



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

Meeting No.	CEC/BOG/2020-21/002
Date & Venue	26 th December 2020 virtually through Microsoft Team
Start Time:	11.45 am
End Time:	1.35 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	Debabrata Raha	Member Governing Body
8	Prof. (Dr.) NIT Warangal	Special Invitee
9	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



AGENDA:

SL. NO.	TOPIC	Status
1.	Review of Previous BOG meeting agenda points & their current status	Discussed
2.	Admission Situation (2020)	Discussed
3.	Affiliation with University & University related matter	Discussed
4.	Compliance with Govt. of Jharkhand agreement & related way out	Discussed
5.	Financial status and Way of increasing revenue & cost restructuring	Discussed
6.	Fees Outstanding Collection since last budget & target for next three months expenses.	Discussed
7.	Budget for next 3 months	Discussed
8.	Academic activities & quality of teaching	Discussed
9.	Effect on college due to COVID-19.	Discussed
10.	Approval of Expenditure /Procurement made in 2 nd financial quarter (July-Aug- Sept,2020)	Discussed
11.	Approval of Action Plan for 3 rd Quarter (Oct-Nov-Dec,2020)	Discussed
12.	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 15th September 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 Sl. No.	Minutes
1.	<p>Review of Previous meeting agenda points & their current status:</p> <ol style="list-style-type: none">1. Action take was reported against the agenda Item No. 22. Action taken reported against the agenda Item No. 33. Partial Action taken was reported regarding the NBA preparedness (Agenda Item No. 4)4. Action taken reported against the agenda item No. 55. Board was informed about the progress & update on Fees Collection During COVID-19 lockdown against agenda Item No. 66. Action taken reported against agenda item No. 77. Board was informed about the implemented steps against the agenda Item No. 88. Board was informed about the pending Non Teqip audit process & its corresponding reason on agenda Item No. 99. Partial Action taken were reported against agenda Item No. 1010. Action taken reported against agenda item No. 1111. Action taken reported against agenda item no. 12
2	<p>Admission Situation (2020):</p> <p>Board was informed about the detail admission statistics of the institute of this year (2020). It was also informed that this year like all other sector, Education Sector (Engineering Colleges) has also been facing some tough challenges. COVID-19 Pandemic takes a heavy toll on the fresh admission (2020) of Chaibasa Engineering College. However, a marginal rise has been reported in the total number of admissions in compare to previous admission year.</p> <p><i>Board Noted the Statistics presented & suggested to explore options to increase admission .</i></p>



3	<p>Affiliation with University & University related matter:</p> <p>Board was informed about Status of affiliation for different academic year from Kolhan University & JUT. It was stated that all affiliations are ok except one from Kolhan University for 2016-17 academic year. Board was also informed that the students of the concern batch passed out recently & got their results from the University.</p> <p>Board Noted the details & pointed that the pending affiliation for 2016-17 is irrelevant since the batch got his final result. However, Board unanimously suggested to take up the matter with University VC & DHTE&SD for statutory solution.</p>
4	<p>Compliance with Govt. of Jharkhand agreement & related way out:</p> <p>It was informed to all board members that most of the compliance, task concerning major/necessary points from the concession agreement with the GOJ has been made within due time. However, annual report & audit report submission is pending due to date extension on tax audit by statutory bodies. Board was also informed that annul report will be submitted by 1st Feb 2021 since last date of tax audit & tp audit is 31st Jan 2021</p> <p>Board took a note of the same and approved the proposed revised submission date.</p>
5.	<p>Financial status and Way of increasing revenue & cost restructuring:</p> <p>Board was informed about the current financial condition/status in detail. It was also showed that current deficit is around Rs. 1cr (Rs. 1,00,93,629.00 to be specific).</p> <p>Following proposal & suggestions were placed before board for additional revenue generation, which includes academic & non-academic proposals;</p> <ol style="list-style-type: none">1. TCS-ion centre (Academic)2. Set up of Semi Incubation centre (Academic)3. Introduction of BBA/BCA Course (Academic)



	<p>4. Running Institutes' Mess/ Canteen (Non-academic)</p> <p>Board appreciated the proposal placed with some reservation on Institute Canteen & Incubation centre. Board also suggested to explore Short-term online courses & coaching sessions for 10th to 12th Standard students for additional revenue. Board advised Principal to complete statutory processes for the implementations of the same before the next BOG meeting in line with the Institute policy.</p>
6.	<p>Fees Outstanding Collection since last budget & target for next three months expenses:</p> <p>Board was informed that Since April'2020 to Nov'2020 Total of Rs.89,76,824.00 collected as tuition fee from the students. Board was also informed that around 25 lakh Rs. fees are outstanding. An outstanding collection target for upcoming three months were placed before board.</p> <p>Board Noted the details & suggested to focus to outstanding collection as per norm.</p>
7.	<p>Budget for next 3 months:</p> <p>Budget for Non-Teqip expenses (excluding salary) were placed before board for approval.</p> <p>After a detail deliberation Board found some components are non-essential & hence suggested some changes in the budget. Board also authorized Director to approve the budget after incorporating those changes or suggested to take post facto approval in the next bog.</p>
8.	<p>Academic activities & quality of teaching:</p> <p>A detail report was presented before board concerning Academic activity & quality teaching.</p> <p>After a detail deliberation board appreciated the academic activities undertaken in this quarter which indeed helped to raise the bar of quality teaching.</p>
9.	<p>Effect on college due to COVID-19:</p> <p>A Detail deliberation was made on the impact of COVID-19 in the college operation, some of the key points of the deliberation were following;</p> <ol style="list-style-type: none">1. College admission is lesser than the expected number2. Scope of additional revenue in the form of TCS-ion centre approval got delayed



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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	<p>3. Fees collection from students came down significantly</p> <p>4. Institute Could not generate a considerable amount of revenue from Hostel Fee in last 9 months, which is around Rs. 48,00,000.00</p>
10	<p>Approval of Expenditure /Procurement made in 2nd financial quarter (July-Aug- Sept,2020):</p> <p>Board was informed about the Expenses/procurement made in the 2nd financial quarter (Jul-Aug-Sept), in detail.</p> <p>Board approved the Procurement/expenditure made in 2nd financial quarter without any reservation.</p>
11	<p>Approval of Action Plan for 3rd Quarter (Oct-Nov-Dec,2020):</p> <p>Action plan for 3rd financial quarter (Oct-Nov-Dec,2020) was placed & deliberated.</p> <p>Board approved the action plan with some modifications.</p>
12	<p>Miscellaneous (any Issue which may be raised with the consent of the chair)</p> <p>:</p> <p>No Points were discussed</p>

ADJOURNMENT

The meeting concluded at 1.35 pm with thanks to the chairperson.

Prepared By :

Date : 07.01.2021

(Mr. Debabrata Raha)

MINUTES VERIFIED BY:

(MEMBER SECRETARY)

(Dr. R. Roy)

MINUTES APPROVED BY:

(CHAIRPERSON)

Prof. (Dr.) Sudipta Chakraborty