

**AGENDA OF THE TEQIP REVIEW MEETING ON 24-1-2007 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 Services to Community & Economy Development, Institutional Information, Staff Development Plan -2006-07, TDP and Action Taken on 3 <sup>rd</sup> Mentoring report	11:00 am	11:10 am
II	Review on discussions during 6th JRM	11:10 am	11:40 am
III	Review on Action taken on 3 <sup>rd</sup> Mentoring report	11:40 am	12:00 Noon
IV	Review on Faculty and Staff Development Plan	12:00 Noon	12:30 pm
V	Action plan for Services to Community & Economy Development and TDP.	12:30 pm	1:15 pm
VI	Discussion on Networking action plans	1:15 pm	1:30 pm
VII	Discussion on proposed Books & LRs Exhibition	1:30 pm	1:45 pm
LUNCH BREAK : 1:45 pm – 2:15 pm			
VIII	Review on Civil Works.	2:15 pm	2:45 pm
IX	Discussion on Financial matters - Head Finance Cell, SPFU	2:45 pm	3:15 pm
X	Master Data on Website.	3:15 pm	3:45 pm
XI	Concluding Remarks	3:45 pm	4:00 pm

**PROCEEDINGS OF THE MONTHLY TEQIP REVIEW MEETING HELD  
ON 24<sup>th</sup> & 25<sup>th</sup> JANUARY, 2007 AT S.V.BHAVAN, MASAB TANK,  
HYDERABAD**

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Monthly Review meeting was conducted on 24<sup>th</sup> January, 2007 for the outstation institutions and 25<sup>th</sup> January, 2007 for local TEQIP participating institutions and following are the proceedings of the meetings.

1. The Head, Programme Cell had welcomed the Principal Secretary, State Project Advisor, Mentors, Principals / Nodal Officers and other participants from TEQIP participating institutions.
2. The Principal Secretary, State Project Advisor & Head Programme Cell have briefed the participants about the discussions that took place during 6<sup>th</sup> JRM held on 18<sup>th</sup> January, 2007 at Chennai. It was informed that the 6<sup>th</sup> JRM have congratulated the state of Andhra Pradesh for their good performance in 2006 and expected that the State would do better in 2007. While referring to the discussions, certain suggestions were also made by them to overcome the lapses. The points discussed during 6<sup>th</sup> JRM are given in the Annexure-1.
3. The Action Plan after 6<sup>th</sup> JRM as proposed by the State Project Advisor for the SPFU and institutions was informed during the meeting and the SPFU and institutions were requested to take immediate necessary steps to initiate and complete the activities before the deadlines given in the Action Plan in Annexure-2
4. **Faculty & Staff Development Plan (FDP):** Faculty & Staff Development is an important aspect for achieving Academic excellence. The JRM have stated that the planning of training programmes is the prerogative of the institutions. They can plan National or International training programmes after their training need analysis. The training programmes should be substantial and should have impact on teaching process. However, the international training programmes / paper presentations abroad should be clubbed with visits to local universities / institutions for better exposure and also for any collaborative programmes / projects. It was also stated that the faculty going abroad for any of these activities should also have done considerable work in that area, should submit a technical report on his foreign tour along with T.A. Bill and conduct a seminar in his/her institution to disseminate the knowledge he has gained. It was informed that the calendar of Training programmes shall be drafted and

no dropouts is permitted. If necessary, the SPFU may seek the intervention of Vice-Chancellors in case of any difficulties in following this calendar. Further, the Mentors and SPFU have felt it necessary to organize training programmes common for all the institutions in the conventional branches of engineering and also management capacity development by the training agencies – JNTU Academic Staff College & Administrative Staff College of India at Hyderabad. Hence, the Training programmes as per the FDPs (2006-07) of institutions need to be redrafted for the current period till December, 2007 in view of the reappropriated Life time allocation, inclusion of Foreign trainings and also training in latest technologies in each branch of the five Engineering fields viz., Civil, Electrical, Mechanical, Electronics & Communication and Computer Science. The resource persons will be from IITs /IISc and other renowned institutions. It was also planned to conduct exclusive workshop for finalizing FDP during the second week of February, 2007. The institutions were requested to

- (i) Identify areas of interest in five branches of Engineering and the resource persons if any
- (ii) Revise FDP in tune with the latest Reappropriated LTA (RLTA) for the period till December, 2007.
- (iii) Prepare calendar of training programmes and there shall not be any dropouts.
- (iv) Their foreign tour proposals to SPFU for guidance and advise on which University / Institutions are to be visited simultaneously. However, foreign tours for paper presentations / training programmes should be approved by their respective BoG.
- (v) The faculty trained at SMC Pneumatics, Australia shall submit a report on their foreign tour giving the full details of other institutions which they have visited and brought projects if any.
- (vi) The above (i) to (v) should be sent to SPFU by 5<sup>th</sup> February, 2007 with a copy marked to Prof. J.S.R.Subrahmanyam.

