

PART - E

ANNEXURE - III

**FORMAT
FOR
Annual Progress Report for AICTE funded project under IIPC**

File No. : 8020/RID/IIPC(13) 2008-09
(As mentioned in sanction letter)

Date of Sanction : 11/02/09

1. Chief Coordinator : Prof. Manabendra Bhuyan
(Name & address) Professor,
Dept. of Electronics & Comm. Engg
Tezpur University, Napaam
Tezpur, Sonitpur, Assam, India

2. Date of commencement of the Programme: 25-05-09
Duration of Project : 05 years
Amount sanctioned by AICTE : Rs. 9.70 lakh
Amount released by AICTE : Rs. 9.70 lakh

3. Details of Expenditure :

A. NON-RECURRING

S. No	List of approved equipment	List of procured equipment	Major specifications of Equipment procured	No. of units	Date of purchase	Cost
1	Steel Almirah with locker	Steel Almirah with locker	Godrej	01	18/12/09	14,276.82
2	Book Case	Book Case	Godrej	01	18/12/09	14,040.56
3	Executive Table	Executive Table	Godrej, S-1071	02	18/12/09	39,696.00
4	Executive Chair	Executive Chair	Godrej, PCH 7001D	02	18/12/09	22,165.62
5	Visitors Chair	Visitors Chair	Godrej, 7003	04	18/12/09	21,290.44
6	Office Table	Office Table	Godrej, T-9	01	18/12/09	10,133.29
7	Computer Table	Computer Table	Godrej, C1	01	18/12/09	4,351.35
8	S. Type chair	S. Type chair	Godrej, 7B	01	18/12/09	2,038.57
9	Air Conditioner 2.0 ton	Air Conditioner 2.0 ton	Hitachi Ace	01	26/11/09	42,750.00
10	Multimedia Projector	Multimedia Projector	Panasonic PT-LB75NTEA	01	18/12/09	94,643.00

11	Desktop Computer	Desktop Computer	HP, dx2000 series	02	16/11/09	66,134.00
12	Printer	Printer	HP/CLJ CP1515n	01	18/12/09	19,963.00
13	Scanner	Scanner	HP/SJ	01	25/1/10	21,705.00
14	Laptop	Laptop	Dell Vosto1510	01	13/1/10	60,736.00
					Total	Rs. 4,34,224.00

B. Recurring (Service charges etc.)

S. No	Particulars of activities	Period	Expenses incurred (Rs.)			
			Office exp.	Hospitality	Publication/printing	Traveling exp.
	Advisory Meeting and Invited talk	18/8/09		6,648.00		
	Technical Festival	18/09/09	57,751.00	13,116.00	9950.00	19,258.00
	Remuneration to Chief Coordinator	Aug,09 to March, 10	12,000.00			
	Remuneration to Coordinator	Aug,09 to March, 10	12,000.00			
	Remuneration to Office Assistant	Aug,09 to March, 10	20,000.00			
	Remuneration to Helper	Aug,09 to March, 10	12,000.00			
	Financial Assistance to 03 nos of students @ Rs.13,500.00	18/11/09	40,500.00			
	Remuneration to Project Assistant	Nov, 2009 to March 2010	25,000.00			
	Financial Assistance to 02 nos of students @ Rs.13,500.00	24/12/09	27,000.00			

	Financial Assistance to 09 nos of students @ Rs.3,500.00	24/12/09	31,500.00			
	Invited Talk	24-02-10		1,600.00		
	Industrial Visit	27/28 March, 10 (scheduled)		22,000.00		30,000.00
	Invited Talk	30/31 March, 10 (scheduled)		1,000.00		20,000.00
	Invited Talk	8/9 April 2010 (Scheduled)		3,000.00		27,000.00
	Stationary	17/11/09	4,311.00			
	Total		2,42,062	47,364.00	9,950.00	96,258.00

