



ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)
Badliya Cicle, N. H. - 8, Near Nareli Jain Temple,
Ajmer, Rajasthan - 305025

TEQIP Cell

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Ref: ECA/TEQIP-III/2020/1287

Date: 15/12/2020

Minutes of 10th Mentor-Mentee Meeting held online on 5th December 2020 at 2:00 PM

Mentor: Prof. N.C. Shivaprakash (IISc Bangalore), Mentee Institute: Engineering College, Ajmer

Venue : Conference Hall, Engineering College Ajmer (Online)
Date : 5th December 2020
Attendees : Prof. N. C. Shivaprakash, Mentor (through Google Meet)
Dr. U. S. Modani, Principal
Mr. Amit Dhotia, D.R. (Finance)
Dr. H. S. Mewara, TEQIP Coordinator & Head EICE
Dr. S. Trivedi, NO, Academics, TEQIP
Dr. M. Badlani, NO, Finance, TEQIP
Mr. T. K. Aseri, N.O. Procurement, TEQIP
Mr. Sankalp, (f) Head Civil
Mrs. Jyoti Gajrani, Twinning Coordinator & Head CSE
Dr. Alok Khatri, EST Coordinator & Head ME
Dr. Pooja Tomar, Head ASH
Dr. Rekha Mehra Head ECE
Dr. K.G. Sharma, Head EE
Dr. Deepak Jhanwar, GATE Coordinator
Mr. S.N. Tazi, Start-up Coordinator
Mr. Vinod Verma, Twinning Coordinator
Dr. D.K. Jamuwa, Training & Placement Officer
Mrs. Shalini Yadav & Mr. Kamal Singh, CRS Coordinator
Mr. Naveen Choudhary, EMP Coordinator
Mr. Pravesh Saini, EAP Coordinator

Agenda items:

1. To confirm and approve the minutes of 9th Mentor – Mentee held on 13th October 2020.
2. Action Taken Report on the previous Mentor's meeting held on 13th Oct. 2020.
3. To discuss the procurement, academic and IoC activities against PLA of 10 Crore fund.
4. EMP, EAP and Twinning activities.
5. Any other matter.

At the outset, Dr. U. S. Modani, Principal welcomed the Hon'ble Mentor Prof. N. C. Shivaprakash and all other members present in the online meeting. After formal introduction of all the members present, the meeting started.



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1. To confirm the minutes of previous meeting held with the Mentor on 13th October, 2020.

The minutes of the previous mentor's meeting held on 13th October 2020 were confirmed.

2. Action Taken Report on the previous Mentor's meeting held on 13th Oct. 2020.
The TEQIP coordinator presented the Action Taken Report.

3. To discuss the procurement, academic and IoC activities against PLA of 10 Crore fund.

The TEQIP Coordinator presented the status of the project as on date. Then NO (P), NO (A), N.O.(F) and other Coordinators presented the following:

Procurement Activities presented by N.O. (P):

1. Looking into remaining time of the TEQIP-III project, it was suggested that the specifications of all the packages which are in pipeline should be finalized at the earliest by the technical committee and submit the same to TEQIP cell on or before 9th December 2020 so that the same can be sent to SPIU for review of specifications.
2. For the Plagiarism Software, it was suggested, if possible, to procure for more than one year. Further for Civil work related package namely 'Refurbishment of Chemistry-Environment Lab and old QEEE-computer Lab', it was suggested to coordinate with SPIU, Jaipur and get the review process completed at the earliest.
3. It was suggested to Dr. K. G. Sharma, HOD Electrical and Purchase Committee Convener for package namely 'Electricity back-up facility to support online activities (Diesel Generator Sets)' that the committee has to review thoroughly the DG set already installed in the other colleges of Rajasthan as well nearby institutes to decide the rated capacity and prepare the technical specifications meticulously to materialize the package in due course of time.
4. On the basis of request of Principal /IPD, it was suggested to procure a small capacity online UPS system for Server to support ERP and other activities. For this purpose, the Core Committee may decide the budget adjustment by squeezing the budget of Rs. 40.00 Lakh package of Mini Auditorium or any other package.
5. The issue of digital Signature Certification requirement to process various packages on NIC CPP e-Procurement Portal was discussed and it was suggested that the same is to be resolved in the meeting of Core Committee at the earliest to expedite the procurement process.
6. The following procurement officers are nominated to create/upload/evaluate/open the tenders on eProc portal:
 - a) Procurement Officer (Admin) ----- NO(P)
 - b) Procurement Officer (Opener) ----- Shri Praveen Gupta
 - c) Procurement Officer (Evaluator) ----- ANO (P)
 - d) Procurement Officer (Publisher) ----- Upper to N.O. (P) in hierarchy



