



Minutes, Meeting of Board of Governors (BoG) of Chaibasa Engineering College

Meeting No.	CEC/BOG/2019-20/003
Date & Venue	23rd March 2020 at TECHNO INDIA CORPORATE OFFICE; EM4 Block, Sector-V, Kolkata-91
Start Time:	11.30 pm
End Time:	2.15 pm
Discussion reference	As per notice

MEMBERS/PARTICIPANTS

Sl. No.	Name	Designation	Affiliation
1	Prof. Sudipta Chakraborty	Chairperson	Educationist
2	Prof. Mohit Chatterjee	Member	Educationist
3	Dr. Hemanta Ghosh	Member	Faculty Member of Chaibasa Engineering College
4	Mr. Saunak Bhattacharya	Member	Faculty Member of Chaibasa Engineering College
4	Mr. Debabrata Raha	Member	Faculty Member of Chaibasa Engineering College
5	Dr. Bishnubrata Chattopadhyay	Member	Educationist
6	Mr. Kunal Ganguly, Govt. of Jharkhand Representative	Member	Industrialist
8	Dr. Gopal Pathak, Vice Chancellor, Jharkhand University of Technology Representative	Member	--
9	Director, NIT Warangal	Member	Educationist
10	Dr. Ranjit Roy	Member Secretary	Principal



Absent Governing Body Members:

Leave of absence was granted for the following members

1. Nominee of AICTE (Ex-Officio), Member
2. Nominee of GOJ(Ex-Officio), Member
3. Dr. D. N. Mahato, Nominee Kolhan University
4. Nominee of JUT (Ex-Officio), Member



Chaibasa Engineering College

(Estd. By Govt. of Jharkhand & run by Techno India under PPP)
(Approved by AICTE, New Delhi & Affiliated to Kolhan University, Chaibasa)

Corporate Office: EM-4/1, Sector- V, Saltlake , Kolkata-700091
Phone: (91) 33-2357-6163/2658/1094, Fax No: +91-33-2357-2450

AGENDA:

Sl. No.	Topic	Status
1.	Presentation of the College	Discussed
2	Review of Previous Meeting	Discussed
3	Review of preparation for the NBA visit	Discussed
4	Review of the completion of procurement under TEQIP fund	Discussed
5	Approval of Action Pan for the quarter April to June 2020	Discussed
6	Approval for HR Policy	Discussed
7	Approval Modified Service Rule	Discussed
8	Discussion and approval of College Budget for FY 2020-21	Discussed
9	Approval of Modified Annual Report	Discussed
10	Planning and approval for the academic activities for the quarter April May-June 2020 and upcoming academic year	Discussed
11	Planning to improve the admission of the college	Discussed
12	Method to increase the revenue	Discussed
13	Academics in view of COVID-19 outbreak	Discussed
14	Miscellaneous Points	Discussed

CONFIRMATION/APPROVAL:

The Minutes of Previous Board of Governors Meeting held on 23rd Dec 2019 was approved/confirmed by the Board without any change

MINUTES OF MEETING:

Dr. Ranjit Roy (Member Secretary) welcomed all participants, Prof. Sudipta Chakraborty, Chairman of BOG was felicitated by the Member secretary.

Dr. Roy delivered power-point presentation about the agenda of meeting & College.

Agenda Point	Minutes
Sl. No.	
1.	Brief Presentation on College: A brief Presentation with recent developments & achievements was presented before the Board members by the member Secretary Dr. R. Roy
2.	Review of Previous meeting agenda points & their current status: 5. Partial Action taken was reported regarding the Kolhan University Pending affiliation issue, as letter to Govt. of Jharkhand has not been submitted. 6. Board was informed that requisite actions were taken as per the directives of Board in its previous meeting dated 23.12.2019 7. Action Taken was reported regarding admission plan. 8. Board was Informed that Actions have been taken against the directives on Service approved Rule Book 9. It was intimated to board members that no specific actions were initiated to



	address issue raised & directed by Board at agenda Item no. 9
3	<p>Review of preparation for the NBA visit:</p> <p>Board was briefed about the preparation Status of Institute as well as applicant departments in view of upcoming NBA Visit with some detailed information, following were the highlighted points;</p> <ol style="list-style-type: none">Physical preparedness (In terms of arrangement at the departments as per NBA rule) is almost 95% complete for ECE dept, 90% Completed for ME dept & 85% competed for CSE dept, as per various external expert's mock visit conducted recently.Institutional arrangements were also completed (90%) as per the requirement.Document preparation & vetting work was done, some minor scheduled review work is pending.A committee constituted to look after the requirements of Visiting NBA team & specific duties were assigned to the concerned people for smooth conduct of the NBA visit <p><i>Board members unanimously appreciated the initiative taken /actions taken regarding the NBA visit. However, Board advised/suggested to complete all pending work by 7-10 days.</i></p>
4	<p>Review of the completion of procurement under TEQIP Project:</p> <p>Board was informed about the completion of all planned procurement under TEQIP Project for this quarter with a detailed list.</p> <p>After a detailed review & discussion board approved all the procurement made in this quarter. Board also appreciated the effort & efficiency of the TEQIP cell for this successful & timely procurement in this quarter.</p> <p><i>Board approved all expenses made in the 3rd quarter without any comment.</i></p> <p><i>Board approved the utilization reported.</i></p>



