

## DETAILS OF ACTION TAKING REPORT ON PROJECT COMPONENTS

This report is placed in the first meeting of Board of Governors (BOG) held in Assam Engineering College, on the 29<sup>th</sup> of December 2014 under the Chairmanship of Mr. Nripendra kumar Bharali, Chairperson, AICTE-NEQIP, Assam Engineering College, Guwahati -781013.

### 1. Starting New PG Courses ( Including New Labs.):

Date	Resolution in IPU	Action Taken
10.5.14	<p>1.1 Under Civil Engineering Department a Post Graduate (PG) certificate course leading to Master of Engineering in 'CONSTRUCTION MANAGEMENT' will be started instead of Structural Engineering as proposed in the project report submitted to AICTE under NEQIP scheme-2013.</p> <p>1.2 Under Mechanical Engineering Department a Post Graduate (PG) certificate course leading to Master of Engineering in 'Energy Engineering' will be started instead of 'Fluid &amp; Thermal Engineering' as proposed in the project report submitted to AICTE under NEQIP scheme-2013.</p> <p>1.3 Two sub-committees are formed (one each for each of the above mention course) to prepare the detail action plane to implement and execute the new courses in phase – III of the project.</p> <p>Committee for Civil Engineering is constituted with the following members:</p> <p>1.Prof. Palas Jyoti Hazarika, Prof. &amp; HOD, CE, as Coordinator</p> <p>2.Prof. Jayanta Pathak, Prof. CE, as Member</p> <p>3.Dr. Bipul Talukdar, Associate Prof. CE, member</p> <p>Committee for Mechanical Engineering is constituted with the following members</p> <p>1.Prof. R.K. Dutta, Prof. &amp; HOD, MED, as Coordinator</p> <p>2.Prof. Damodar Agarawala, Prof. &amp; HOD EED, member</p> <p>3.Prof. Ashok Barua, HOD, Chem.ED, member</p> <p>4.Prof. D.K. Mahanta, Prof. MED, member</p> <p>1.4 Both the committees will also consider the aspect of utilization of fund provided under this clause in this project (NEQIP Scheme).</p> <p>1.5: The committees shall submit the reports to Chairman (Dr. Atul Bora) of the IPU within a period of 45 days.</p>	<p>Both the sub-committee had several rounds of meetings and prepared the draft proposals for 'course structures' of both the courses.</p> <p>The reports are submitted to IPU for consideration.</p>
22-8-14	<p>The members present in the meeting examined the draft proposal submitted by the sub-committees for the opening of new PG courses in Mechanical Engineering (Energy Engineering) and Civil Engineering (Construction Engineering &amp; Infrastructure Management).</p> <p>The IPU approved the proposal and request the subcommittees to prepare the detail proposal along with the financial requirement (should be within the budget provision of NEQIP) for the same.</p>	<p>Both the sub-committee had several rounds of meetings and preparation of Syllabi is in progress.</p>

