

PSG College of Technology, Coimbatore & Assam Engineering College, Kamrup
TEQIP-III

Minutes and action to be taken with time line
for the first Mentor visit to Assam Engineering College, Kamrup

Ref. No. TEQIP-III/TC/NOA/MV1/01

Date: 10/11/2017

Mentor institution: PSG College of Technology, Coimbatore

Mentee institution: Assam Engineering College, Kamrup

Date of visit: 08/11/2017 to 10/11/2017

Minutes and action to be taken with time line

Sl. No	Agenda Points	Content	Responsibility	Dead line
1.	NBA (Accreditation)	1. Prequalifies to be filed in by all departments 2. Mission & Vision of each department 3. Course objective, Motivation, course plan, course outcomes(5) of all the subjects being taught this semester. 4. Three programme specific outcomes are to be prepared 5. Course outcomes to be mapped with programme outcomes 6. Faculty positions chart to be prepared	1. Respective department NBA coordinator 2. Respective HoDs in consultation with faculty 3. Faculty teaching the subject. 4. Respective HoDs in consultation with faculty 5. Faculty teaching the subject. 6. Respective HoDs	15/12/2017 01/12/2017 31/12/2017 31/12/2017 31/01/2018 15/12/2017
2.	QEEE/SWAYAM/SWAYAM PRABHA	Procurement of necessary hardware and implementation	TEQIP Coordinator/TEQIP Nodal Officer - Academic /TEQIP Procurement team	15/02/2018
3.	Management Information System	Procurement Management Information System and implement the same.	TEQIP-Coordinator and Procurement Team	31/03/2018
4.	Autonomous Status	Arranging for nessary clearance for grant of autonomy from respective authorities.	Principal, AEC	ASAP
5.	Procurement Plan	1. Departments to submit a list of equipments with tentative cost and specification in the order	Department TEQIP Coordinator	15/12/2017

		<p>of priority to the TEQIP Office.</p> <p>2. Departments to submit a list of minor civil works with tentative cost and specification in the order of priority to the TEQIP Office.</p> <p>3. Departments to submit a list of furniture with tentative cost and detailed specification in the order of priority to the TEQIP Office.</p> <p>4. 18 Months procurement plan to be submitted to NPIU</p>	<p>Department TEQIP Coordinator</p> <p>Department TEQIP Coordinator</p> <p>Procurement Team with the aid of the above documents</p>	<p>15/12/2017</p> <p>15/12/2017</p> <p>28/12/2017</p>
6.	College Layout	<p>1. Layout of the college with the area allocated to each department, grounds, hostels, canteen, library, computer center, etc.,</p> <p>2. Layout of the department with the number and area of each classrooms and laboratories</p> <p>3. Layout of Hostels</p>	<p>Principal, AEC</p> <p>Respective HoDs</p> <p>Superintendents of Hostels.</p>	<p>ASAP</p> <p>31/01/2018</p> <p>31/01/2018</p>
7.	BoG	BoG is to be formed and communicated to NPIU	Principal, TEQIP Team/HoDs	ASAP
8.	Academic action plan	January-March 2018 to be prepared taking into consideration AICTE 10 point mandate.	Nodal Officer-Academic, AEC	31/12/2017
9.	Transition Rate	<p>Calculation of transition rate from 1st year to 2nd year</p> <p>a) No History of arrears</p> <p>b) No standing arrears</p>	The concerned faculty handling the subject is to furnish this data to the TEQIP office	31/01/2018
10.	Placement Percentage	Programme wise placement percentage including higher education and entrepreneurship needs to be prepared.	Placement Coordinator/HoDs	31/12/2017
11.	Laboratories	1. List of all Major Equipment and experiments to be displayed in all laboratories.	HoDs/Lab in-charges and communicate the same to the TEQIP office	28/02/2018

		2. List of obsolete equipments needs to be prepared.	HoDs/Lab in-charges and communicate the same to the TEQIP office	28/02/2018
12.	Time Table	A booklet containing the time table of all faculty and students in each year of study is to be prepared	HoDs may assign a faculty for the same. The concerned faculty is to furnish this data to the TEQIP office	15/12/2017 31/01/2018
13.	Student records and class records	Formats for Student academic records and class records to be finalized	TEQIP team in consultation with all departments	31/01/2018
14.	Staff for TEQIP office	Appoint full time staffs(one MIS Manager and two data entry officers) for TEQIP office	TEQIP team after getting approval from BoG/NPIU	ASAP
15.	Four funds	Accounts should be opened in the following names (i) Corpus Fund, (ii) Equipment replacement Fund (iii) Faculty Development Fund (iv) Maintenance Fund for future sustenance of the institution.	TEQIP team after getting approval from BoG/NPIU	ASAP
16.	Affiliation and EoA	University affiliation letters and extension of approval by AICTE for 2014-15, 2015-16, 2016-17 & 2017-18	Principal/TEQIP team	31/01/2018
17.	Visit to the mentor institution	The Principal, TEQIP team and faculty of AEC are requested to visit PSG College of Technology	The Principal, TEQIP team and faculty of AECv	ASAP

	TEQIP Coordinator	Nodal Officer - Academic	Nodal Officer - Finance	Nodal Officer - Procurement
PSG College of Technology, Coimbatore	V.K. Manoj Kumar	V. Magesh Kumar	[Signature]	[Signature]
Assam Engineering College, Kamrup	[Signature]	[Signature]	[Signature]	[Signature]

PRINCIPAL
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