MOTIHARI COLLEGE OF ENGINEERING, MOTIHARI

Under Department of Science & Technology
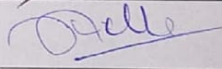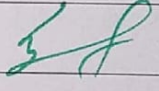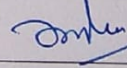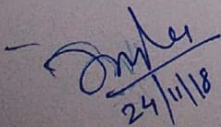
Govt. of Bihar

Minutes of the IV BOG meeting held on 24/11/2018, 11:00 A.M at MCE, Motihari
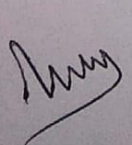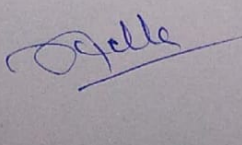
Preliminaries: The members of the Board assembled in the meeting hall along with Principal at 11:00 AM and they were individually introduced to each other. An achievement report of MCE, Motihari was presented to BOG member with respect to Lab facilities, construction work, NBA Status and students response to various ongoing program.

The faculty members made a number of suggestions which were presented and discussed in the meeting.

Prof. (Dr.) Ram Chandra Prasad, Principal, MCE-Motihari presided over the meeting.

The following members of the BoG attended the meeting.

S.N	Name	Designation	Signature
1.	Prof. (Dr.)S K Sinha	Chairman	
2.	Prof. U. N. Roy	Member	
3.	Dr. Ashok Kumar Akella	Member	
4.	Sh. Atul Sinha	Member	
5.	Prof.(Dr.) Ram Chandra Prasad	Member Ex-officio	
6.	Prof. Sudheer Prem Kumar	Special invitee (JNTU)	
7.	Prof. K.Vijaya Kumar Reddy	Special invitee (JNTU)	
8.	Prof. Akhileshwar Kumar Mishra	Member	24/11/18
9.	Prof. Dr. Manoj Kumar,	Member	24/11/18
10.	Prof.(Dr.) Jagada NandJha	Member	
11.	Er. Rajeev Ranjan	Member	
12.	Mr. Keshav Kumar	Member Special Invitee	
13.	Dr. Bushra Zaman	Member Special Invitee	

The meeting started with the opening remarks by the Principal, MCE-Motihari.

Chairman Dr. S. K. Sinha, nominated Prof. U.N. Roy as a chairman for fourth BOG meetings. (copy of mail enclosed)

1. **Prof. (Dr.) R.C.Prasad, Principal welcomed and briefed the meeting about the recent activities, joining of new TEQIP Faculty and performance of the institution under TEQIP III Project of MHRD-NPIU.**

2. **Prof. Ashutosh Kumar, NBA Coordinator delivered welcome address and briefed about college to BOG Members.**

3. **Prof. Chandra Shekhar Singh, TEQIP Coordinator, MCE, Motihari, Presented a Power point presentation on activities during Q2(July-September) 2018., Action Plan for Q3(Oct-Dec), Status of NBA Accreditation, GATE Training & Employability Skill Training, College Purchase Committee list, with assistance of Mr. Sonal Kumar, Program manager, TEQIP III.**

BoG discussed the draft agenda, with assistance of program manager and the approved agenda wise discussion by the BoG are as follows.

Agenda 1.1   **Welcome and introduction of the Chairman and the members by the Principal.**

The Principal introduced and welcomed the Chairman and members of the board. He presented a detail report on the status of the college. The Chairman of the board thanked the Principal for showing the members functioning of the institution and for presenting the status report.

Agenda 1.2   **Approval of Newly Recruited TEQIP Coordinator, Nodal officer Finance, Nodal Officer Academic, Nodal Officer Procurement**

All newly nominated TEQIP Coordinator and Nodal officers are approved by BOG members.