## 2. Modernization of Existing labs. & Workshop:

Date	Resolution in IPU	Action Taken
10.5.14	<p>2.1 A sub-committee as given below (section 2.2) is formed to take care of all the aspects for procuring the equipment listed in section 2.3. The bidding system should be of 'Two bid' system.</p> <p>2.2 The sub-committee constitute with the following members</p> <ul style="list-style-type: none"> <li>i. Dr. Kalyan Kalita, Workshop Supdt, as coordinator</li> <li>ii. Dr. R.K. Dutta, Prof. &amp; HOD, MED, as member</li> <li>iii. Dr. S.K. Deb, Prof, MED, as member</li> <li>iv. Mr. Jitul Baruah, Asst. prof., MED, as Member</li> </ul> <p>2.3 List of Equipment</p> <p>1. Heavy Duty Lathe, 2. Shaper, 3. Milling M/C, 4. Boring m/c, 5, Tools &amp; machineries, 6. Measuring Devices (Total Budget is Rs 27.50 lakh)</p>	<p>The sub-committee fixed the specifications for each of the machine under consideration and submitted the recommendations to acquire the machine/equipments to the IPU.</p> <p>The Chairman, with due consultation with the coordinator and other members of IPU, advised the coordinator to prepare NIT (Notice Inviting Tender) for the same. Accordingly NIT is prepared and placed before the Chairman for verification and publication.</p> <p>NIT is published in "The Assam Tribune" in the issue of 3-8-2014 and in college Website. NIT No.: AEC/NEQIP/2014/001 dated 14/08/2014</p>
22.8.14	<p>The tenders received for workshop machines and equipments (together with equipments for Environment Lab. and equipments for R&amp;D ) in two bid system. The technical bids were opened in presence of the representatives of the bidders (Representatives of three organizations were present) and initial evaluation was carried out .</p> <p>Technical Bids will be evaluated by the concerned subcommittee and the 'Evaluation Report' should be send to the Coordinator, NEQIP, AEC. The Process of evaluation will be coordinated by Dr. Kalyan Kalita, Jt. Co-ordinator, NEQIP, AEC</p> <p>The sub committees associate in the process of evaluation are – (i) Sub-committee for Modernization of Workshop &amp; Lab, (ii) Sub-committee for Establishment of Environmental Engineering Lab and (iii) Sub-committee for Enhancement of R&amp;D.</p>	<p>The technical bids were opened in presence of the representatives of the bidders (Representatives of three organizations were present) and initial evaluation was carried out by IPU members and it was sent to the sub-committee for detail evaluation.</p> <p>In total 10 (ten) numbers of 'Technical Bids' are verified by the subcommittee and presented the report, consist of comparative statement and list of technically suitable bidders, to the coordinator, IPU.</p> <p>The coordinator, IPU placed the report before the Chairman (Principal).</p>
	The Chairman, with due consultation with	The subcommittee of 'Financial Bids' evaluation submitted the report to the

	the coordinator and other members of IPU, formed a sub-committee to verify the financial bids received from the bidders.	chairman selecting the successful bidders in order of merits. On the basis of the reports of the sub-committee Chairman/Principal has issued the supply order to successful bidder on 20.10.14.
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### 3. Establishment of new lab.

Date	Resolution in IPU	Action Taken
10.5.14	<p>The new laboratory for 'Environmental Engineering' will be interdisciplinary and will be looked after by Civil Engineering department. The lab. will be housed at 'Chemical Engineering Building' where some activities related to air and soil pollution is already in progress. The following sub-committee will look after the implementation this part of the project.</p> <p>The sub-committee is form as given below  1. Mrs. Runjun das, Asso. Prof., Chem.ED  2. Mrs. Puspanjali Sonowal, Asst. Prof., CED  3. Dr. K. Kalita, MED  4. Rashmi Borgohain, Asst. Prof., E&amp;T Dept  5. Dr. Utpal Nath, Chemistry Dept.</p> <p>The IPU approved to take all necessary steps to procure 'Perfect climatic condition monitoring Instrument' in Phase – I of the project. The budget sanctioned for this is Rs. 15.00 lakhs.</p>	<p>The sub-committee fixed the specifications for each of the machine/ equipment under consideration and submitted the recommendations to acquire the machine/equipments to the IPU.</p> <p>The Chairman, with due consultation with the coordinator and other members of IPU, advised the coordinator to prepare NIT (Notice Inviting Tender) for the same. Accordingly NIT is prepared and placed before the Chairman for verification and publication.</p> <p>NIT is published in "The Assam Tribune" in the issue of 3-8-2014 AND IN COLLEGE Website.  NIT No.: AEC/NEQIP/2014/001 dated 14/08/2014</p>
22.8.14		<p>In total 10 (ten) numbers of 'Technical Bids' are verified by the subcommittee and presented the report, consist of comparative statement and list of technically suitable bidders, to the coordinator, IPU.</p> <p>The coordinator, IPU placed the report before the Chairman (Principal).</p>
	The Chairman, with due consultation with the coordinator and other members of IPU, formed a sub-committee (vide mimeo no. 1595 dated 14.10.14) to verify the financial	The subcommittee of 'Financial Bids' evaluation submitted the report to the chairman, selecting the successful bidders in order of merits. On the basis of the report of the sub-committee Chairman/Principal has

	bids received from the recommended bidders by the respective sub-committee for 'Technical evaluation of Bids'.	issued the supply order to successful bidder on 20.10.14.
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4. Modernization of Class Room
5. Learning Recourses
6. Procurement of Furniture

