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

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

Meeting No.	CEC/BOG/2019-20/004
Date & Venue	29th May 2020 through online Platform Microsoft Team application
Start Time:	12.30pm
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

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.	Brief Presentation of the College	**Discussed**
2	Review of Previous Meeting	**Discussed**
3	Review of the completion of Procurement under TEQIP-III Fund	**Discussed**
4	Approval of action plan for the quarter July to September2020	**Discussed**
5	NBA Preparedness	**Discussed**
6	Administrative approval during COVID19	**Discussed**
7	Academics in view of COVID19 Outbreak	**Discussed**
8	Various Webinar approval and others	**Discussed**
9	Status of Preparation of NBA for scheduled NBA visit this year	**Discussed**
10	Admission 2020	**Discussed**
11	Planning to improve the admission of the college	**Discussed**
12	Pending fees collection during COVID19	**Discussed**
13	Miscellaneous Points	**Discussed**

CONFIRMATION/APPROVAL:

The Minutes of Previous Board of Governors Meeting held on 28TH March 2020 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 Sl. No.	Minutes
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:** 1. Action take was reported against the agenda Item No. 3 2. Action taken reported against the agenda Item No. 4 3. Action taken was reported regarding the Previous Action plan of 2020 1st quarter (Agenda Item No. 5) 4. Board was informed that Actions have been taken against the suggestion made in Previous BOG meeting concerning agenda Item No. 6 5. Some action taken were reported against the Agenda Item No. 10 6. Action taken reported against the agenda Item No. 11 7. Partial action taken reported against the agenda Item No. 12

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

	8. Action taken was reported on " Academics in view of COVID-19"
3	**Review of the completion of Procurement Under TEQIP-III FUND:** Board was informed that out of total Sanctioned Fund, which is Rs. 10 corers, Rs. 8,35,73,575 was already spent in different heads. This amount is almost 71% of the sanctioned fund. Following details were furnished as well; 1. In procurement 99.45% of allotted fund was spent 2. In Academic Section 43.94% of allotted fund was spent 3. In IOC 29.53% was spent ***Board members unanimously appreciated the initiative taken /actions taken regarding the utilization of the Fund.*** ***Board Fond all the expenses made till date were correct & as per the regulation, Therefore approved the total expenditure under all heads with out any reservation.***
4	**Approval of Action Plan for the quarter July to September 2020:** Action Plan for the 2nd Financial quarter was placed before the board. A separate sheet was presented with all details (Annex. I) for consideration, approval & suggestion. **After a detailed review & discussion board approved the Action plan proposed for 2nd Financial Quarter 2020.**

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

5	**NBA Preparedness:**
	Board was Informed that The Institute had already applied for NBA for three departments which were Computer Science, Electronics & communication, Mechanical Engineering. Board was also informed that NBA Visit was scheduled in March 2020 but due to COVID-19.
	It was also informed to the board that Institute has been planning to apply for remaining two departments sometime in Sept'2020.
	Board took a note of the same & appreciated the effort put in place by Institute for other non-applying departments.
6.	**Administrative approvals during COVID19**
	In view of COVID-19 and subsequent lockdown several new working methods was introduced by Institute to continue teaching learning process. Now Post facto approval was sought for following implemented process before board;
	1. Faculty Performance Monitoring Mechanism Cum Goal sheet to strengthen online class & performance of the faculty members.
	2. Guidelines for the faculty & staff stranded in the campus during & after lockdown.
	3. Reopening of Institute office with effect from 29.05.2020 following MHA 33% workforce norm
	Board was briefed about the things mentioned above in detail. It was also stated that only Office has opened with 33% staff & with Govt. provided SOP. Board was also informed that reopening decision was taken after a meeting with State Govt officials.
	After a thorough review board provide post facto approval as requested. However, Board advised to put in place a review mechanism for the Goal Sheet for Better outcome in future. Board also approved the decision of reopening the Institute office from 29th May 2020.

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

7.	**Academics in View of COVID 19 outbreak:** A brief Report was placed before all board members in a separate sheet (Annex. II) regarding the academic practices/activity implemented by the Institute. **After a detailed review Board expressed satisfaction over the academic activity undertaken.** **Hence, Board approved all academic activity undertaken till date from the first date of lockdown.** .
8.	**Various Webinar Approval & others:** **It** was stated that during this lockdown Institute organized as many as 25 webinars with renowned personalities/expert. A separate list (Annex III)was placed before board containing all information regarding those webinars which includes expert remuneration as well. *Board went through all the details & found that every webinar conducted had a definite purpose & appropriate expert were invited. Therefore, board provided necessary approval for all conducted webinars including the remuneration.*
9.	**Status of Preparation of NBA for Scheduled NBA visit this year:** Board Was informed that Institute had applied for 3 programs & self-assessment report had already been uploaded. Preparation for the visit was almost complete prior to COVID lockdown. A detail analysis report (criteria wise) for all 3 applying departments were placed before board for review & comment as Annex. IV **Board found the report satisfactory, however, board was in view that all pending work should be completed by July 2020. Board advised Principal to complete the task on or before the stipulated time.**
10.	**Admission 2020:** A Detailed Strategic plan (Attached Annex-V) has been prepared by admission committee & same is being placed before Board for approval & comment. One Scholarship scheme for students aspiring to take admission in 2020-21 has been prepared by a committee constituted by principal to boost admission of this institute, the same has been placed before board for approval. (enclosed as Annex-VI) Approval was sought on Creation of an additional post by the name of "Digital MArketing Coordinator" proposed to promote Institute & Institutes' Achievement among aspiring students through Digital Platform

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 **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. Board also approved the post creation for Digital promotion.**
11	**Planning to improve the admission of the college:** 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. **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.**
12	**Pending Fee Collection During COVID-19:** Some stringent steps were proposed before board for approval in order to increase revenue of the institute. **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.**
13	**Academics in view of COVID-19 outbreak:** ▪ Proposal placed to collect tuition fee digitally through RTGS, IMPS following MHA norms ▪ A Detail report placed before board about pending fee status & its impact on college financial viability (Enclosed as Annex-VII) ▪ Approval sought before board to collect partial/part payment of fee considering COVID-19 & Govt. regulation in Mind. . **Board Unanimously approved the proposal & authorized Principal to take decisions regarding fees collection. Board also expressed concern over pending fee & reiterated that pending fee is affecting financial viability of the institute.**

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

14	**Miscellaneous Points:**
	No points were discussed/raised in this segment

ADJOURNMENT

The meeting concluded at 4.15 pm with thanks to the chairperson.

Prepared By :   _____ Date : 10.06.2020

(Mr. Debabrata Raha)

MINUTES VERIFIED BY: _____ (MEMBER SECRETARY)

(Dr. R. Roy)

MINUTES APPROVED BY: _____ (CHAIRPERSON)

Prof. (Dr.) Sudipta Chakraborty