Sr. No.	Name	Departments	Approved Designation
1	Chandra Shekhar Singh Chandal	EEE	TEQIP-III Coordinator
2	Dr. R.K.Singh	Mechanical	Nodal officer(Academic)
3	Md. Tabrej	EEE	Nodal officer(Procurement)
4	Mr. Praveen Kumar Sahu	EEE	Nodal officer(Finance)

Agenda 1.3 Approval of Newly Recruited Purchase Committee members

Following faculty members are members of newly constituted purchase committee

Sr. No.	Name	Designation
1	Dr. R.C. Prasad	Principal
2	Dr. R.K.Singh	HOD-Mechanical
3	Md. Tausif Ahamad	HOD-EEE
4	Mr. Abhishek Kumar	HOD-Civil
5	Mr. Rajeev Ranjan	HOD-CSE
6	Mr. Chandra Shekhar Singh	TEQIP Coordinator
7	Md. Tabrej	Nodal officer (Procurement)
8	Mr. Praveen Kumar Sahu	Nodal officer (Finance)
9	Mr. Nishant Kumar	Assistant Professor(MED)

Agenda 1.4 Approval of action taken report of third BOG Meeting held on 09ᵗʰ of July 2018.

- Question papers should be created as per Bloom's Taxonomy and must be matched with the course outcome of the subject.
- In Civil Engineering department Structural and Survey lab, Equipments are purchased and installed.
- Three Smart Class Rooms and two interactive class rooms are made functional.
- For expediting procurement, Registration on GeM portal is already completed.

Twining activities with JNTU Hyderabad.

- NBA Co-ordinator of JNTU-Hyderabad Prof. Chandrashekhar Reddy guided us for SAR preparation, correction & Documentation for Dept. of mechanical engineering on **July 10, 2018**.
- Senior faculty member from Mentor College visited our campus on **25/09/2018**.
- One day joint national workshop concrete Technology is organized by JNTU-Hyderabad & MCE-Motihari on **30/10/2018** at JNTU Hyderabad. Shashank Saurav (Co-convener) & Manish Pratap Singh of our College was Invitee.

Academic activities of previous quarter in MCE-Motihari

- College successfully conducted **21 days** Induction Program for first year students.
- 2 days workshop on Computational Fluid Dynamics **(CFD)** for Mechanical & civil branch students is organized during 31/08/2018 to 01/09/2018. **Dr. Akshoy Ranjan Paul** from **MNNIT-Allahabad** was the chief speaker. The program is coordinated by Dr. Vivek Srivastava of Mathematics dept.
- Academic audit of TEQIP-III Project by **Prof. G. P. Prabhu Kumar** (Bengaluru) is conducted on 04/09/2018.
- Employability & GATE training classes started from 04/09/2018 and continued till date.
- Mini Project Exhibition is organized by Dept of Mechanical Engineering.
- Under extra-curricular activity, **Engineer's Day** is celebrated in the campus on **Sept 15, 2018**.
- 2 days Workshop on **Proteus Software** is organized by EEE dept during **18-19 Sept, 2018**.
- 1 day Expert Lecture on *"Recent trends on machine learning & natural language processing"* was conducted by CSE dept.
- Under **Swachha Bharat Abhiyan**, an awareness drive is organized within college premises.
- Employability test was conducted on 10-11 Oct, 2018.

Agenda1.5 Permission for revision of existing procurement plan

- Redefining packages

- BOG directed TEQIP immediately ask for money

- Some packages need to be added

Agenda1.6 Status of NBA Accreditation:

As discussed in last BOG meeting, Mechanical Deptt. have already submitted SAR on NBA e-Portal and tentative dates of NBA team visit is scheduled in the month of Feb-March 2019.

SAR preparation of Department of Electrical and Electronics Engineering is going on and expected date of SAR upload is 10th of December 2018.

Agenda 1.7 Regarding Approval of Vision, Mission & PEOs of Department of Electrical & Electronics Engineering.

The BoG approved Vision & Mission and PEO's of the Department of **Electrical & Electronics** Engineering. After some modifications The BoG suggested that the Vision and Mission of other department should be in line with the vision and mission of the institute.

Agenda 1.8 GATE & Employability Skill Training.

Institute has been successfully conducting **GATE & Employability Skill Training** Classes and so far more than 75% students regularly attending classes with 75% or more attendance. However in employability skills classes the student's attendance is not satisfactory.