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The Mentor directed that the senior person in hierarchy should be involved. Any HoD may volunteer for the same. HoD M.E. and HoD E.E. mentioned they are already having workload. The Mentor directed to resolve this matter through Core Committee and the same is to be conveyed to the Mentor.

Academic Activities presented by N.O. (A):

1. There are two International Conferences have been planned, one each by Department of M.E. jointly with Department of Management Studies and the another by Department of CSE jointly with Department of Electrical Engineering. The Mentor appreciated this effort and the same was approved also. Further, it was suggested to submit the relevant bills within 5 days after completion of the Conference so that the same may be processed in time (well before completion of TEQIP-III project).
2. The matter regarding conduction of Professional Development Training (PDT) with IIM Raipur was discussed. The Mentor suggested to contact with the respective authority so that the activity can be conducted in time.
3. The Mentor appreciated that good number of students have been qualified in GATE 2020. Regarding GATE coaching to the present final year students, classes from GATE qualified NPIU and Regular faculty members may be planned and start after 10th December 2020.

Incremental Operating Cost Activities presented by N.O. (F):

1. The NO (F) presented the status of IOC fund and the other committed liabilities under this head.
2. Mentor suggested for keeping the provision of Rs. 5000/- as a contingency amount for conducting 1 or 2 days activities such as Workshop/ Seminars and Rs. 10000/- for 5 days activities such as FDP/STC etc. under consumable head.
3. Mentor suggested to submit all the relevant bills (complete in all respects) after completion of activities booked under TEQIP at the earliest (not more than 7 days) in view of project completion.
4. Contingency amount of Rs. 5000/- may be allotted to the departments who have already conducted Workshops/FDPs/Seminars in last 3 months.

EMP , EAP and Twinning Activities

EMP Activities

- EMP coordinator was suggested to install RO water facility in each building and also suggested to display the Botanical names of plants and trees in campus.



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EAP Activities

- EAP coordinator was suggested to conduct Gender Sensitivity workshops for Staff. It was also suggested to organize atleast one activity each for Staff, Women and Minority.

Twining Activities

- Twining coordinator was suggested to invite VJTI, our mentor institute to include our students in their online classes at departmental level, if possible.

Any other matter

- It was suggested to all respective HoDs and Coordinators to prepare 5 – 10 slides as success story to showcase Institute's success and the same should be presented in next meeting. All the HoDs were directed by the Mentor to prepare 3 to 5 minutes video of their department showcasing strengths and achievements of their department.
- It was informed by the TPO to the Mentor that 22 students of our college have been placed in this session and some more placement activities have been planned.
- The mentor appreciated the progress of CRS projects and suggested the CRS coordinator to extend CRS deadline further for 10 to 15 days from existing deadline i.e. 31st December 2020.
- The mentor suggested to hire one extra staff person for fast processing of TEQIP related work in view of completion of TEQIP-III project.

The meeting ended with vote of thanks by TEQIP Coordinator to one and all present in the meeting.

Dr. U. S. Modani
Principal

Hon'ble Mentor for approval please

(Prof. N. C. Shivaprakash, Mentor)