

**AGENDA OF THE TEQIP REVIEW MEETING ON 30-12-2006 AT
11:00 A.M. AT S.V.BHAVAN, MASAB TANK, HYDERABAD**

Agenda Item No	Agenda Item	From	To
I	Collection of Institutional information pertaining to Compliance of 5 th JRM Aide Memoir, Details of Committed Expenditure, Statement of accounts, Services to Community & Economy Development, Institutional Information, Staff Development Plan -2006-07	11:00 am	11:10 am
II	Welcome address	11:10 am	11:15 am
III	Review on TEQIP activities based on information furnished by the institutions as per Agenda item (I) above.	11:15 am	12:00 noon
IV	Review on spending pattern and fund release in the institutions with reference to the committed expenditure	12:00 noon	12:30 pm
V	Discussion on draft presentation by SPFU, A.P. during 6 th JRM at Chennai	12:30 pm	1:30 pm
LUNCH BREAK : 1:30 pm – 2:00 pm			
VI	Discussion on Networking, Services to Community & Economy Development and Tribal Development Plan activities	2:00 pm	3:00 pm
VII	Review on 3 rd Mentoring report by Head Quality Assurance Cell, SPFU	3:00 pm	4:00 pm
VIII	Discussion on proposed Books & LRs Exhibition	4:00 pm	4:15 pm
IX	"Mail management" – A brief presentation by Head Programme Cell, SPFU	4:15 pm	4:30 pm
X	Discussion on Reconciliation of Financial Statements - Head Finance Cell, SPFU	4:30pm	4:45 pm
XI	Concluding Remarks	4:45 pm	5:00 pm

**PROCEEDINGS OF THE MONTHLY TEQIP REVIEW MEETING HELD
ON 30th DECEMBER, 2006 AT S.V.BHAVAN, MASAB TANK, HYDERABAD**

1. The Head, Programme Cell had welcomed the Principals / Nodal Officers and other participants from TEQIP participating institutions.
2. The Head, Programme Cell has informed the institutions about the information required in six formats and their importance in 6th JRM, the follow up actions on the 5th JRM Aide Memoir, implementation of Institutional reforms etc. On review of the formats submitted, it was observed that the institutions viz., A.U.College of Engg., Visakhapatnam, JNTU College of Engineering, Anantapur and Govt Institute of Electronics, Secunderabad have submitted all the formats and JNTU College of Engineering, Kakinada, Institute of Science & Technology , JNTU, Hyderabad have to submit 4 formats each, O.U. College of Engineering, Hyderabad, O.U. College of Technology, Hyderabad and Bapatla Engineering College, Bapatla have to submit 2 formats each and the rest of the institutions have to submit one format each. The Principals of all the institutions have agreed to send the information required in the formats by 5th December, 2006.
3. Sri. M.Muralidher Reddy, Head Finance has stressed the need to give consistent figures in all the correspondence other wise lot of variation would be observed while preparing consolidate statements at SPFU & NPIU levels. He has quoted several instances where this has occurred and requested the institutions to keep a record of correct figures and report accordingly whenever asked for.
4. The State Project Advisor while congratulating the institutions for better performance has emphasized the need to further improve the implementation of TEQIP, equally under all the components. He has informed the institutions to report the best practices and innovations to the SPFU so as to highlight during 6th JRM. Further, he has emphasized on the following:
 - (i) To utilize the networking activity for better performance through resource sharing, joint activities increasing networking ambit, multiple number of activities by duplicating the best activities taken up by other institutions.
 - (ii) To take follow up action on the mentor's reports and also undertake corrective measures.

(iii) To conduct TEQIP review meeting at the institution level either weekly, fortnightly with the various heads / committees.

(iv) To request NPIU through a D.O. Letter for approval of re-appropriation of funds under various heads within the life time allocations.

(v) Books & LRs Exhibition proposed to conduct during the first week of February, 2007 for the benefit of all TEQIP institutions.