BOG directed to motivate the students for participating employability & GATE classes, also directed to arrange some motivational lecture for better participation.

Agenda1.9 Regarding TA & DA norms for Faculty member and student participating in Conference/ workshop/ Technical Fest/ short term courses at IIT's / NIT's and other premier technical/ management institute.

- BOG approved these Guidelines for attending STTP/FDP and enclosed as annexure A.
- BOG approved GUIDELINES ON TA/DA NORMS FOR ALL TYPES OF TEQIP-III ACTIVITIES and enclosed as annexure B

Agenda 1.10 Any other matter with the permission of Chair:

The BoG discussed and approved the following:

- **Seating arrangement for faculty members** – The BoG instructed that cubicles along with proper seating arrangement with tables and chairs should be made for each faculty member.

- **Startup-cell and ideation** - The BoG instructed that proposal should be called from students and best proposals should be selected and facilitated for materials and necessary requirements for working the project.

- **Membership of professional Bodies and Student Chapters** – The BoG advised that a student's chapter should be opened for each branch professional membership of various technical societies & bodies viz. ISTE, IEEE, ASCE, ASME and CSI should be contacted for the same. JNTU Hyderabad was requested to provide the contact details of the concerned officials of these organizations.

- **To consider approval of new TA-DA norms for TEQIP-III** :- The Principal informed the BoG that the Institute follows Bihar Government norms of TA-DA, which are quite old and having very low rates. The NPIU has now revised these TA-DA norms as a guideline to use for TEQIP-III, however, NPIU rates are on the higher side. It is, therefore, proposed to adopt new intermediate rates at MCE for uniform implementation and judicious use of funds. A comparative table for TA & DA is given as Annexure B.
  BOG approves TA/DA norms as per attached annexure.

- To renovate the infrastructure of TEQIP-III office, a miscellaneous expenses of Rs.1,00,000/- is approved.
  Recommendation: Approval is accorded for the above mentioned subjects under any other subject head.

- **Regarding payment of Sports & Yoga teachers**-BOG approved remuneration of Yoga & Sports teacher on hourly basis and as per Bihar Govt. Norms for Guest teachers.

- **Seed money Provisions for Final year students projects** - BoG approved an amount of **Rs. 50,000/-** as seed money for each of the departments of engineering branch for final year student's projects. The amount will be disbursed as per discretion of respective Head of Departments.

- There should be students counter shed, atleast temporary shed for vehicle parking and ambulance parking in the interest of students and college. BOG approved the proposals of development committee of college for the construction of

  I.   Vehicle parking shed
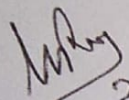 II. Students fee collection counter shed
  III. Ambulance parking shed

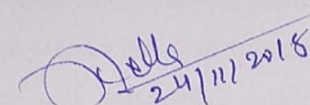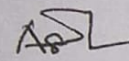- The BoG instructed to conduct an **electrical audit** of the complete campus.

- **Leaves of TEQIP supporting staff:** As per BOG members guidelines TEQIP supporting staff members are entitled for 5 days of **leave of absence** in a single quarter.

- BOG instructed to construct lab foundation/arrangements for immediate installation of of newly procured items so that payment can be made at the earliest.

- To discipline students, who are not regular in various classes or creating other disciplinary problems of college, action like guardian and student's affidavit, monetary fines decided by college disciplinary committee, etc. may be initiated/ taken.

Prof. U N Roy   24/11/18

Prof.(Dr.) A. K. Akella   24/11/2018

Prof.(Dr.) Ram Chandra Prasad

Prof. A. Kumar Mishra   24/11/18

Prof.(Dr.) JagadaNand Jha

Prof. Dr. Manoj Kumar   24/11/18

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Motihari College of Engineering, Motihari

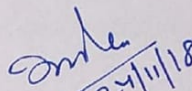## Department of Electrical and Electronics Engineering

Department vision and mission

Vision

"To be a learning centre with accent on Creativity, Innovations and Research with the growing Technology"

Mission of Department

M1: Teaching Methodologies would be contemporary and rigorous with emphasis on fundamentals to develop skilled Engineers.

