



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

Meeting No.	CEC/BOG/2020-21/001
Date & Venue	15 th September 2020 at Techno India Corporate Office; EM4 Block Sector-V Kolkata-91
Start Time:	2.30pm
End Time:	3.35 pm
Discussion reference	As per notice

MEMBERS/PARTICIPANTS

Sl. No.	Participants	Role
1	Prof. Sudipta Chakraborty	Chairperson Governing Body
2.	Sri. Mohit Chatterjee	Member Governing Body
3.	Sri. Anit Adhikari	Member Governing Body
4.	Mr. Kunal Ganguly	Member Governing Body
5.	Prof. (Dr.) B. B.Chattopadhyay	Member Governing Body
6	Dr. Saunak Bhattacharya	Member Governing Body
7	Dr. Ranjit Roy	Member Secretary

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
5. Debabrata Raha, Member



AGENDA:

Sl. No.	Topic	Status
1	Review of Previous Meeting agenda points	Discussed
2	Status Report of TEQIP Phase III project	Discussed
3	Approval of expenditure/procurement made in 1 st Financial quarter (Apr-May- June ,2020)	Discussed
4	NBA Preparedness	Discussed
5	Approval of Action plan for 2 nd Quarter (July-Aug-Sept,2020)	Discussed
6	Fees collection status During COVID-19 Lockdown	Discussed
7	Important approvals on academic activity (online) during COVID-19 pandemic	Discussed
8	Operational & other Cost Reduction of the Institute	Discussed
9	Budget & audit report	Discussed
10	Preparation & Proposed actions before reopening of Institute Physical Classes	Discussed
11	Financial approval for the expenditure due to 8 th Semester (KU) end semester written examination.	Discussed
12	Changes in the leave structure due to COVID-19 for this year	Discussed
13	Miscellaneous (any Issue which may be raised with the consent of the chair)	Discussed

CONFIRMATION/APPROVAL:

The Minutes of Previous Board of Governors Meeting held on 29th May 2020 was approved/confirmed by the Board without any change

MINUTES OF MEETING:

Dr. Ranjit Roy (Member Secretary) welcomed all participants, Prof. Sudipta Chackraborty, 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.	Review of Previous meeting agenda points & their current status: <ol style="list-style-type: none">1. Action take was reported against the agenda Item No. 32. Action taken reported against the agenda Item No. 43. Action taken was reported regarding the NBA preparedness (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. 65. Some specific actions were taken against the agenda item no. 86. Action taken was not reported concerning agenda item no. 97. Partial action taken reported against the agenda Item No. 11



	<p>8. Action taken was reported against agenda item no. 12 9. Action taken were reported against the agenda item no. 13</p>
2	<p>Status Report of TEQIP phase -III project:</p> <p>Board was informed that out of total Sanctioned Fund, which is Rs. 10 corers, following percentages expenses were booked under different allowed sections</p> <ol style="list-style-type: none">1. In procurement Segment 99% of allotted fund was spent2. In Academic Section 66% of allotted fund was spent3. In IOC 37% was spent <p><i>It was informed to all board members that all important & planned sections have already been covered following all statutory norms & guidelines.</i></p> <p><i>Board appreciated the statistics presented</i></p>
3	<p>Approval of Expenditure/ Procurement made in 1st quarter (Apr-May-June,2020):</p> <p>Due to lack of available fund in the Procurement section all expenses made/booked were from Academic Section & IOC section with following details;</p> <ol style="list-style-type: none">a) Academic Section: Rs. 2,51,107 /- was spentb) IOC Section : Rs. 2,89,871/- was spent <p>After a detailed review of the expenditure board approved the procurement/Expenditure.</p>



