



Visvesvaraya Technological University

TEQIP CELL

Ref: VTU/TEQIP 3/2019/303

Date: 27/11/2019

CIRCULAR

Sub: 8th Mentor Meeting – Reg.

Ref: Mail from Dr. N. C. Shivaprakash dated: 22/11/2019

The 8th Mentor's Meeting is scheduled on 30th November 2019 at 10.00 a.m. in TEQIP Cell and 2.00 p.m. in VC Conference hall, VTU, Belagavi.

The Agenda for the Meeting is,

1. Confirmation of minutes of the previous mentor's meeting.
 2. Action taken report on the previous meeting.
 3. Presentation on the activities during last 3 months and for the next 3 months
 - a. TEQIP Co-ordinator
 - b. Academic Nodal Officer
 - c. Procurement Nodal Officer
 - d. Finance Nodal Officer
 - e. EAP
 - f. EMF
 - g. MIS Officer presentation
 4. Employability – interventions Finalization
 5. Preparation for Performance audit – presentation by TEQIP Coordinator
 6. Twinning activities
 7. Any other matter with the permission of the chair
- All are requested to attend.

TEQIP-Co-ordinator

Copy for information to:

1. The Secretary to Hon'ble Vice Chancellor, VTU, Belagavi.
2. The PS to Registrar, VTU, Belagavi.
3. The Finance Officer, VTU, Belagavi.
4. The TEQIP Nodal Officer Procurement, VTU, Belagavi.
5. The TEQIP Nodal Officer Academic, VTU, Belagavi.
6. The Environmental Co-ordinator, VTU, Belagavi.
7. The Twinning Activities Co-ordinator, VTU, Belagavi.
8. The MIS- Officer, VTU, Belagavi.
9. The Equity Action Plan, Co-ordinator, VTU, Belagavi.
10. I/C Director, ITISMU, CNC, VTU Belagavi for kind information and technical arrangement if any required.



Visvesvaraya Technological University
“Jnana Sangamon”, Belagavi-18
TEQIP Cell

8th Mentor Meeting

Date: 30.11.2019

Time: 02:00 p.m.

Venue: VC Conference Hall

AGENDA

1. Confirmation of minutes of the previous mentor's meeting.
2. Action taken report on the previous meeting.
3. Presentation on the activities during last 3 months and for the next 3 months
 - a. TEQIP Co-ordinator
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Visvesvaraya Technological University

TEQIP CELL

Minutes of 8th Mentor Meeting held on 30-11-2019 at 2.00 pm in VC's Conference Hall, VTU Belagavi.

The following members were present.

1. The Hon'ble Vice Chancellor, VTU, Belagavi.
2. The Finance Officer & TEQIP Nodal Officer Finance, VTU, Belagavi.
3. Dr. N.C. Shivaprakash, IISc, Bengaluru, TEQIP Mentor.
4. Dr. Meghana Kulkarni, TEQIP Nodal Officer Academic, VTU, Belagavi.
5. Dr. Nagaraj Patil, Environmental Co-ordinator, VTU, Belagavi.
6. Sri. M. Raghunath, TEQIP Nodal Officer Procurement VTU, Belagavi.
7. Dr. S. L. Deshpande, TEQIP Co-ordinator, VTU, Belagavi.

Prof. S. L. Deshpande, TEQIP Co-ordinator, welcomed the members to the meeting.

Agenda 1: Confirmation of the minutes of the previous mentor's meeting

The previous mentor's meeting held on 23.10.2019 & the minutes are approved by the members.

Agenda 2: Action Taken Report on the previous mentor's meeting.

Sl. No.	Minutes of Meeting	Action Taken
1	Workshops of affiliated colleges & Payments of the workshop	<ul style="list-style-type: none">• Total Workshops approved 55 colleges• Workshop conducted 50 & Not conducted 5 colleges• Payment done 23 colleges• Pending Bills 7• Bills not received 20 colleges
2	Plan of the activities till Sept 2020 <ul style="list-style-type: none">➤ NBA Accreditation➤ Competitive Research Funding Scheme➤ Staff Training➤ Activities related to Students	<ul style="list-style-type: none">• NBA Accreditation 20 proposals received, Approval letters sent to the 20 colleges, Workshop starting from Dec 2019(8) to Jan 2020(12). The sanctioned amount is 60L.• CRF 457 proposals received, from those 28 proposals selected by Scrutiny Committee Members & 47.3L has been