5	<p>Approval of Action Plan for the quarter April to June 2020:</p> <p>Member secretary placed action plan for 1st Financial quarter of FY 2020-21 before board for approval & comment, a separate document was provided to all board members containing the proposed action plan for consideration/comment/ suggestion.</p> <p>After a detailed deliberation board suggested some modification in the proposed action plan. The same has been incorporated in the final action plan without any objection.</p> <p>Thereafter, Board unanimously approved the modified action Plan.</p>
6.	<p>Approval for HR Policy:</p> <p>HR policy of the Institute inline with the Techno India Group's HR policy was placed before the board for approval. Member secretary then explained the members that as "Techno India" Group is the Managing partner of this institute and that's why the proposed policy drafted in line with the Techno India's HR policy.</p> <p>After a thorough review board suggested some modification & concern & asked member secretary to address the same within a span of month. Thereafter, the same policy should be placed before board for final approval.</p>
7.	<p>Approval Modified Service Rule:</p> <p>Modified Service Rule was placed before Board for final approval.</p> <p>After a detailed review Board expressed satisfaction over the incorporated modification. Hence, Board approved Modified Service Rule for this Institute with out any change.</p>
8.	<p>Discussion and approval of College Budget for FY 2020-21:</p> <p>A Preliminary Institute Budget for FY2020-21 was placed before board for discussion, suggestion/approval. During Discussion Board came up with many suggestions which will reduce the yearly expenditure of the institute. Board also in view of reducing expenditure cap for the not essential expenditure items.</p> <p>Therefore, Board was in view of modifying the FY2020-21 budget for this institute, with the suggested modification. Hence, Asked Member secretary to bring in the modification suggested & place the same in the next Board Meeting.</p>



9.	<p>Approval of Modified Annual Report:</p> <p>Modified Annual report of the Institute was placed before Board for final approval</p> <p><i>After a detailed deliberation board approved the Annual report without any change.</i></p>
10.	<p>Planning and approval for the academic activities for the quarter April May-June 2020 and upcoming academic year:</p> <p>Board was briefed about the plan to conduct academic activity in the next quarter. Another detail master report containing plans to conduct academic activity in the upcoming academic year was placed before Board for consideration.</p> <p>Board appreciated the effort of institute & provided provisional approval for the same & indicated that the plan may get changed in future as per the requirement with the consent of Board members.</p>
11	<p>Planning to improve the admission of the college:</p> <p>Several strategies were placed before board for suggestion & comment, if those can help to boost the admission status of the institute. Board enquired the origin & data from member secretary in support of those strategies. Some specific inputs were placed in connection with these strategies.</p> <p>After listening them Board appreciated the efforts & expressed an anticipation that the strategies may work & these may indeed help to improve the admission status. Board also advised to implement those steps/strategies in admission as there was no harm in trying to achieve something better.</p>
12	<p>Method to increase the revenue:</p> <p>Some stringent steps were proposed before board for approval in order to increase revenue of the institute.</p> <p>Board suggested that these process/steps needs to be tested & justified with data before applying them in practice. There should be sufficient data in support of those steps. Therefore, Board advised a detail professional review before final approval.</p>
13	<p>Academics in view of COVID-19 outbreak:</p> <p>It was proposed that all academic activity to be carried out through Digital platforms like Module, Google classroom and other available platforms. It was proposed that academic activity should continue as COVID-19 posed an uncertainty on class room teaching for some indefinite time.</p>



Chaibasa Engineering College

(Estd. By Govt. of Jharkhand & run by Techno India under PPP)
(Approved by AICTE, New Delhi & Affiliated to Kolhan University, Chaibasa)

Corporate Office: EM-4/1, Sector- V, Saltlake , Kolkata-700091
Phone: (91) 33-2357-6163/2658/1094, Fax No: +91-33-2357-2450

	Board Unanimously approved the proposal & authorized Principal to take decisions regarding Digital teaching & related aspects without further refereeing to the Board. Financial authority has also been given to principal to develop infrastructure & other related expenses
14	Miscellaneous Points: No points were discussed/raised in this segment

ADJOURNMENT

The meeting concluded at 2.15 pm with thanks to the chairperson.

Prepared By :

Date : 24.12.2019

(Mr. Debabrata Raha)

MINUTES VERIFIED BY: _____ (MEMBER SECRETARY)

(Dr. R. Roy)

MINUTES APPROVED BY: _____ (CHAIRPERSON)

Prof. (Dr.) Sudipta Chakraborty