INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

TEQIP-II Project

Minutes of the 2nd Meeting with Institute Coordinators held on

Following is the summary of the discussions held during the 2nd meeting with the Institute Coordinators of Training and Capability Building Strand of SPFU-Guajarat, TEQIP-II, held on 11th February 2014 at 2:00 pm in the L Block Conference room of IIT Gandhinagar.

List of the members attended the meeting is as follows:

1. Dr. Amit Prashant, IIT Gandhinagar.
2. Dr. Pratyush Dayal, IIT Gandhinagar.
3. Dr. Vinod Narayan, IIT Gandhinagar.
4. Dr. Ashish Garg, IIT Kanpur.
5. Dr. G.H. Upadhyay, LDCE Ahmedabad.
6. Dr. C.H. Vithalani, GEC Rajkot.
7. Dr. C. N. Trivedi, GEC Bhavnagar.
8. Dr. Rajul K. Gajjar, GEC Gandhinagar.
9. Prof. A.D. Rathod, GEC Gandhinagar.
10. Prof. A.A. Pandya, SSEC Bhavnagar.
11. Prof. V.C. Rajyaguru, GEC Rajkot.
12. Prof. M.R. Patel.
13. Prof. M.Y. Patil, LDCE Ahmedabad.
14. Prof. A.B. Damor, BVM VVNagar.
15. Prof. S.R. Pandya, GEC Patan.
16. Prof. Umang Shah, GEC Rajkot.
17. Dr. D.M. Patel, BVM VVNagar.
18. Prof. V.K. Prajapati, GEC Patan.

Following points were discussed by the participants during the meeting:

1) **Dedicated Internet connectivity:** It is expected that the number of meetings will increase and it is desirable to save travel cost and travel time of the institute coordinators and strand committee members. Further, there are some activities of 1-2 hour duration which can be easily run through webcast to the colleges. Suitable infrastructure in terms of internet bandwidth is required to support it. The internet connectivity available at the institutes may be just sufficient to serve the purpose it is intended for at the moment. It is proposed to discuss the matter with the Principals of the institutes to allow for a dedicated internet connection (Broadband/3G) with computer facility in a room which can be used to conduct online meetings and webcast seminars regarding project. The facility will be open to anybody to use in the institute. Funding can be arranged through the institutes or supported through TEQIP project at IITGN.

2) **Participation in the events:** There was a general concern about the level of participation in the events. The following observations were made.

   i. There are several strands running parallel activities and the available faculty size is limited for any participation. There is significant amount of administrative work as well.

   ii. There are issues in communication channel. Email system needs a review. Personal communication and notice boards are currently the best way forward.

   iii. There is significant teaching load at the moment. A better strategy will be to schedule the events around the time when the teaching load is less. Two such time windows were identified: 15 March - 23 March and 15 May to 15 July.

3) **Communication through E-mail:** Most of the institutes currently have ad-hoc arrangement for email system. It is necessary to have a good information communication system to run an institute efficiently. It is required to have a well-coordinated E-mail system for students, faculty and various administrative sections. IIT Gandhinagar runs its system currently on Google Apps. It is suggested that the matter be discussed with Principal and other functionaries of the institutes to look into adopting Google Apps. IIT Gandhinagar can provide necessary technical support in the initial phase to set it up.

4) **Domain name to "ac.in" for Google Apps:** All the institutes have their website with a registered domain name. However, it is understood that, eventually, all the institutes would like to move to the domain of "ac.in". It is proposed to register for this domain name right away and that domain name be used to subscribe to Google Apps. The matter be discussed with the Principals of the institutes.

5) **Template notice for communication about events:** To improve communication within the institutes in an efficient manner, it was decided that a template of announcement be created which can be circulated in the institutes by email and placed on the notice boards for the students. This is in addition to the updates on the Knowledge Network website of IITGN (www.iitgn.ac.in/kn). IITGN will prepare a template notice and circulate to all for feedback.

6) **Institute level committees with Institute coordinator as convener:** A request will be sent to the Principals to form a committee for Training and capability Building Strand at the institute level. This committee will have a member from each discipline and the institute coordinator will be the convener of the committee. The convener is expected to call a meeting of this group on regular basis and update them about the events and course of action, and also collect feedback from various disciplines. This will help us bring clarity in communication about the events.

7) **Feedback Survey:** The committee appreciated the efforts made by the institute coordinators in conducting the online survey and the help received from Prof.M.R. Patel in analyzing the data. Prof. M.R. Patel presented the observations at this stage. It was suggested that another round of survey be conducted in the institutes where data is insufficient. The feedback from the visits of the faculty members to institutes is also being collected. Some of the visits are yet to be scheduled, which was requested to complete as early as possible. Prof. M.R. Patel and Prof.M.Y. Patil were requested to prepare a comprehensive report based on the online survey data and the feedback collected from IITGN faculty visits.

8) **Conclave on 15-16 March:** In the last of leg of the feedback collection and mobilizing attention of the stakeholders towards the initiative, a conclave was proposed to be conducted at IIT Gandhinagar with invited faculty members from various disciplines as participants. The following action plan has been worked out.

   i. Two conclaves will be conducted on the same dates:

      • Mechanical Sciences

      • Electrical Sciences

   ii. The dates are 15-16 March 2014

   iii. Each conclave is expected to have about 40 participants. For some of the discussions, there can be multiple sessions based on different disciplines.

   iv. The institute coordinators will identify 8-10 faculty members from their institutes for each of the two conclaves (16-20 persons). It is desirable to have more people from the group with 5-10 years of experience and share excellent rapport with the students.

   v. The list suggested by institute coordinators will be sent to the Principals who will finally nominate 5-6 members for each of the two conclaves (total 10-12 persons). The nominations will be mainly from the list given by institute coordinators, but the principal may consider a name from outside the list.

9) Besides other specialized short-courses/workshops and the conclave, the following workshops specifically designed for the faculty members at the institutes are proposed to be conducted within next two months. The dates are yet to be confirmed with the coordinating groups.

Tentative Dates	Event	Remarks
28 Feb – 01 March (2-days)	Course workshop on Engineering Graphics	Expected participation is 2 persons from each institute, nominated by the Institute-Coordinator/Principal based on the group involved

		in teaching this course. The focus of discussion will be on project oriented learning.
01-02 March (2-days)	Workshop on basics of computing	Expected participation is 5-6 persons from each institute, nominated by the Institute-Coordinator/Principal. The participants will be expected to coordinate this activity for others in the institute. This activity is to create general awareness about simple programming and computing among faculty members.
18-19 March (2-days)	Workshop on Teaching Methods in Colleges	Expected participation is 4-5 persons from each institute, nominated by the Institute-Coordinator/Principal. This will comprise of coordinated discussion sessions focusing on a few important tips on teaching methods for higher education.
21-22 March (2-days)	Workshop on Cultures of Communication	Expected participation is 5-6 persons from each institute, nominated by the Institute-Coordinator/Principal. The participants will be expected to coordinate this activity for others in the institute. The workshop will focus on behavioral aspect of the teaching learning activity and is not language specific.