Visvesvaraya Technological University

TEQIP CELL

		<p>sanctioned, Approval letters sent to 28 projects, Project start from 1st Dec 2019 to 31st July 2019, Project money will be given in advance.</p> <ul style="list-style-type: none">• Staff Training 132 proposals received, Scrutiny Committee scheduled on 3rd Dec 2019
4	All packages of procurement should be complete before Dec 2019	<ul style="list-style-type: none">• Total 17 packages out of those 8 have been completed & remaining 9 packages delivery is pending.
5	Under Twinning activities programs	<ul style="list-style-type: none">• Same activities under twinning should be repeated for BPUT year 2020.

Agenda 3: Presentation on the activities during last 3 months and for the next 3 months

Discussion: a. TEQIP coordinator:

- Discussed about expenditure action plan September 2020 (Annexure I)
- Suggestions were made to the plan
- POs have been issued for LPA.

Resolution: The Committee resolved that, all discussed activities to be implemented before August 2020.

Discussion: b. Academic Nodal Officer:

- Workshops of affiliated colleges, from March till November were conducted successfully & in the month of December & January the workshops will be conducted as per the schedule and billing are also in process.
- NBA Accreditation proposals 20 were received.
- Mapping on 20 selected proposals of NBA Accreditation is done.
- Approval letter has been sent to 20 participating institutes & 8 workshops scheduled in the month of Dec 2019 & 12 of workshops in month of Jan 2020.
- Proposals of Competitive Research Scheme (CRS) (Annexure II) have been received & scrutiny committee selected 28 proposals.



Visvesvaraya Technological University

TEQIP CELL

- Proposal of Staff Training have been received 132 & the scrutiny committee is scheduled on 3rd December 2019.

Resolution: The Committee resolved that, workshop billing should be cleared before Dec 2019.

- NBA Accreditation workshops should be completed before March 2020.
- Project on Competitive Research Funding Scheme starts from 1st Dec 2019 to 31st July 2020 & the duration of the project is 8 months.
- Project money will be given as advance 100% & advance money transfer to principal account. The 100 % advance issue should be ratified in next BOG meeting
- Projects will be reviewed in the midway.
- After completion of the project settlement of advance should done in the month of August 2020.

Discussion: c. Procurement Nodal Officer:

- Procurement of 2 out of 3 packages on Light Weight Materials has been completed but 1 package delivery is pending.
- Procurement of 1 out of 3 packages on Data Science Techniques has been completed but 2 packages delivery is pending.
- Procurement of 2 out of 3 packages on Smart Irrigation has been completed but 1 package delivery is pending.
- Procurement of 2 packages on Nanotechnology the delivery is pending for 1 package & another delivered on 29/11/2019.
- Procurement of 2 packages on Robotics the delivery is pending for 02 packages.

Resolution: The Committee resolved that, the pending packages should be completed before 31st December 2019.

Discussion: d. Finance Nodal Officer:

- As per the PFMS M32 report the Cumulative expenditure since inception till 30th Nov 2019 is Rs. 3,62,32,023/-

Resolution: The Committee resolved that, maintain an Account ledger



Visvesvaraya Technological University

TEQIP CELL

Discussion e. EAP:

- Subjects are identified for remedial classes on weekends for slow learners for the subjects having poor results in university exams.
- Workshops for women and products related to them
- Project competition and exhibition for socially challenged student projects and women.
- Farmers training in a research hub are also planned.
- Workshops are planned for non teaching staff.

Resolution: The Committee resolved that, the remedial classes along with bridge courses to be implemented.

Discussion: g. MIS Officer Presentation: MIS Data Entry is going on.

Resolution: The Committee resolved that, send a circular to chairpersons, get the data and complete the MIS entry as early possible. It is decided to indentify the MIS office.

Agenda 4: Employability -interventions Finalization

Discussion: Employability test has been conducted and payment is also done.

Resolution: The Committee resolved that, to verify if further opportunities of such tests can be conducted in future.