4	<p>NBA Preparedness:</p> <p>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.</p> <p>It was also informed to the board that Institute has been preparing to apply for remaining two departments sometime in Nov'2020. All necessary actions have been initiated for the same.</p> <p>Board took a note of the same & appreciated the effort put in place by Institute for other non-applying departments.</p>
5.	<p>Approval of action plan for 2nd Quarter (July-aug-Sept,2020)</p> <p>Action plan for 2nd financial quarter (JAS,2020) which was approved in the last BOG, placed again with some modification before board members. Details of the modifications were placed in a separate sheet (named Annex. I)</p> <p>After a thorough review board approved the action plan for 2nd Financial quarter without any Change.</p>
6.	<p>Fees Collection status During COVID-19 Lockdown:</p> <p>A brief Report was placed before all board members regarding fee collection during lockdown till Aug2020.</p> <p>Board was informed that a Total of Rs. 32,22.676.00 collected from students as tuition fee through online mode. It was also pointed before board that Rs. 21,39,760.00 is pending from students till the month of Aug2020.</p> <p>Board took a note of the details & instructed principal to every possible action to recover the pending fee. However, Board also advised principal not to charge students hostel fee at this moment to ease students financial burden.</p>



7.	<p>Important approvals on academic activity (Online) during COVID-19 Pandemic:</p> <p>Considering the current pandemic situation, Institute has planned some online webinars, trainings for the students to boost academic activity of the Institute. Some of them had already been conducted. Details of all planned & conducted activity was placed before board before consideration.</p> <p><i>Board went through all the details & found that every webinar conducted had a definite purpose & appropriate expert were invited. Board unanimously authorized Principal to take decision on this kind of event till the situation becomes normal. Board also advised to conduct these events more in number.</i></p>
8.	<p>Operational & Other Cost Reduction of the Institute:</p> <p>Keeping current financial situation in mind following Operational & Cost Reductions were proposed before Board;</p> <ul style="list-style-type: none">a) Number of Campus Security Guards to be reduced from 17 to 13b) Regular monthly Recurring Expense (Petty cash) to be cut down from Rs.200000.00 to Rs.100000.00c) Reduction of Non-Essential Expensesd) Reduction of Some Toilet cleaning staffs as hostels are currently closed. <p>Board found the proposal reasonable enough to implement. However, Board advise to consider all prospect of cleaning staff reduction. Finally, Board approved all cost reduction proposal.</p>
9.	<p>Budget & Audit Report:</p>
10	<p>Preparation & proposed actions before reopening of Institute physical Classes:</p> <p>It was stated that Institute will abide or follow MHA, GOVT of India & Govt. of Jharkhand Guidelines regarding the same</p>



	<p>Following additional Proposed actions are placed for approval;</p> <ol style="list-style-type: none">Weekly thermal screening of the students residing in the hostel to find out symptoms of COVID-19 on the basis of temperature. Regular tracking of students with high temperature for at least 14 daysFaculty & students will be asked to use face mask while attending classes.Students Movement will be closely monitored through a tracking sheet at the main gate.Institute will provide one Help line number for any emergencySeveral Posters & banners will be placed at campus to make students aware about the COVID-19 spread & Symptoms.In case of any symptoms discovered or reported students will be sent to COVID-19 test centre to do the testing with the help of Dist. Administration.One Institute level task force will be constituted to monitor & manage COVID-19 preventive arrangement. <p>Board appreciated some proposed activity for reopening the Institute as & when it will open. Board also approved the planned activity & instructed principal to look after the whole initiative.</p>
11	<p>Financial approval for the Expenditure due to 8th Semester (KU) End Semester Examination:</p> <p>To conduct 8th Semester B.tech Written Examination as Home Center under Kolhan University, Some precautionary Materials need to be procured as per the University & Govt. SOP. Estimated Expense for the Procurement is Rs. 35,000.00</p> <p>Detail list of the material & quantity is shared with Every Board members as Encl . A</p> <p>Board approved the procurement of the COVID-19 Precautionary material.</p>
12	<p>Changes in the leave structure due to COVID -19 :</p> <p>Considering the pandemic situation relaxations were provided to all faculty & staffs on yearly cap of their allowed leaves. Some additional leave was provided to faculty & staff to visit their home town. All leaves sanctioned were paid leave. Board approval was sought as post facto approval</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)

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	Board approved all changes in leave on humanitarian Ground. However, Board cleared that this shall remain a temporary arrangement.
13	Miscellaneous Points: No points were discussed

ADJOURNMENT

The meeting concluded at 4.35 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