M2: To facilitate research orientation both among students and staff.

M3: To create conducive work culture for accepting new ideas and upcoming challenges.

M4: To established research and educational collaborations with leading Institutions and Industries.

M4: To impart problem solving engineering skills with social and environmental responsibilities for sustainable development.

Motihari College of Engineering, Motihari

Institute vision and mission

Vision

To facilitate transformation of students into good human beings, responsible citizens and competent professionals for socio-economic development of state and nation.

Mission

M1. To inspire socially and economically backward students upon a strong foundation of secular, humanitarian world view.

M2. To make the teaching learning process simpler and stronger.

M3. To provide quality education to our students.

M4. To produce graduates to peruse engineering professions and seek collaboration with institutions of higher learning of repute to upgrade and update the quality of the institution.

M5. To create good future citizens for the nation of capability, commitment, conscience and compassion.

Programme Educational Objectives (PEOs)

B. Tech. in Electrical and Electronics Engineering

PEO1: Graduates will demonstrate their knowledge in the field of electrical and electronics engineering and allied engineering.

PEO2: The graduates will contribute to interdisciplinary innovations with the use of modern tools & emerging technologies.

PEO3: The graduates will become successful leaders, entrepreneur through effective project management and contribute to the growth & development of the organization and society.

PEO4: The graduates will be involved in promoting professional and societal activities with reference to sustainable development.

Programme Outcomes (POs)

For B. Tech. in Electrical and Electronics Engineering

NBA has defined 12 programme outcomes. The programme outcomes are applicable for any engineering programme.

Engineering Graduates will be able to:

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
2. **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

7. **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

Programme Specific Outcomes (PSOs)

For B. Tech. in Electrical and Electronics Engineering

PSO1: Electrical Power System Development: Apply the knowledge of power system in development of the smart power system.

PSO2: Power Electronics System Development: Apply the knowledge of power electronics devices and its applications in modern electrical & electronics systems for the real time applications.

PSO3: Digital System Design: To develop digital filters as per required specifications and design VLSI circuit.

PSO4: IOT Development: Develop embedded systems and applications for IOT to contribute towards digital India and smart city with respect to upcoming industries revolution R 40.

Subject: **Re: Regarding BoG meeting Scheduled on 24.11.2018**   Date: 11/22/18 01:35 PM
  To: SONAL KUMAR <pm-mce-motihari-bih@gov.in>   From: SK Sinha <sksinha.iisc@gmail.com>
  Cc: chandra shekhar singh Chandal <chandrashekhar1004@gmail.com>,
   "Dr. R. C. Prasad" <ice.mec.motihari@gmail.com>

Dear Sir,

This is with reference to your mail above. I nominate Dr. U. N. Roy to chair the BoG meeting on 24th November, 2018.

Warm Regards.
-Sinha

On Thu, Nov 22, 2018 at 10:21 AM SONAL KUMAR <pm-mce-motihari-bih@gov.in> wrote:

Sir

  Greetings of the Day !
At first on behalf of MCE, Motihari, I pray that you get well soon & join us with your precious experience & guidance.

  As we have planned 4th BoG meeting for quarter 3(Oct- Dec-18) on 24th NOV 2018. We are very grateful for your spirit regarding to be present in meeting through SKYPE.
  As per discussion with senior faculty members, Chairman should be present physically in so called meeting. Being BoG chairman of MCE, Motihari, please nominate Temporary chairman for this meeting only. In this regard please nominate Dr. U. N. Roy or Dr. Ashok Kumar Akela as a temporary chairman.