Agenda 5: Preparation for Performance audit - presentation by TEQIP Coordinator

Discussion: Dr. S L Deshpande has presented the performance audit report.

Resolution: The Committee resolved that, all data should maintain in TEQIP Cell and



Visvesvaraya Technological University

TEQIP CELL

Agenda 6: Twinning Activities

Discussion: * Twinning Activity has to be done at BPUT.

* Prof. R H Gouder & Prof. Shubhangi Patil delivered a lecture to colleges of BPUT at Bhuneshwar.

Resolution: Activities similar to AKU can be planned at BPUT.

Agenda 7: Any other matter with the permission of the chair

Discussion: * Due to work load in TEQIP office, additional man power is required..

* Performance parameters need to be measured be in line with performance audit for the project duration.

* Hon'ble Vice Chancellor proposed to have hands on good organizations for technical and non teaching staff members.

Resolution: The Committee resolved that, recruit 2 members in TEQIP Cell at manager level with BE or M.Tech or MBA as qualifier.

The meeting ended with vote of thanks from Prof. S. L. Deshpande.


TEQIP Coordinator:

1.3.2.3	<p>Graduates employability</p> <ol style="list-style-type: none"> 1. Awareness drive/ workshops about the idea of 'Innovation' & 'Start-up' 2. Continuous Drive of Competitions: Smart India Hackathon, Idea stage, prototype stage, business plan, etc every month for first to final year students 3. Soft Skill training (Industry Readiness); 4. Remedial coaching for first to final year students in Communication Skills, quantitative ability, logical reasoning as observed in AMCAT employability test 5. Bridge Courses for enhancing employability/placement 6. Conducting training on NASSCOM future skills 7. Specialized industry based training programmes by industry 8. Organising motivational talks by local entrepreneurs 9. E-summits, conferences, seminars and other Entrepreneurship fests (organising as well as attending) 10. Awareness of job potential by arranging alumni talks 11. Formation of students clubs for domain and general areas 12. Operation / maintenance/ Consumables on tinkering labs 13. Student training on interpersonal skills 	Project Exhibition and competition	500000	Exhibition Remedial Classes	2700000			2700000
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1.3.2.4	<p>Faculty/Staff Development and motivation</p> <ol style="list-style-type: none"> 1. Short Term Training Programmes (STTP) in house; 2. Registration fee and TA/DA for STTP in other reputed institutes; 3. IIT training to faculty at IIT or in parent institute; 4. Attending Conferences/ Seminars / Workshops 5. Support Staff training, 6. Counselling of faculty and staff, particularly for disadvantaged sections of the society 7. Qualification upgradation of faculty and staff 8. Faculty training on NASSCOM future skills 9. Faculty training on digital pedagogy 10. Motivational talks for faculty and staff for improving efficiency and belongingness 11. Faculty and staff training in industry (registration fees, TA/DA, accommodation etc.) 	FDP	600000	Technical staff training	1000000	Technical staff training	1000000	2600000
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	<p>1.3.2.5 Research and development</p> <ol style="list-style-type: none"> 1. Attending Conferences/ Seminars/ Workshops for UG/PG/Ph.D students within or outside institute; 2. Spares and consumables for UG/ PG student research project; 3. Seed Money for R & D for faculty research projects; 4. Providing seed money to students for their projects. 5. Incentivisation through prizes, appreciation etc.); 4. Publication in peer reviewed journals having citation & impact factor and scopus index; 5. Fees and facilitation charges for patent filing for faculty and students, 6. Workshops on writing collaborative research proposals 7. Inhouse product development by students 8. Expenses for using infrastructure facilities (rent) in other organizations; 9. Expense on testing/characterization of samples of R&D projects undertaken by faculty/students 10. Appointment of retired teachers from IITs/NITs/other reputed institutions as Senior Research Advisor (salary/honorarium - as approved by competent authority of institution 11. Additional funding for soft activities in collaborative research scheme 	Collaborative research	5000000					5000000
	<p>1.3.2.6 MOOCs and digital learning</p> <ol style="list-style-type: none"> 1. Certification fees for online courses (MOOC's); 2. Development of MOOC's/ Online courses, etc 3. Incentivizing faculty for generating digital learning material development etc. 	Staff support	100000	Content Development				100000
	<p>1.3.2.7 Mentoring/Twinning system</p> <ol style="list-style-type: none"> 1. Two way faculty, staff and student exchange programs for training and academic activities; 2. Joint R & D, Arranging seminars, academic meetings and conferences for students and faculty; 3. Organising Industry partnerships for joint R&D, internship and placement activities; 4. Learning forums for improving governance practices, institutional management and reforms; 5. Joint Advisory or consultancy services; any other activities as deemed mutually appropriate 6. Joint placement drives 	Student and staff exchange	750000	Seminars and travelling	2500000			1000000