**5. Networking:** The institutions submitted their action plans for their Networking activities (9) for the period till December, 2007. The SPFU has consolidated the activities of each and every institution and generated the number statement institution-wise and also state plan. The State Project Advisor emphasized the need to take up networking activities for synergy. Further under the networking activities the Software, Learning Resources and Journals can be shared among the institutions once the Campus wide Networking is completed and if all the institutions are connected electronically. The SNIST, Ghatkesar informed that they are doing a lot of activities under non-formal networking in areas like faculty for handling subjects like Real Time Systems, Finite Element analysis, preparing for NBA accreditation inspection etc. for Engineering colleges, training in Digital Electronics, Embedded Systems and Neural networks for employees of Nuclear Fuel Complex. The institutions were requested to

- (i) Revise their Networking plans in tune with their RLTA for the period till December, 2007.
- (ii) To re-check the estimated expenditure proposed by them and send the statement with corrections if any.
- (iii) To plan activities not only under Workshops and Faculty Exchange but also uniformly under other activities like Joint Research, Joint Academic, Joint Consultancies, Joint Publication – Co authoring of books etc.,
- (iv) The above (i) to (iii) should be sent to SPFU by 31<sup>st</sup> January, 2007 with a copy marked to Prof. N.P.Rao.
- (v) Ensure 60% of the RLTA under Networking to be spent by next JRM.

**6. Services to Community & Economy Development:**

The activities under this component proposed by all the institutions are sent to institutions for information and requested to draft their action plans accordingly for the period till December, 2007. The institutions may propose to give certain tool kits costing around Rs 500/- to the participants under unorganized sector depending on the need for such toolkits. However, the institutions may apply a distinction mark (like “TEQIP COMPLIMENTARY – NOT FOR SALE”) on these kits. It is also mandatory for the institutions to provide documentary / video recording for each of these activities and

make sure of studying the impact of these activities for audit at later stage. It was also planned to conduct exclusive workshop for finalizing Services to Community & Economy Development action plans during the second week of February, 2007. The institutions were requested to

- (i) Draft their Action Plans in tune with their RLTA for the period till December, 2007.
- (ii) Plan methods of extending a helping hand to the deprived by giving toolkits, installing any convenience using technology for the community.
- (iii) Nominate two faculty members for the proposed one day participation on 15<sup>th</sup> February, 2007 during National Productivity Council Week from 12<sup>th</sup>-18<sup>th</sup> February, 2007 at Hyderabad with a theme of “Global competitiveness”
- (iv) The above (i) to (iii) should be sent to SPFU by 31<sup>st</sup> January, 2007 with a copy marked to Prof. N.P.Rao and Prof. J.S.R. Subrahmanyam.

**7. Tribal Development plans:** A similar exercise as enunciated above for Services to Community may be taken up for drafting the action plan in Tribal Development plans. The practice of creating PC-Bank besides the other initiatives taken up by all the institutions may be considered in drafting their action plans under this component. The institutions were requested to

- (i) Draft their Action Plans in tune with their RLTA for the period till December, 2007
- (ii) Ensure replicating the activities taken up by other institutions including those from other states.
- (iii) The should be sent to SPFU by 31<sup>st</sup> January, 2007 with a copy marked to Prof. N.P.Rao and Prof. J.S.R. Subrahmanyam.

**8. Reconciliation of data:**

In the 6<sup>th</sup> JRM, the data in the review reports generated by NPIU by compiling the information submitted by the institutions in PPIF-1 was different from the data given by the institutions for SPFU presentation during 6<sup>th</sup> JRM. However, the SPFU could

not reconcile the data with NPIU during JRM. An elaborate discussion took place on correctness and timely submission of data. The State Project Advisor informed the institutions that the data for a period is reported differently every time. This change should be authenticated by getting ratified by the SPFU otherwise there will be a gap and give scope for such reconciliations. The institutions were **requested to send to SPFU, the data in tables 5.1(B) to 5.9(B) of the Review Report of 6<sup>th</sup> JRM, January, 2007 immediately by 11:00 AM on 27<sup>th</sup> January, 2007,** as NPIU has insisted for immediate reconciliation in their report.

9. **Website and connectivity:**

In view of the discrepancy in the data in the 6<sup>th</sup> JRM and also to update the website with total information and timely updation, it was opined that the institutions shall be given access to upload the information in the website (apspfu.com). The Principal Secretary stated that the important issues happening at the institutions particularly Patents, publications, acclaimed status recognition, solving industrial major problems, equipments of TEQIP for improved activities, innovations etc., shall also be kept on the website. Further, he added that the Questionnaire on autonomy be sent to institutions to report ascertaining the parameter-wise practice of autonomy which shall also be kept on the website. The information pertaining to the CIPs, Institutional details, impact of TEQIP activities, Output & Outcome indicators and the impact of TEQIP monthly review meetings will necessarily be kept on the website. The SPFU will make arrangements to this effect. Further, Prof. J.S.R. Subrahmanyam emphasized the need for the institutions to utilize the opportunity offered by BEA regarding Weblogic software at free of cost. Further, he stated that the downloaded MIT Open Courseware material at SNIST, Ghatkesar shall be shared with other institutions.

10. **Indicators:** The need for constant monitoring the institutions in achieving their targets was emphasized. The institutions have to report the data in the formats given by NPIU for output and outcome indicators during every mentoring process. However, incase of any achievements in between should be reported to SPFU.