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With Regards

SONAL KUMAR
Program Manager
TEQIP III, MCE, Motihari
Cont: 9608934772 / 8789245469

बिहार सरकार
विज्ञान एवं प्रावैधिकी विभाग

पत्रांक वि० प्रा० (I) व^2-64/2008/ /पटना, दिनांक –

संकल्प

विषय – विभागान्तर्गत राजकीय अभियंत्रण महाविद्यालयों एवं राजकीय पोलिटेकनिक/ राजकीय महिला पोलिटेकनिक संस्थानों में अतिथि सहायक प्राध्यापकों/ व्याख्याताओं/प्रयोगशाला सहायकों/अनुदेशकों के वर्तमान पारिश्रमिक में वृद्धि की स्वीकृति के संबंध में।

विभागान्तर्गत राजकीय अभियंत्रण महाविद्यालयों एवं राजकीय पोलिटेकनिक/राजकीय महिला पोलिटेकनिक संस्थानों में अतिथि सहायक प्राध्यापकों/व्याख्याताओं को विभागीय पत्रांक–586 दिनांक–24.03.2009 के द्वारा प्रति घंटी रू०–400 (चार सौ रूपये) तथा प्रति माह अधिकतम रू०–15000 (पन्द्रह हजार रूपये मात्र) एवं विभागीय आदेश संख्या–620 दिनांक–07.03.2013 के द्वारा प्रतिमाह अधिकतम 23000 (तेइस हजार रूपये) निर्धारित किया गया है तथा विभागीय पत्रांक–586 दिनांक–24.03.2009 के द्वारा अनुदेशकों को प्रति घंटी 150 रूपये एवं अधिकतम 9000 (नौ हजार रूपये) तथा प्रयोगशाला सहायकों को प्रति घंटी 100 रू० तथा अधिकतम रू०–8000 (आठ हजार रू० मात्र) निर्धारित है

राज्य सरकार द्वारा सम्यक विचारोपरांत विभागान्तर्गत राजकीय अभियंत्रण महाविद्यालयों एवं राजकीय पोलिटेकनिक/राजकीय महिला पोलिटेकनिक संस्थानों में अतिथि सहायक प्राध्यापक, व्याख्याता, अनुदेशक एवं प्रयोगशाला सहायक को दिनांक 01.04.2017 के प्रभाव से मानदेय में निम्नवत वृद्धि की जाती है।

क्र० सं०	पद	मानदेय प्रति घंटी	प्रतिमाह अधिकतम देय मानदेय
(i)	सहायक प्राध्यापक	1000/–	35000/–
(ii)	व्याख्याता	800/–	30000/–
(iii)	अनुदेशक	400/–	13000/–
(iv)	प्रयोगशाला सहायक	400/–	14000/–

आदेश – आदेश दिया जाता है कि इस संकल्प का बिहार राजपत्र के असाधारण अंक में प्रकाशित किया जाय एवं इसकी प्रति सभी विभाग के विभागाध्यक्षों एवं महालेखाकार, बिहार, पटना को प्रेषित की जाय।

बिहार राज्यपाल के आदेश से

ह0/–
उप सचिव
विज्ञान एवं प्रावैधिकी विभाग
बिहार, पटना

ज्ञापक – वि० प्रा० (I) व^2-64/2008/ /पटना, दिनांक –

प्रतिलिपि – महालेखाकार (ले० एवं ह०), वित्त विभाग, पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

ह0/–
उप सचिव
विज्ञान एवं प्रावैधिकी विभाग
बिहार, पटना

ज्ञापांक – वि० प्रा० (I) व^2–64 / 2008 / 7o7 / पटना, दिनांक – 23.3.ch

प्रतिलिपि – सभी कोषागार पदाधिकारी, बिहार / प्राचार्य / प्रभारी राजकीय अभियंत्रण महाविद्यालय / राजकीय पॉलिटेकनिक / राजकीय महिला पोलिटेकनिक संस्थान / सभी पदाधिकारी / प्रशाखा पदाधिकारी / सहायक / लिपिक / आई.टी. मैनेजर, विज्ञान एवं प्रावैधिकी विभाग, बिहार पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

उप सचिव
विज्ञान एवं प्रावैधिकी विभाग
बिहार, पटना

Annexure B

GUIDELINES ON TA/DA NORMS FOR ALL TYPES OF TEQIP-III ACTIVITIES

The guidelines on TA/DA norms are appended below for ease of faculty and staff who will be attending any meeting/ conference/workshop/training etc. at or other than MCE Motihari.