These Three 'PROJECT COMPONENTS' are Cubed together

Date	Resolution in IPU	Action Taken
10.5.14	The IPU approved a total budget of RS 11.00 lakhs to implement the activities of 'Up gradation of class room, up gradation of learning Recourses, Procurement of furniture' for Phase - I. The HOD of civil Engineering Department will take care of all formalities for implementing this and submit the detail report / planning etc. to the Chairman (Dr Atul Bora) of IPU for consideration of the plan.	The HOD Civil Engineering has submitted a proposal for implementing the project components. The IPU examined the proposal and request the HOD to modify few aspects of the proposal.
22.8.14	The proposal received from the sub-committee was examined and reviewed. The IPU was of the opinion that the expression of interest (EOI) should be issued to invite agencies to implement the up-gradation in a phase manner with a first year outlay of Rs. 11 lakh. Emphasis would be given in upgrading the basic facilities which includes audio-visual facilities, stable power supply and modern classroom furniture to be followed by other amenities in the next phases. The sub-committee will finalize the EOI and submit for tendering and procurement within 15 days.	The revised proposal has been submitted by HOD, CE, and accordingly Notice Inviting Tender ( NIT) for the project component is made and NIT is ready for publication in News paper and in College Website.

## 7. Up gradation of Computer Center

Date	Resolution in IPU	Action Taken
10-5.14	7.1 The IPU has approved Rs. 14.00 lakhs for Up gradation of Computer Center in the Phase-I. The responsibility to implement this part of the project is entrusted upon the Central Computer center committee under the coordinator-ship of Dr. Bani Kanta Talukdar, Asso. Prof., EED. For detail, if necessary, Dr B.K. Talukdar should contact Coordinator of IPU.	<p>The sub-committee fixed the specifications for each of the equipment under consideration and submitted the recommendations to acquire the equipments to the IPU.</p> <p>The Chairman, with due consultation with the coordinator and other members of IPU, advised the coordinator of the sub-committee to do the needful for procurement of the equipment.</p>
22-8-14	The convener of the sub-committee, Dr. B.K. Talukdar, has already started the necessary action for utilizing the budget sanctioned for the phase – I for the development of the computer center as per the decision of the first IPU meeting dated 10/5/2014.	<p>Supply order for equipments of Rs 14.00 lakh (Aprox.) is issued to National Informatics Center Services Incorporated (NICS) under DGS&amp;D scheme.</p> <p>BOG approval is required.</p>

## 8. Mod. Of Supporting Depts.

Date	Resolution in IPU	Action Taken
10-5.14	A proposal was received from Physics department for up-gradation of the computer lab of the department. The IPU approved the proposal with few modifications and granted Rs 2.00 lakh for this purpose. The coordinator of IPU is requested to take necessary action for the disbursement of the amount.	The revised proposal has been submitted by the HOD Physics Department and the process of releasing of Rs. 2.00 lakh is in final stage.

## 9. Libraries :

Date	Resolution in IPU	Action Taken
10-5.14	<p>For 'Strengthening of Libraries' in Phase – I, the IPU has approved an amount of Rs. 5.00 lakh.</p> <p>The activities included in phase –I is to acquire e-Books and e-journals (back volumes &amp; current volume) and to get the required facilities to connect these resources to the college website.</p> <p>The responsibilities of implementing the task is entrust upon the 'Library Committee' and they will submit the detail proposal within 15 days to the IPU.</p>	Process for Procurement of e-books and Old volumes of e-journals are in final stage.

## 10.Civil Works--- Construction of Class Rooms for IE & IPE Students

Date	Resolution in IPU	Action Taken
10-5.14	<p>To implement this task a sub-committee is formed and committee will submit the detail report to IPU within 30 days.</p> <p>The sub-committee formed with the following members</p> <ol style="list-style-type: none"> <li>1. Dr. Bipul kr. Talukdar, Coordinator,</li> <li>2. Dr. K. Kalita, Asso. Prof., MED</li> <li>3. Dr. P.J. Hazarika, HOD, CED</li> <li>4. Dr. J. Pathak, Prof., CED</li> <li>5. Dr. Utpal Nath Asst. Prof., CED</li> </ol>	<p>The HOD Civil Engineering has submitted a proposal for implementing the project components.</p> <p>The IPU examined the proposal and request the HOD to modify few aspects of the proposal.</p>
22.8.14	<p>The IPU is of the opinion that the construction of the Class Rooms for IE &amp; IPE Students will be carried out as a vertical extension of the new "Canteen and Computer center" RCC building. It has been understood that it is feasible to add one floor with light roofing system. The modalities to tender and construct should be finalized soon, so that the NIT for the work may be released.</p>	<p>NIT is ready for publication in News paper and in college Website.</p>