Total (A & B) = 4,34,224.00 + 3,95,634.00 = 8,29,858.00

4. Whether there is any deviation from the purpose for which grant was released. If so detail of amount to be given

The advisory committee recommended purchase of office furniture's in lieu of some approved equipments since these equipments are available in School of Engg. In good numbers.. An amount of Rs 1,35,00 00 was deviated for purchase of office furniture. The minutes of the advisory meeting in this regard is shown below:

IPC/1/2009/04	To consider and approve purchase of office equipment for IPC cell	Approved with the following changes:
NOTE	The fund granted by AICTE under IPC includes office equipment to be procured for preparation of documents, lecture materials etc. List of equipments are in Annexure-III The proposal for purchase of the equipment is placed for approval.	i) The following items are withdrawn from the list: a) Photocopier b) PA System c) Printer (Low end) From the budget of the above items the following office furniture's shall be procured in lieu of the above: a) Steel Almirah with locker – 01 no. b) Book case- 01 no. c) Executive Table – 02 nos d) Executive Chair – 02 nos

		e) Visitors Chair – 04 nos f) Office Table – 01 no g) Computer Table- 01 no. h) S-type chair – 01 no. i) Air conditioner – 01 no
--	--	--

Give details of the activities carried out during the year:

(The details of the activities are shown in Annexure-A)

9a. Details of individual activities: (The details of the activities are shown in Annexure-A)

9b. Significance of Output :

9b1. Details of publications : Souviner of TechXetra 2009 published on the occasion of the Technical festival on 18-09-09

9b2. Other reports / communications etc: NIL

9c. Details of training imparted:

The projects undergoing by the students under IIPC fund are shown below:

Started on 13-11-09

Sl. No	Name of the student	Roll No	Programme	Department	Place of Project.
01	Nayanjyoti Talukdar	ENE08006	M. Tech (Energy)	Energy	CMERI, Durgapur
02	Bijan Mahanta	ENE08009	M. Tech (Energy)	Energy	IIP, Dehradun
03	Suryakamal Chaliha	ENE08011	M. Tech (Energy)	Energy	IIP, Dehradun

Started on 31-12-09

1	Mr. Bidyut Deka	PhD, ECE	Prof. P. P. Sahu	CEERI, Pilani	3 months	13,500.00
2	Mr. Rahul Singh Chutia	PhD. Energy	Dr. Rupam Kataki	IIP Dehradun	3 months	13,500.00
3	Md. Baharul Islam	M. Tech ELDT	Dr. Jamil Akhtar	CEERI, Pilani	1 week	3,500.00

4	Mr. Dharmendra Verma	M. Tech ELDT	Prof. P. P. Sahu	CEERI, Pilani	1 week	3,500.00
5	Mr. Kaushik Ch Devasharma	M. Tech ELDT	Anuj Bhatnagar	SAMEER, Mumbai	1 week	3,500.00
6	Mr. Kripa Shankar Shukla	M. Tech ELDT	Prof. K. S. Venkatesh	IIT, Kanpur	1 week	3,500.00
7	Mr. Varun Saxena	M. Tech ELDT	Brajesh Chandra	IIT, Kanpur	1 week	3,500.00
8	Biswajit Bhuyan	MCA	To be decided	To be decided	1 week	3,500.00
9	Mr. Diganta Bhattacharyya	MCA	To be decided	NAL, Bangalore	1 week	3,500.00
10	Mr. Tapash Paul	MCA	To be decided	NAL, Bangalore	1 week	3,500.00
11	Mr. Ravi Kumar	MCA	To be decided	NAL, Bangalore	1 week	3,500.00