1. **Travel Allowance Entitlement:**

Grade Pay/ AGP of Individual	Pay level (7th Pay)	Travel by Air	Travel by Train	Travel by Road
Rs.7,600/- and above	12 and above	*Economy Class by Air India	AC First Class	AC/Ordinary Taxi, Auto/ AC Bus
Rs.5,400/- to below Rs.7,600/-	9-11		AC-II Class	Ordinary Taxi, Auto/ AC Bus
Rs.4200/- to below Rs.5,400/-	6-8	Not Eligible	AC-II Tier/ AC Chair Car	Ordinary Taxi/ rickshaw/ Any Public incl. AC Bus
Below Rs.4200/-	Below 5	Not Eligible	AC-III Tier/ AC Chair Car	Auto rickshaw/ Any Public Bus except AC Bus

*However, on non-avaibility of Air India Flights connecting two places or non-avaibility of ticket in Air India flight, Private Airlines by economy class may be allowed subject to the condition that the fare charged is not more than the Air India fare and have taken prior approval from Principal MCE.

2. **Daily Allowance (D.A.) Entitlement:** Entitlement of D.A. will be as per the rates **either A or B** as appended below:

A

(It is applicable only on production of Hotel Accommodation, Food &Transport Bill)

Grade Pay/ AGP	Hotel Charges per day (Max.)	Food Bill per day (Max.)	Local Travel within the City (Max.) per day
Rs.10,000/- & above	Rs.7,500/-	*Rs.1200/-	AC Taxi charges upto 50 Kms.
Rs.7,600/- to below Rs.10,000/-	Rs.4,500/-	*Rs.1000/-	AC Taxi charges upto 50 Kms.
Rs.5,400/- to below Rs.7,600/-	Rs.2,250/-	*Rs.900/-	Taxi Charges upto Rs.338/-
Rs.4200/- to below Rs.5,400/-	Rs.750/-	*Rs.800/-	Upto Rs.225/-
Below Rs.4200/-	Rs.450/-	*Rs.500/-	Upto Rs.113/-

Length of absence	Amount payable
If total travel journey is <6 hours	30% of Lump sum amount
If total travel journey is in between 6-12 hours	70% of Lump sum amount
If total travel journey is >12 hours	100% of Lump sum amount

B

Drawing Pay in Pay Band which is excluding GP/ AGP	D.A. per day	Hotel Charges per day (Max.)	Local Travel within the City (Max.) per day
Rs.70,000/- and above	Rs.900/-	Rs.2250/-	Taxi Charges upto Rs.338/-
Rs.50,000/- to 69,999/-	Rs.800/-	Rs.750/-	Upto Rs.225/-
Below Rs.50,000/-	Rs.500/-	Rs.450/-	Upto Rs.113/-

*Timing restrictions:

Length of absence	Amount payable
If total travel journey is <6 hours	30% of Lump sum amount
If total travel journey is in between 6-12 hours	70% of Lump sum amount
If total travel journey is >12 hours	100% of Lump sum amount

Note:-

1. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC-II tier and above by train is allowed.
2. In case journey is performed by Taxi and more than one person from same college attends the workshop at same place, then the Taxi should be hired on sharing basis and the fare will be reimbursed proportionately to all the travellers.
3. In case road journey is performed by own car, copy of RC along with paid toll taxes bill is to be submitted mandatorily. The rate of claim shouldn't be more than @ Rs. 16/- per KM.
4. Boarding Passes/Tickets (including Train, Bus etc.)/Fare receipts of Taxi & Auto/Bill of Hotel & Food charges are to be deposited at the time of preferring the claim.
5. In case you are claiming any part of Daily Allowance (DA) mentioned at 'A' above, then you are not eligible to get the DA mentioned at 'B' above.
6. For hotel stay additional lunch/ dinner will be admissible. However, the minimum of the actual expenses and rate given above will be considered for reimbursement. Hotel bills must be submitted to confirm the hotel stay.

NORMS FOR PAYMENT OF HONORARIUM TO GUESTS FOR

LECTURE/SEMINAR/WORKSHOP/MEETING ETC.