### 11. Teaching/Research Assistantship to (PG) Students:

Date	Resolution in IPU	Action Taken
10-5.14	<p>A sub-committee is formed to formulate the matter of 'Teaching &amp; Research Assistantship' to PG and PhD students. The sub-committee consist of the following members</p> <ol style="list-style-type: none"> <li>1. Prof. R.K. Dutta, Prof. &amp; HOD, MED, as Coordinator</li> <li>2. Prof. Damodar Agarawala, Prof. &amp; HOD EED, member</li> <li>3. Prof. D.K. Mahanta, Prof. MED, member</li> <li>4. Prof. Palas Jyoti Hazarika, Prof. &amp; HOD, CE, member</li> </ol> <p>2.2 The committee will also consider the following aspect:</p> <ol style="list-style-type: none"> <li>(i). to encourage full time student for PhD</li> <li>(ii) model to be prepared to justify and establish how PG/ PhD student can be engaged for teaching assistantship.</li> <li>(iii) to identify the difficulties and drawbacks in running the PG courses and to suggest remedial measures in this regard.</li> </ol>	<p>The sub-committee has several rounds of meeting and fixed the Criteria for assistantship and submitted the report to IPU.</p>
22.8.14	<p>The members present in the IPU meeting examined the subcommittee reports regarding setting of criteria for teaching assistantship for PG(Master of Engineering) and PhD students and accepted with few minor modifications as follows:</p> <p><b>Criteria for assistantship</b></p> <ol style="list-style-type: none"> <li>(i) The candidate not getting any kind of scholarship.</li> <li>(ii) The candidate should not be employed.</li> <li>(iii) The list of eligible candidates will be prepared and forwarded by the HODs of the departments to the IPU.</li> <li>(iv) The candidates shall be engaged in tutorial classes and labs of UG level and also in other departmental works.</li> <li>(v) The candidates will get an assistantship of Rs.15000/- maximum per semester which may be reviewed every year.</li> <li>(vi) From each specialization in PG, eight(8) candidates will be selected by the HODs of the dept.</li> <li>(vii) The assistantship will be given in their 3rd and 4th semesters.</li> </ol> <p>The IPU has decided to issue necessary notification for "Application for Assistantship" for PG (Master of Engineering ) and PhD students within 7 days.</p> <ol style="list-style-type: none"> <li>(i) Disbursal of the Assistantship will be subject to clearance by the HODs.</li> <li>(ii) To encourage research activities among the students, the UG/PG students are eligible to get a lump sum assistance for presenting papers in seminars/conferences. Application in this regard should be submitted through the HOD of the concerned dept.</li> </ol>	<p>The necessary notification for "Application for Assistantship" for PG (Master of Engineering) students are issue.</p> <p>The filled up formed are in the final phase of verification and money will be disburse soon.</p>

## 12. R&D and Institutional Consultancy Activity:

Date	Resolution in IPU	Action Taken
10.5.14	<p>To implement the activity an amount of Rs. 7.50 lakhs is approved by IPU for phase – I.</p> <p>10.2 The instrument to be acquire is ‘SYNTHESIS OF MEMBRANE’ and a Furnace. The equipment will be kept in Chemical Engineering lab and will be open for use for all needy student and faculty of AEC.</p> <p>A sub-committee is formed with the following members to implement the task.</p> <p>The members are :</p> <ol style="list-style-type: none"> <li>1. Mr. Ashok Baruah, HOD, Ch.ED</li> <li>2. Mrs. Runjun Das, Asso. Prof, Ch.ED,</li> <li>3. Dr Bandana Goswami, Asso. Prof. Ch.ED</li> <li>4. Dr. K. Kalita, Jt. Coordinator, IPU</li> </ol>	<p>The sub-committee fixed the specifications for each of the machine/ equipment under consideration and submitted the recommendations to acquire the machine/equipments to the IPU.</p> <p>The Chairman, with due consultation with the coordinator and other members of IPU, advised the coordinator to prepare NIT (Notice Inviting Tender) for the same.</p> <p>Accordingly NIT is prepared and placed before the Chairman for verification and publication.</p> <p>NIT is published in “The Assam Tribune” in the issue of 3-8-2014 and college WEBSITE. NIT No.: AEC/NEQIP/2014/001 dated 14/08/2014</p>
		<p>The ‘Technical Bids’ received, 10 in number, are verified by the subcommittee and presented the report, consist of comparative statement and list of technically suitable bidders, to the coordinator, IPU.</p> <p>The coordinator, IPU placed the report before the Chairman (Principal).</p>
	<p>The Chairman, with due consultation with the coordinator and other members of IPU, formed a sub-committee to verify the financial bids received from the bidders.</p>	<p>The subcommittee of ‘Financial Bids’ evaluation submitted the report to the chairman selecting the successful bidders in order of merits. On the basis of the reports of the sub-committee Chairman/Principal has issued the supply order to successful bidder on 20-10-14.</p>