9d. Details of Internal Revenue Generation: NIL



(M Bhuyan)
Chief Coordinator

Annexure-A

Industry Institute Partnership Cell
Tezpur University

Activity List

Sl. No.	Date	Activities
1	19/06/09	Nomination of advisory committee members
2	11/8/09	Agenda for advisory meeting approved by the Vice-Chancellor, Tezpur University.
3	18/8/09	1 st meeting of Advisory Committee.
4	18/8/09	Invited talk by Advisory Committee member to B. Tech and M. Tech students on "Industry Institute and R&D Interaction".
5	21/8/09	Approval of Minutes of 1 st Advisory Committee.
6	25/8/09	Circulation of minutes of 1 st Advisory Committee to the members.
7	25/8/09	Advertisement issued for appointment of Project Assistant.
8	25/8/09	First notice for Financial Assistance to PG students for doing project in Industry/ R&D.
9	4/9/09	Proposal for financial sanction for procurement of equipment & furniture of IIPC office setup Rs.4,34,224.00
10	11/9/09	Second notice for Financial Assistance to PG students for doing project in Industry/ R&D.
11	11/9/09	2 nd Notice for appointment of Project Assistant.
12	14/9/09	Appointment of Office Assistant and Helper.
13	14/9/09	Joining of Office Assistant and Helper.
14	14/9/09	Processing for release of fund for Technical Festival
15	14/9/09	Formation of Committee for Selection of Project Assistant and Financial Assistance
16	18/9/09	Payment of Rs. 1.00 lakh to Technical Festival.
17	9/10/09	Sanction for procurement of equipment & Furniture received.
18	15/10/09	Selection Committee meeting for Selection of Project Assistant & Financial Assistance.
19	16/10/09	Approval of the Selection of Project Assistant & Financial Assistance.
20	26/10/09	Supply Orders for Equipment & Furniture issued by the Registrar, T.U.
21	3/11/09	Appointment of Project Assistant (02 nos.) issued.

22	03/11/09	Joining of Project Assistant (02 Nos.)
23	6/11/09	Letter Issued to HoD's for information on Industry Collaboration.
24	13/11/09	Letter Issued for Financial Assistance. (03Nos.)
25	14/11/09	Installation of 02 nos. of PC for IIPC, office.
26	17/11/09	Bill for PC sent to S&P section for payment.
27	17/11/09	Bill of stationery items of Rs.711.00 sent to for reimbursement.
28	18/11/09	03 nos of Financial Assistance released @ Rs.13,500.00
29	18/11/09	New Model of MMP selected and sent for Purchase.
30	18/11/09	Printer received and Installed at IIPC Office.
31	15/12/09	Received the Furniture for Farm Machinery
32	17/12/09	Received the MMP for IIPC Office
33	18/12/09	Sent the Bills of Furniture and MMP to S & P section for payment.
34	18/12/09	Letter to Registrar for Intercom and WLL connection
35	18/12/09	Letter to Head, CC, TU. for email ID for IIPC
36	18/12/09	Letter to F.O., for advance Rs.3600.00 for office stationery.
37	23/12/09	Selection committee meeting for selection for financial assistance.
38	24/12/09	V.C. approves the Financial assistance of students @ Rs.13,500 for 02 nos of students and @ Rs.3500.00 for 09 nos of students.
39	13/01/10	Bill for Laptop sent to S&P for payment
40	25/1/10	Bill for Scanner sent to S&P for payment.
41	23/2/10	Bill amounting to Rs.1,00,075.00 for Technical Festival sent to for adjustment.
42	24/2/10	Invited talk by Dr. N. Bhattacharjee to B. Tech and M. Tech students on "Industry Institute Relationship".

**FORMAT
FOR
Utilization Certificate**

Date:

1. For the financial year : **2012 - 2013**
2. Title of the Project : **Industry Institute Partnership Cell**
3. AICTE Sanction Letter No. : **8020/RID/IIPC(13) 2008-09** dated: **11/02/09**
4. Name of the organization : **Tezpur Univerity**
5. Chief Coordinator : **Professor Manabendra Bhuyan.**

Professor,

Dept of Electronics & Comm. Engg.

