



इंटर शिक्षा और कौशल प्रशिक्षण संस्थान
INTER INSTITUTE OF EDUCATION & SKILL TRAINING
NIESBUD TRAINING CENTER (Under the ministry of skill development and Entrepreneurship)

MINUTES OF MEETING
IIEST/DGC/2017/01

Subject: Disciplinary & Grievance Committee meeting

Venue: IIEST, Conference Room

Date/Time: 18-11-17, 10:44 AM

Members present:

Name of the Member	:	Designation
Mr. Anil Sharma	:	Director (Operations) --Chairperson
Dr. Priyanka Bhardwaj	:	Director (Academic)
Vacant	:	Examination Controller
Miss. Rani Ojha	:	Academic Controller
Vacant	:	Internship Controller

Members Absent:

Vacant

Agenda:

This Meeting is held due to the request given in NIESBUD by Deepak Chauhan from Computer Accounting Course 2014.

Proceedings of Meeting

1. Welcome:

Director Academic (Dr. Priyanka Bhardwaj) welcomed everyone to the meeting and outlined the Case.

2. Discussion on the agenda:

Director (Operation) put up a question to the committee members regarding clarification on following issues;

- 1) Review Status of Trainees-2014 Admission
- 2) Delay in issuing certification for Trainees 2014.
- 3) Review of usage of course name "Diploma in Computer Accounting" via NIESBUD Name
- 4) Review from NIESBUD regarding usage of terms "South west district, of Delhi" by IIEST
- 5) Format of ID cards

Commented [1]:



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- 6) Review of Case Deepak Chauhan (2014) Computer Accounting
- 7) Review of Case Ruby Kumari (2016) Human Resource Management
- 8) Review of handover from previous in-charge of Examination & Activity dept. alongside NIESBUD Portal Entry in-charge.

3. Proceedings:

Director (operation) asked Director (academic) to explain the Agenda no. 1 to Agenda no. 6 for which the Director (academic) gave following explanation;

Agenda no. 1 explanation: The status review of all the Trainees of 2014 Admission was explained by academic controller on request of director(academic). The Academic controller presented all records (available as annexure). Following courses (1 year duration) were released all certifications, marksheets namely **System Engineering and Networking, Web and Graphic Designing; Human Resource Management , Financial Market Management** under account of “Diploma” . The following courses Computer Accounting, Software Engineering, Multimedia and Animation, and Hospitality Management are due.

On asking the controller the reason for above mentioned course pending certifications; the academic controller explained the committee that as per the admission notice 2014 (issued by NIESBUD in Association with IEST) the 6-month program certification, also termed as semester certificates under IEST norms, were not opened in NIESBUD portal therefore their entries were not possible. **This explanation covered agenda no. 2**

Agenda no. 3 explanation: The next agenda tackled by chairperson of the committee was answered by director(academic) with documented proof of Admission Notice 2014 issued by NIESBUD in Association with IEST (available as annexure) along with authorization letter issued on dated, January 10, 2014, under the instruction of then head of the organization, Directorate General, Sr. Consultant and other officers which was issued after accepting the IEST proposal of combining individual 6-months certification into One long duration course



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program. The Admission Notice 2014 issued by NIESBUD in Association with NIESBUD TRAINING CENTER (Under the ministry of skill development and Entrepreneurship)

IEST showcase the Name of the Course “Computer Accounting” and Duration with all individual certificates combined in said course. The term “Diploma” is use to address the certificate issued by IEST after completion of the course issued in Admission notice 2014.

Agenda no. 4 explanation: Explaining the Agenda no. 4 director(academic) informed the committee that the usage of the term “South West District, of Delhi, NIESBUD Training Centre by IEST is drawn from 2 documents issued by NIESBUD, namely; 6-months individual certificates issued under the One long duration program as approved and showcased by NIESBUD in Admission Notice 2014. And second from document date January10, 2014 under statement “*the Institute with a view to spread entrepreneurship/skill culture, in principle is agreeable to lend support to your training activities in following trades in Region subject to the conditions that the training programme will be closely monitored by our Institute throughout entire duration.....*” As director (academic) explained that each individual 6-month certificates combine to form One long duration course (as issued in Admission notice 2014) , this directly implying that IEST training program is under NIEBSUD jurisdiction and does not hold it’s individual weightage, thus putting it under NIESBUD South West District of Delhi , venue.

Agenda no. 5 explanation: On asking format of ID cards it was explained to the committee that the ID card format has not been changed and all the requisite fields are showcased with an exception of signature of director (academic) to verify that candidate is indeed enrolled candidate in NIESBUD’s , Venue address: IEST, plot no. 38, near sector 9 metro station, Dwarka, Delhi .

Agenda no. 6 explanation: Using all above agenda explanations the director(academic) answered to the committee on agenda no.6. that the candidate Deepak Chauhan being a candidate enrolled via Admission Notice 2014 (ref above) along with 30 trainees will have the above-mentioned implications as applicable.

Agenda no. 7 explanation: Director(academic) then discussed the case of trainee Ruby Kumari (2016) HRM whereby she informed committee members that the candidate has applied for Scholarship without intimating in anywhere the type of scholarship. This matter come into highlight when 2 officers from Bihar State



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welfare dept. came of verification of Ruby Kumari's enrollment. In this case the trainee has apparently furnished false information to the Bihar State Welfare dept. along with withholding information from the institute. The committee instructed for seeking explanations from the trainee and this family.

Agenda no. 8 explanation: Academic Controller provided with the explanations on the agenda no. 8 whereby informing committee that with recent handover from pervious authority in-charge of Examination and Activity dept. alongside NIESBUD Portal in-charge "program entry-niesbud portal entry cycle" is running in loop of 6-month in delay. Director(academic) questioned on the reason for this loop, on which the controller called in pervious in-charge, IT developer, Mr. Amit Sharma to explain the cause. It was explained to the committee that the cycle was in delay to closure of NIESBUD entire portal in 2015 due to their internal proceedings. These produced laps in time frame of the cycle where by the candidate promoted to the next program (6-month individual) whereas the portal entry was closed. On this committee decided to coordinate with NIESBUD about this delay possible quick solution.

3a. On-spot raised agenda/decision/queries

1. The display of IEST marksheet, certificate and NIESBUD certificate as sample set. with clear explanations.
2. Fee bifurcation display on various medium as agenda for next meeting.

4. Decision

Upon presenting with argument by the concerned members of the committee the decision taken by the committee unanimously in this meeting are as follows;

1. Enrolled student via Admission Notice 2014 whose certification are remaining due to NIESBUD Portal closure, will actively be coordinating with NIESBUD about the same.
2. All certification given by IEST will clearly be termed as "specialized training certificate" at all medium.
3. Ruby case call for explanations.
4. Agenda for next meeting.

5. Proceeding time:



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The committee completed the entire proceeding within 1 hour it's commencement.

6. **Instruction:** Notice will be issued to intimate concerned trainees by Academic Dept.



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