### 13. Faculty & Staff Development:

Date	Resolution in IPU	Action Taken
10-5.14	<p>To implement the activity of 'Faculty &amp; Staff Development for Competency improvement' a sub- committee is formed. The sub-committee will formulate the detail works plan for all three phases of the project within 15 days and submit the report to the IPU.</p> <p>In phase – I, three short term courses of 1 week (5 days) duration and one EDP for Pre-final year students will be organized as follows:</p> <ol style="list-style-type: none"> <li>1. Organizer Dr. Sarmila Patra, EED</li> <li>2. Organize Dr. Arup Misra, Ch.ED</li> <li>3. Organizer Dr. K. K Das, MED</li> <li>4. EDP Organizer Dr. D. Agarwala, EED</li> </ol> <p>For each courses an amount of Rs. 80,000/- is approved by IPU and the courses should be completed by the December 2014.</p>	<p>1. one short term courses was organized by Dr K.K. Das during 9<sup>th</sup> to 13<sup>th</sup> Dec. 2014.</p> <p>2. The second short term courses is to be organized by Dr S. Patra of EED, during 19<sup>th</sup> to 23<sup>rd</sup> January 2015.</p> <p>3. The remaining two short term courses will be organized in the month of Feb. 2015</p> <p>Research activity enhancement: incentive for publication of paper and financial assistance for presenting paper in conferences. BOG approval is required.</p>
22-8-14	<p>Faculty Development:</p> <p>To encourage research activity in the college, the IPU is of the opinion that the faculty members should be supported to (i) publish papers in the national and international journals, (ii) attend national and international conference to present papers in their relevant fields.</p> <p>The financial support will be given as lump sum assistance :</p> <p>(i) for publishing paper in International journal a sum of Rs 10,000/- to Rs 20,000/- will be given. The amount will be depending upon impact factor of the journal. The decision in this regard will be taken by IPU.</p> <p>(ii) for publishing paper in national journal a sum of Rs 5000/- will be given. The decision in this regard will be taken by IPU.</p> <p>(iii) for presenting paper in the international conference a sum of Rs. 30,000/- to Rs 50,000/- will be given. The amount will be disbursed only after presentation of the paper and submission of necessary certificates in</p>	<p>The members of IPU has several rounds of meeting and fixed the Criteria for incentive for publication of paper and financial assistance for presenting paper in conferences by faculty members and subsequently all faculty members were notified to submit application in the proper format to the Coordinator, IPU. Applications received are in the process of verification for final disbursement of financial support etc.</p>

	<p>this regards. This support will be available if and only if the applicant does not receive full support from any other sources.</p> <p>(iv)for presenting paper in the national conference a sum of Rs 5,000/ to Rs 10,000/ will be given. The amount will be disbursed only after presentation of the paper and submission of necessary certificates in this regards. This support will be available if and only if the applicant does not receive full support from any other sources.</p> <p>(v)The procedure and framework for granting all these support will be drafted, approved and released by IPU within 15 days.</p> <p>(vi)The support will be provided once in a year to the applicant.</p>	
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#### 14.Enhanced interaction with industry

Date	Resolution in IPU	Action Taken
10-.5.14	The coordinator of IPU will take necessary steps to implement the activities under these head as per the project proposals.	Discussion with OIL and IOC are in progress to form 'Industry-Institute Partnership' (IIP) Cell in Assam Engineering College. In this connection a team of faculty members will visit OIL, Duliajan in the month Feb. 2015.