Tezpur University, Napaam,

Tezpur – 784 028, Assam, India.

6. Amount received and its details:

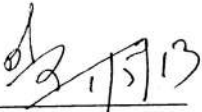
NON-RECURRING

S. No	List of the approved equipment	List of the equipment procured	Date of purchase	Amount Sanctioned	Amount Utilised (Itemwise)	Unspent Balance
1	Steel Almirah with locker	Steel Almirah with locker	18/12/09	4,77,000.00	4,25,544.00 (Details in attached sheet)	51,456.00
2	Book Case	Book Case	18/12/09			
3	Executive Table	Executive Table	18/12/09			
4	Executive Chair	Executive Chair	18/12/09			
5	Visitors Chair	Visitors Chair	18/12/09			
6	Office Table	Office Table	18/12/09			
7	Computer Table	Computer Table	18/12/09			
8	S. Type chair	S. Type chair	18/12/09			
9	Air Conditioner 2.0 ton	Air Conditioner 2.0 ton	24/3/10			
10	Multimedia Projector	Multimedia Projector	18/12/09			
11	Desktop Computer	Desktop Computer	16/11/09			
12	Printer	Printer	30/3/10			
13	Scanner	Scanner	25/1/10			
14	Laptop	Laptop	13/01/10			

FORMAT
FOR
AUDITED UTILISATION CERTIFICATE

Certified that out of **Rs. 9,70,000.00** of Grant – in – aid sanctioned during the year **2009-10** vide Letter No. **8020/RID/IIPC(13) 2008-09** dated: **11/02/2010** **Rs. 9,15,830.00** has been utilized for the purpose of **Industry Institute Partnership Cell** for which it was sanctioned and the balance of **Rs 54,170.00** remaining unutilized at the end of the year has been surrendered to All India Council for Technical Education (vide Draft No. 247821 dated 04-05-13 in favour of "Member Secretary, AICTE".

Certified that the grant has been utilized as per laid down terms and conditions for which it was sanctioned.



Finance Officer
(Signature & Seal)

Tezpur University

Date:



Registrar/Principal/Director

(Signature & Seal)

Registrar

Tezpur University



Chartered Accountant/Internal Auditor
(Signature & Seal)

Internal Audit Officer
Tezpur University

RECURRING

S. No	Activities undertaken	Period	Amount Sanctioned	Amount Utilised (Itemwise)	Unspent Balance
1	Salary to Chief Coordinator	2009-10, 2010-11, 2011-12 & 2012-13	4,93,000.00	4,90,286.00	2,714.00
2	Salary to Coordinator				
3	Salary to Project Assistant				
4	Salary to Office Assistant				
5	Salary to Helper				
6	Industrial Expert Talk				
7	Industrial visit of students				
8	Research works financial assistance				
9	Technical Festival				


7. Unspent balance refunded, if any :
 Recurring : 2,714.00
 Non Recurring : 51,456.00
Total : 54,170.00

8. Amount to be carry forwarded if any : **NIL**


Certified that the grant has been utilized for the purpose for which it was sanctioned in accordance with the "Terms and Conditions" attached to the grant. If, as a result of check or audit objection some irregularity is detected at a later stage, action will be taken to refund, adjust or regularize the amount objected to.



 Finance Officer
 (Signature & Seal)
OSD Finance
 Date: *Tezpur University*



 Internal Audit Officer
Tezpur University



 Registrar /Principal/ Director
 (Signature & Seal)
Registrar
 Name and Address of the
 University/ Institution

Note: The Registrar/ Finance Officer in the case of Universities, Principals in the case of Colleges and Executive Heads of other Institutions will sign the Utilization Certificate (UC). The internal auditors may countersign the Provisional UC wherever the system of the internal audit exists. In case of the Self-Financing/ Private Institutions, UC has to be signed by a Chartered Accountant.

***This is to be submitted for every financial year along with the detailed expenditure statement.**