1. Person from any IITs and equivalent Institutes: Rs.5,000/- per day/meeting.
2. Person from non-TEQIP colleges :(a) Rs.4,000/- per day for Principal/HoD level
   (b) Rs.3,000/- per day for other Faculty

Note:

1. No honorarium is payable to the faculty/professor the activities (Lecture/Seminar/Workshop/Meeting) of own institution.
2. No honorarium is payable to the faculty/person from Mentor/Mentee Institute for the activities under twinning arrangement.

Motihari College of Engineering
Motihari 845401

Office of TEQIP-III

Guidelines for attending/participating in International/ National Conference /Training Program/Workshop for Faculty/Students of MCE Motihari through TEQIP-III funds:

For Students:

1. The students belonging to engineering disciplines are allowed to attend the International/National Conference/Training Program/Workshop preferably during their vacations only. For attending Workshop/ Training Program/ Conferences during academic session special permission shall be required from Institute authorities.
2. The International/National Conference/Training Program/Workshop (within India only) should be in the relevant area of research.
3. The proposal shall be initiated well in advance prior to schedule dates in order to avoid any inconvenience.
4. The students will be allowed only to attend International/National Conference/Training Program/Workshop organized by IIT/NIT/IIIT/IIM/NITTTR/Central universities/Institute of National repute.
5. The proposal shall be initially verified by concerned HOD in coordination with mentor/supervisor and subsequently same may be forwarded to Nodal Officer (Academic), for verifying the details. The coordinator (TEQIP) will recommend the case for final approval of competent authority (format is attached as annexure).
6. For travelling students are entitled for sleeper class train/Non-AC Bus fare.
7. The per day DA for students participating in workshop/STTP is decided as Rs. 300/ per day.

For Faculty Members:

1. Faculty members from Departments are allowed to attend the permissible program under TEQIP-III. No contractual staffs are allowed as per NPIU guidelines.
2. Faculty members are permitted to attend International/National Conference/ Workshops/ Seminar/ Symposium/STTP/Industrial Training etc., organized by IIT/NIT/IIIT/IIM/NITTTR/Central universities/Institute of repute (within India only) in the relevant area of research, as per the available format (at least one month before the event date).
3. While attending workshop/STTP, Classes of individual faculty members should not be affected and they must made alternate arrangement during their absence.

For Staff Members:

1. Staff members may be allowed to attend permissible program under TEQIP-III. No contractual staff is allowed as per NPIU guidelines.
2. Staffs may apply for attending Conference/Workshops/Seminar/Symposium/STTP/Training etc. within India as per the available format.
3. A Staff may avail maximum **ONE** Programs in an academic year (including vacation/holidays). In case any staff deputed/nominated by the Institute authority shall not be counted within the above

two.

Common Procedures for All:

a) The faculty member should fill forms (Annexure-A for FDP/SDP/Training/ attending conferences for above national events) for the program he/she wishes to attend along with details such as Justification of attendance, benefits to individual, department and institute, Venue, Dates and Duration, Financial estimate including Registration Fees, Travel, DA etc.

b) The concerned HOD should recommend and forward the proposal to Nodal Officer (Academic), after verifying the details with permissible expenditure of TEQIP-III as received from NPIU. The coordinator (TEQIP-III) will be recommended the case for final approval of competent authority.

c) Scrutiny member(s) shall verify the fulfillment of requirement and the information submitted by the applicant before recommending the proposal to the higher authority.

d) Prior administrative approval from the competent authority is mandatory to attend such programs and; otherwise, no reimbursement will be paid.

e) TA/DA and leave rule for all (faculty/staff/student) shall be as per Institute norms.

f) No advance amount will be permitted for such activity. After attending the event, the faculty/staff/student should submit a detailed report comprising of copy of attendance certificate, registration receipt in original and all other relevant receipts towards settling the expenditure for reimbursement after returning from the FDP program. One copy of this detailed report along with attendance certificate should also be submitted to the TEQIP-III Office.

g) The Principal, MCE Motihari shall have the right to alter/reject any of the above issues at any point of time.

Coordinator TEQIP-III