

Minutes of the QIP Meeting held on 17.04.2021 at 03.30 p.m. in the New e-Committee Room.

1. Principal welcomed the Dean, Faculty of Engineering, QIP Coordinator, Head of the Departments, and QIP scholars for the meeting.
2. The main agenda of this meeting was to clarify the rules & regulations of QIP to the scholars / students for the academic year 2017-2018, 2018-2019, and 2019-2020. The Government provided this particular scholarship only for 3 years and students were asked to make use of the scholarship in the given allotted time.
3. Principal asked all the scholars to introduce themselves, representing college and their progress in the respective field. Scholars introduced themselves accordingly and gave a brief progress about their work.
4. Principal said all the scholars have to fulfill all the requirements of QIP and follow the rules and regulations. Principal instructed all the scholars to sign in the attendance register on daily basis without fail.
5. Further Principal wanted the Head's of the Department to upload attendance of the scholars every month.
6. Dean, Faculty of Engineering addressed the scholars and gave certain guidelines and suggestions. He said all the request letters is to be routed through the Supervisor concerned and Head of the Department. The details of the name of the course / programme has to be informed in advance, to enable the Dean / Exam Cell to make necessary arrangements for the conduct of the examinations.
7. Principal informed that QIP office will be opened shortly. All the correspondence shall be directed through, following the protocol i.e., Supervisor – Head of the Department – QIP Co-ordinator, and not to direct to the Principal.
8. Principal informed all the scholars to follow the rules and regulations, that is to be punctual and disciplined follow the notices, information on regular basis from the website or the QIP office. To bring out a minimum 3 quality publications in a good/ reputed (peer-reviewed journal) and show seriousness in their respective research work.
9. QIP co-ordinator requested students to submit the relieving orders if it was delayed due to Covid-19 pandemic. She also suggested to maintain the quality research work and be available in the department. The Coordinator, also emphasized that only after the scholars submit their Relieving Orders to the QIP Office, they will have access to register for the subjects. The Coordinator also insisted that the scholars should be regular to the Department / College they should maintain discipline and punctuality, submission of attendance certificate through the Supervisor and Head of the Department.

10. Vice-Principal in his address mentioned that from the present academic year subject on Engineering and Research Methodology in each semester is added and it is mandatory. He said any scholar who is interested can enroll for the same.
11. Vice principal requested to all the Head's of the Department to allot the class work and lab work to all the QIP Scholars which is mandatory requirement of QIP grant. He also suggested them to attend workshops, conference, seminars in the departments, dissertation presentations of M.E., M.Tech., courses in the College to get more exposure in the subject.
12. Principal asked the Supervisors and Head's of the department to advise the students to prepare progress report every six months. If there is no progress, it was made clear that stipend will be discontinued and the admission cancelled.
13. With the permission of the Principal all the Head's of the Department addressed the QIP scholars about the do's & don'ts in the department / college.
 - i) It was reiterated that QIP scholars are unique so it was expected from them the quality publications and to come out with innovative, creative and informative ideas in the interest of the individual and development of the parent institution and the host institution.
 - ii) It was also informed that if the quality and standards are not maintained, it will reflect not only on the parent college and but also on the University / Institution, which is not acceptable.
 - iii) Hence, the class work and lab work are going to be allotted which has to be gracefully accepted and taught. The QIP scholar as said earlier are expected to be made creative.
 - iv) All the QIP scholars are expected to attend all the seminars, conferences, workshops and also dissertations being conducted in the institution.
 - v) All the QIP scholars informed that this is a beautiful period to go in for quality publications and come out with a good thesis. In this regard, it was advised to explore multiple domains and make optimum use of the research facilities to have a good progress.
 - vi) It was advised to get relieving orders from the parent institutes and wanted the QIP scholars to be in the department full time, for the development of department and for the quality research. Failure to obtaining relieving orders and continuing as a QIP scholar will only call for unwanted disciplinary actions as per the University / AICTE rules.

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- vii) They are advised to maintain minimum dignity, decorum and follow the norms and behave themselves according to their good conscience.
14. Principal requested the Head's of the Departments to bring out a circular to complete the design seminars and submit a report immediately to the QIP office.
15. The meeting ended with vote of thanks.



PRINCIPAL