(vi) Other TEQIP related issues:

5. The Nodal officer, JNTU College of Engineering, Hyderabad informed that they have taken up 8 programmes under Services to Community & Economy Development during December, 2006 because it is a favourable period. The Nodal Officer, A.U.College, Visakhapatnam was told that Internet expenditure cannot be booked under "Equipment" category but under O&M.
6. The Principal Secretary, State Project Advisor SPFU officials and Principals / Nodal Officers had a thread bare discussions and decided to give next instalment except A.U. College of Engineering, Visakhapatnam, S.V.University College of Engineering, Tirupati, JNTU College of Engineering, Kakinada, Bapatla Engineering College, Bapatla as they have requisite balance amount to meet the committed expenditure till the end of January, 2007. The details of balance amount, the immediate requirement to meet committed expenditure, the amount to be released now are given in the Annexure-I.
7. The Principal Secretary while discussing the fund requirement has informed the institutions that they should report the data in correct figures otherwise it will be viewed very seriously.
8. The committed expenditure figures submitted by Bapatla Engineering College, Bapatla were very confusing and they were requested to send the correct details of committed expenditure.
9. During the post-lunch session, the draft presentation for the 6th JRM was presented by Head Programme Cell for approval and to elicit the balance information, if any, wherever required from the institutions. It was advised that the institutions shall be provided with blank draft

- (i) The Principal Secretary and State Project Advisor desired that the presentation should be made impressive by Flash / animation / visuals instead of monotonous figures in Powerpoint presentation.
- (ii) There should be parity in reporting by the institutions under one University. The GIOE ,Secunderabad, is a role model institution for all Polytechnics and deserves to be given autonomy. The committee constituted with Prof. V.Jayarami Reddy will give its report soon and placed before BoG. The Principal Secretary desired that the Govt. Institute of Electronics, Secunderabad should be given academic autonomy. The requirement of full autonomy in each area is not an absolute requirement and only substantial/partial is desirable as per the discussions held during the Zonal Workshop of Mentors.
- (iii) All the institutions except Govt Institute of Electronics, Secunderabad are University institutions. All the Universities are getting Block Grant funds. Except salaries, all the funds are given to institutions in lump sum. Hence, out of the nine institutions except Govt Institute of Electronics, Secunderabad, all the institutions are considered to be under Block Grant system.
- (iv) All the institutions have established four funds. However, the institutions are requested to furnish the balance amounts in these accounts.
- (v) All the institutions are retaining and utilizing IRG and the institutions are to furnish the amount generated (non-cumulative) i.e., from 5th JRM to 6th JRM.
- (vi) Filling up of vacant posts was reviewed and the institutions were asked to furnish the number of posts filled and status of the 314 teaching positions permitted by the Government after the rationalization of the staff. Accordingly, the relevant portions of PPIF-2 also need to be corrected by the institutions. Further, institutions are advised to furnish information consistently in all the formats whenever they submit.
- (vii) Accreditation, new programmes, appointment of key additional faculty and staff was also reviewed and the institutions were requested to furnish correct data.

- (viii) Status of expenditure under formal networking, services to community, tribal development plans, goods, civil works overall expenditure, Initiatives / Innovations taken up should be furnished by the institutions latest by 5th January, 2007.
- (ix) The State Project Advisor reported that there is no response for his mails in the Group and desired that there shall be lot of activity in the Yahoo Group mail (**apspfu@yahoogroups.com**) among TEQIP institutions from hereafter for sharing the information and best practices and exchange of ideas.
- (x) The State Project Advisor desired that the software developed by Govt Institute of Electronics, Secunderabad for Staff Evaluation of Teachers by Students should be put to use immediately and send the same software to other institutions for utilization.
- (xi) The mentors opined that the review meetings can be conducted through video conferencing and preferably separate reviews for academic and financial matters. This could be possible if all the institutions actively involve in SONET activities and utilize its infrastructure.

10. The Head Programme Cell informed that the SPFU in association with NPIU would conduct Books & LRs Exhibition at Hyderabad in the first week of February, 2007 and requested to plan their procurement under Books & LRs during the exhibition, give their inputs for the smooth conduct of the exhibition.

11. The two left over last agenda items were proposed to be taken up in the next monthly review meeting due to paucity of time. The Head Programme Cell has thanked all the participants and wished them all Happy New Year.

**Sd/- RAJENDRA NARENDRA NIMJE
STATE PROJECT ADVISOR**

For State Project Advisor.