11. **Action Taken reports – Mentoring / Auditing :** All the three mentors have briefed their observations during their mentoring and auditing process. Prof. N.P.Rao had

emphasized the need for the institutions to take monthly review meetings seriously, not to provide inconsistent and over ambitious data, submit report after a foreign tour supply toolkits to the participants under Services to Community, plan varied type of activities other than workshops & trainings under networking, provide expenses for transport to students and extra work after the institution hours to faculty and usage of staff evaluation software with certain parameters of the format followed in IIT, Kharagpur. The Staff evaluation by students Software CDs developed by GIOE, Secunderabad were given to the institutions. Prof. P.M. Prasad opined that benchmarks have to be evolved for institutions which are categorized into five types viz., offering PG / PhD, UG/PG, UG to PhD, UG alone and Diploma institutions. Teacher-Student ratio, infrastructure available, grants to the institution shall form part of the benchmarking. Prof. J.S.R.Subrahmanyam emphasized the need to make quality presentations, presence of BoG members during their visits, to bring in R&D culture, retain faculty through pay package on par with regular staff, to act on “Products through Projects” proposal of Dr. C.S.R. Prabhu, NIC, liberal approach to students etc. The Principal Secretary also insisted that the BoG members and the faculty should adore the mentors and their feelings.

**12. Impact of the activities:** TEQIP is a reformative process for attaining excellence. Each and every activity taken up under each and every component of the TEQIP shall be evaluated with respect to its impact. The impact has to be reported in their website and also be included in their presentations. In 6<sup>th</sup> JRM, ISO certification for TEQIP institutions was also indicated. The innovations, success stories, tracer studies should be regularly reported and kept on the website. Necessarily they should be reported in the form of video clippings, press clippings, photographs, documents etc. The institutions were also informed to maintain a log book for recording the usage of major equipment purchased under TEQIP.

**13. Areas & Responsibilities:** The State Project Advisor insisted that the committees incharge of various TEQIP components at the institution shall take the responsibility of planning and executing respective activities, timely reporting, attend stipulated meetings including those conducted exclusively. The attendance of incharges on 24<sup>th</sup>

January, 2007 was poor and the State Project Advisor instructed that the officers who were absent have to come in the next 4-5 days to take stock of the situation.

**14. Civil Works:** The Principal Secretary informed that the 6<sup>th</sup> JRM pointed out that financial figures are not matching with the physical stage of construction. In case of SVUCE, Tirupati, though some of the works were 90% completed, the payment to the contractor is Nil. This sort of reporting gives scope for doubt in financial figures or physical figures. Though the fact in case of SVUCE, Tirupati is that the contractor had not claimed his bill, the institution has not indicated in the footnote. Further, it was also reiterated that the taxes on Civil works should also be remitted simultaneously and included in the SOE for reimbursement. It was also emphasized that the institutions have to bestow their personal attention and gear up the incharge of Civil Works to monitor the progress of construction regularly and ensure completion of all Civil Works by June, 2007. GIOE, Secunderabad and SNIST, Ghatkesar ensured to complete their Civil works by end of February, 2007. SVUCE, Tirupati ensured that the payments due to the contractor for the works done will be paid by the end of January, 2007 and complete all Civil Works by June, 2007. AUCE, Visakhapatnam, IST-JNTU, Hyderabad and JNTUCE, Hyderabad while showing the photographs of constructions have ensured that the Civil Works will be over by June, 2007. All the institutions were informed that the major procurement of goods and Civil works should be completed much before and put to use before the closure of the project i.e. December, 2007.

**15. Books & LRs Exhibition:** SPFU decided to organize a National level Books & LRs Exhibition by the end of February, 2007 at Hyderabad for the benefit of institutions to procure Books & LRs for which an amount of Rs 4 Crores is still to be spent. It is proposed to conduct this at Exhibition grounds, Nampally, Hyderabad. JNTUCE, Kakinada suggested that CEL of IIT, Kharagpur have a range of Learning Resources which may also be requested for the display during exhibition.

**16. Financial matters:** Head Finance Cell has cautioned the institutions in committing expenditure under various heads in view of the re-appropriation permitted by MHRD.

The expenditure statements highlighting the areas of possibly crossing the limits of some institutions were presented. It was also informed that there is a proposal made during 6<sup>th</sup> JRM that the future reimbursements may be based on the FMRs instead of monthly SOEs after amending the legal covenants. It was also informed that the financial audit shall be as per the provisions of the revised Finance Manual – 2006 and the same shall be incorporated in the Terms of Reference of the Chartered Accountant. Eventually, the revised Finance Manual-2006 shall be made available to all those concerned at the institution and the auditors. The State Project Advisor desired that the output of Tally software shall be uploaded on the website immediately.

**17.** The institutions were informed about the developments for TEQIP Phase-II as given in Annexure-1.

**18.** All the institutions were requested to take utmost interest in taking up their activities and implement the TEQIP to the extent of 100%.

Sd/- RAJENDRA NARENDRA NIMJE  
STATE PROJECT ADVISOR