

**MINUTES OF THE TEQIP MEETING CONDUCTED ON 19-09-2005 AT 10:30 A.M.
AT S.V.BHAVAN, MASAB TANK, HYDERABAD**

1. The Head Programme Cell welcomed the Principals/Director/Managements and Nodal Officers of TEQIP Institutions. Further, he has briefed the participants about the Agenda items to be taken up in the two days' meeting.
2. The participants were informed about the details regarding the Committed Expenditure likely to be incurred by the institutions. The institutions were reminded about sending the information regarding Committed Expenditure along with the monthly reimbursement claims every month.
3. The expenditure of each and every institution were reviewed and they were requested to accelerate the utilization of funds. The institutions which have completed more than 85% of the installment were assured of releasing of second installment.
4. The institutions were reminded about the forthcoming 4th JRM which is going to be held at Hyderabad.
5. The two Chartered Accountants were introduced to the participating institutions. The Chartered Accountants briefed the institutions about the auditing procedures and reminded about the pitfalls of the procedures adopted by the institutions.
6. The Four Mentors were introduced to the participating institutions. The Four Mentors gave a detailed speech regarding their earlier experiences with the institutions and academic standards in Technical Education institutions.
7. The Performance Audit Action Plan was informed to the institutions by the Head-Quality Assurance Cell.
8. There was a demonstration of Power Tools by MICO-BOSCH at the Lunch hour.
9. There was a brief presentation by Sri. A.V.Srikanth, Nodal Officer about his experiences on “ Integrated Multidisciplinary Training Programme” at Montreal, Canada.
10. There was an informative Video presentation on Mc.Gill Institution, Montreal Laboratories in Robotics, Nanotechnology, Artificial Perception etc.,
11. The participating institutions were given exercises in Work Break Down structures/ CPM, Strategy Map, Leadership etc.,
12. There was a short presentation given by MICO BOSCH about Power Tools usage in Technical Institutions.

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1. The institutions were advised to send the mid-term corrections, if any proposed by the institutions be sent in the formats circulated. Further, they were informed that these corrections mentioned will be given approval in the ensuing 4th JRM Review meeting.
2. Regarding the procurement of Goods and Civil Works under NS & NCBs, a number of queries were clarified in the meeting. Further, they were advised to accelerate the process of procurement in order to ensure the pre-determined targets of expenditure.
3. The issue relating to Institutional Reforms was discussed. The institutions were advised to initiate administrative reforms to ensure decentralization and speedy decision making process.
4. Effective functioning of IMUs is one of the pre-requisite for effective implementation of TEQIP programme at institutional level. The predetermined targets can be achieved with the IMUs planned approach only.
5. The institutions were asked to create 4 funds viz., Depreciation Fund, Staff Development Fund, Maintenance Fund and Corpus Fund. Few institutions stated that they have already initiated the process.
6. The institutions were advised to send monthly procurement status report well in time and also advised to mention invariably the amount of committed expenditure as on the day for the different Civil Works & Goods .