1.3.2.8	<p>Reforms, governance</p> <ol style="list-style-type: none"> Organizing workshops for faculty so as to implement AICTE model curriculum Meeting expenditure for various authorities like ICC, BoS, Academic Council/ Senate, BoG Accreditation & UGC Autonomy fees, Workshop on OBE/SAR filing, mock visits through experts - T/A/D/A, honorarium etc. 360 degree Student Feedback & Faculty Appraisal (designing fresh system or operating cost of existing students feedback system) Workshops / meetings / inviting experts for implementation of AICTE examination policy for measuring outcomes 	NBA NBA Accreditation workshop	5000000	NBA Accreditation workshop	1000000			60000000
1.3.2.9	<p>Management Capacity development</p> <ol style="list-style-type: none"> Management Capacity Building programmes at IIM; Organizing leadership programmes by IIM faculty in parent institute NPIU workshops, etc 							
1.3.2.10	<p>Hiring Consultancy Services</p> <ol style="list-style-type: none"> Three ways for carrying out any academic activity a) internal faculty b) external faculty c) outsourced service provider. External faculty can be invited on remuneration basis (Rs. 700/ per hour or Rs. 4000 to Rs. 5000 per day as the case may be). Use procurement rules for services for outsourced service provider (for which the methods given in procurement shall be adopted) It does not require activity plan (sr. no. 2 & 3 will be required for all academic activities) 	.						
1.3.2.11	<p>Industry-Institute Interaction</p> <ol style="list-style-type: none"> Expenditure on T/A/D/A registration fees for Internships; Inviting Industry expert for lectures; Placement Activities & Hospitality for the companies coming for placement T/A/D/A of students and faculty for Industry Visits, Arranging HR summit for placement Preparation and printing of brochure for placement Expenditure on submission of collaborative research proposals to the industry Conducting workshops for GD/PI, preparation of CV for placement, mock interviews Conduct of Alumni meet for carrier guidance and placement activities Arranging pool campus Participation of industry experts in curriculum development through ICC. T/A/D/A and honorarium for industry experts assisting in delivery of curriculum 							



Guidelines for Investigators:

1. The Investigator from the lead institution shall send the details of Principal's account in the enclosed format for the transfer of the competitive research fund.
2. The Investigator along with the Co-investigators and the Principal of lead Institution shall sign the enclosed undertaking.
3. Fund shall be spent for the purpose it is assigned for.
4. Conference expenditure is accepted, only if there is prior approval from the TEQIP cell through approval letter (teqip@vtu.ac.in).
5. **The decision of the monitoring committee will be final.**
6. Monthly Expenditure & Accounts to be submitted with Utilization Certificate duly signed by the Principal and Program Coordinator/HOD. Final settlement can be made after full expenditure is incurred by Submitting Accounts, Voucher and Original Bills (GST Tax Invoice with Pan NO. Compulsory) & Final Utilization Certificate.
7. The project will be reviewed in the month of April 2020 and July 2020. The expenses have to be settled by the end of July 2020.
8. The unspent amount along with interest accrued should to be returned in the name of "Finance Officer", VTU Belagavi **through Demand Draft Only.**
9. The report of the project is to be submitted with the following contents:
 - Abstract
 - Introduction
 - Literature Survey
 - Methodology
 - Results and Discussions
 - Related photographs if any
 - Conclusion
 - Publications
 - Expenditure Details
10. Journal publications are to be compulsorily in free journals.
11. Each publication shall have the acknowledgement for VTU TEQIP.
12. The hard and soft copies of all published papers are to be submitted to the TEQIP Cell.


Co-ordinator
TEQIP Cell
VTU, Belagavi.