sponsored quota shall not be eligible for the assistantship under TEQIP-II.
5. The students receiving assistantship will be required to devote 6-8 hours per week to work as teaching/research assistant in the respective departments. This includes handling tutorials, laboratory classes, development and maintenance of laboratories, assistance in research and development activities undertaken by faculty members, maintenance and operation of lab equipment. The monthly teaching assistantship



will be released subject to the satisfactory certification by the concerned HOD.

6. Continuation of payment of assistantship is subject to obtaining the pass grade in all the courses of the semester in the first attempt only. In exceptional cases fifty percent of the assistantship may be extended, till the student clears the failed courses, subject to favourable recommendations by the HOD and acceptance of the same by the BOG. Once the student clears all backlog courses he becomes eligible for receiving 100% assistantship.
7. The student needs to sign daily in the attendance register maintained in the department and must satisfy all the academic requirements set by the Institution/University.
8. The student must abide by the CONDUCT RULES of the institute. If any recipient of the teaching assistantship is found to be guilty of any malpractice and is awarded with punishments the continuation of assistantship shall be discontinued with immediate effect.



Annexure-4

GUIDELINES FOR THE AWARD OF RESEARCH ASSISTANTSHIP FOR FULLTIME Ph.D. STUDENTS

Research Assistantship will be provided to the students who have registered for Full time Ph.D. programme in engineering disciplines in the research centers of the college as per the following guidelines. The main objective of the programme is to increase the enrolment in Ph. D. programmes in engineering disciplines. The eligible students will be offered assistantship with effect from 1.1.2013 and will continue for a maximum period of four years, subject to the availability of funds and consistent satisfactory progress.

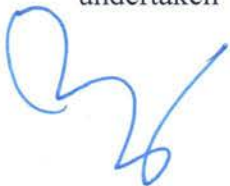
The Amount of Assistantship for Ph. D Programme:

Sl.No.	Programme	Rate of Assistantship
2	Ph.D.	Rs.18,000/- per month for the first 2 years and Rs.20,000/- per month for the next 2 years (for a maximum period of 4 years in total).

GUIDELINES AND ELIGIBILITY CRITERIA:

The students enrolled for fulltime Ph.D. Programmes in engineering disciplines as per the prevailing institution/university norms and regulations shall be eligible for the assistantship subject to the fulfillment of following conditions:

1. The student must be an Indian National.
2. The student whose enrollment for regular Full Time Ph.D. programme is confirmed by the university shall be eligible. In the event of his/her conversion from full time to part time, the assistantship ceases to continue.
3. The recipient of the Research Assistantship must follow the Ph.D. guidelines /norms set by the institution/University from time to time.
4. Students receiving assistantship/scholarship from any other funding agencies will not be eligible for the research assistantship under TEQIP-II.
5. The students receiving research assistantship will be required to devote 8-10 hours per week to work as teaching/research assistant in the respective departments. This could include handling tutorials, laboratory classes, development and maintenance of laboratories, assistance in research and development activities undertaken by faculty members, maintenance and operation of lab equipment. The



monthly research assistantship will be released subject to the satisfactory certification by the concerned guide and the HOD.

6. The progress of every Ph.D. student shall be periodically monitored by a Doctoral Committee constituted as per the university norms.
7. The Doctoral Committee (DC) will assess the progress of the research work of the student and the assistantship will be renewed only on the basis of the satisfactory performance report given by the DC.
8. Assistantship will be for a period of four years and it can be extended up to a maximum period of five years subject to the availability of funds.
9. The student need to sign daily in the attendance register maintained in the department and must satisfy the minimum attendance requirement set by the institution/University.
10. The recipient of Research Assistantship shall be eligible for leave for a maximum of 30 days in an academic year.
11. A female research assistant shall be eligible for a maternity leave for a period of three months, only once during the period of assistantship. Any absence over and above the prescribed limit of admissible leave shall be treated as leave without allowance.
12. The student must abide by the CONDUCT RULES of the institution. If any of the recipient of the teaching assistantship is found to be guilty of any malpractices and is awarded with punishments the continuation of assistantship shall be discontinued with immediate effect.