#### 15.Institutional Management Capacity enhancement:

Date	Resolution in IPU	Action Taken
10-.5.14	The coordinator of IPU will take necessary steps to implement the activities under these head as per the project proposals.	<p>Computer training for 'Office staff' is being arranged to upgrade their working and communicating skill.</p> <p>A pilot software has been developed by the final year students (2014 batch) of CSE dept. in order to enhance the office management for handling 'Student's Life Cycle Data'</p>

## 16. Institutional Academic Reforms

Date	Resolution in IPU	Action Taken
10-.5.14	<p>A meeting of all faculty members will be organized on 24/5/2014 at MDC Building at 10:30 AM to discuss in details for implementation of the Clauses.</p> <p>Institutional Reforms includes the following Actions:</p> <ul style="list-style-type: none"> <li>i. Curricular Reforms</li> <li>ii. Student Performance Evaluation</li> <li>iii. Performance appraisal of faculty by students</li> <li>iv. Faculty incentive for Continuing Education, consultancy and R&amp;D</li> <li>v. Accreditation (by NBA)</li> </ul>	<p>Revised course curriculum and syllabi are being prepared by committee of courses of GU.</p> <p>The IPU has discussed about the Accreditation (by NBA) and members are in the opinion that departments viz. Civil Engineering, Mechanical Engineering and Electrical Engineering will apply for accreditation in the next coming session. Concerned departments are intimated to take necessary steps regarding this.</p>

## 17. Academic Support for weak, ST, SC Students:

Date	Resolution in IPU	Action Taken
10-.5.14	<p>A meeting of all faculty members will be organized on 24/5/2014 at MDC Building at 10:30 AM to discuss in details for implementation of the Clauses.</p> <p>Academic support for Weak, SC &amp; ST Students includes</p> <ul style="list-style-type: none"> <li>i. Remedial class/Tutorial</li> <li>ii. Teaching Aids</li> <li>iii. Equal Opportunity Cell &amp; Skill Development (by T&amp;P Cell, scope of linking GP &amp; GD with this Cell))</li> </ul>	<p>Remedial /Tutorial Classes (Theory &amp; Lab.) are being arranged on some specific subjects such as Engineering Mechanics, Basic Electrical Engineering, Mathematics, Physics etc. in order to minimize the number of compartmental. Moreover, relevant hand notes will be distributed to the target students and same will be uploaded in the college website.</p> <p>Teaching Aids: Some modern 'software' will be procured to enhance the teaching of Engineering Graphics.</p>

## 18. Incremental Operating Cost

Date	Resolution in IPU	Action Taken
10-.5.14	<p>NEQIP Office to be made at New canteen building</p> <p>Remuneration /honorium to IPU members should be granted @ Rs 1500 per meeting</p> <p>Remuneration /honorium to BOG members should be granted @ Rs 5000 per meeting</p> <p>Remuneration to AICTE representative will be paid as per rule.</p>	<p>Office furniture will be purchased</p>

**Approval note of BoG members under NEQIP-AICTE Scheme in AEC.**

(Date of meeting: 29.12.2014:: Venue: MDC Building, AEC)

The members of BoG approved the detailed action taking report on the NEQIP-AEC project components presented in the meeting.

Sl No	Designation in BoG	Name & designation	Remarks	Signature
1	Chairperson	Mr. Nripendra kr Bharali Director, (HRBD), OIL		
2	Member Secretary	Dr. Atul Bora Principal, AEC		
3	AICTE Nominee	Dr. Mahammad Jawed Professor, CED, IITG.		
4	Govt. Representative	Director, Technical Education, Govt. of Assam, Guwahati		
5	Member	Mr. Nirod Ranjan Deka GM, (ADMIN), OIL.		
6	Member	Dr. Reeta Sarma Principal, JEC		
7	Member	Dr. Polash Hazarika Professor, CED, AEC		
8	Member	Dr. D.Agarwal Professor, EED, AEC		
9	Member	Prof. Ashok Barua Asso. Professor, ChED, AEC		
10	Member	Dr. S.K.Deb Professor, MED, AEC		
11	Member	Dr. kalyan Kalita Asso. Professor, MED, AEC		

