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/2019-20/001
Date & Venue	30th Aug 2019 at TECHNO INDIA CORPORATE OFFICE; EM4 Block,Sector-V, Kolkata-91
Start Time:	2.30 pm
End Time:	3.45 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
7	Dr. Gopal Pathak, Vice Chancellor, Jharkhand University of Technology Representative	Member	--
8	Director, NIT Warangal	Member	Educationist
9	Dr. Ranjit Roy	Member Secretary	Principal

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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

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AGENDA:

Sl. No.	Topic	Status
1.	Review of Previous meeting agenda points & their current status	**Discussed**
2	Status of TEQIP phase III Project, performance audit review & observation of auditor.	**Discussed**
3	Action plan for 2nd financial quarter (July-Au-Sept) & fund allocation	**Discussed**
4	Approval of the expenditure /procurement made in 1st financial quarter (April-May- June 2019)	**Discussed**
5	Recruitment of Professor & Associate Professor	**Discussed**
6	On Campus Placement	**Discussed**
7	Status of the departmental preparation before scheduled NBA visit this year	**Discussed**
8	Admission report and its impact on financial viability	**Discussed**
9	Miscellaneous (Any Issue Which Might be raised with the permission of chair)	**Discussed**

CONFIRMATION/APPROVAL:

The Minutes of Previous Board of Governors Meeting held on 25th June 2019 was approved/confirmed by the Board without any change

MINUTES OF MEETING:

Dr. Chakraborty (Chairman BOG) introduced newly appointed principal /member secretary Dr. Ranjit Roy to other board members

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
0.	**Brief Presentation on College:** A brief Presentation with recent developments & achievements was presented before the Board members by the member Secretary Dr. R. Roy
1.	**Review of Previous meeting agenda points & their current status:** 2. Action taken was reported against the resolution adopted during previous BOG in regards to NBA application & E-SAR Upload. 3. Board advised further review on the mechanism proposed by member secretary as per the suggestion placed in previous BOG (Concerning agenda point No. 3) 4. Board was informed about the implementations made on the action plan placed during previous BOG

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	5. Member secretary informed all board members about the " Sankalph" published by GOJ on pending affiliation issue. Board was also informed that Kolhan University has accepted the Sankalp, therefore agreed to conducted all pending semester examinations. 6. Action taken was reported on the Previous BOG agenda item no.6 7. Board noted action taken on its earlier directives of finding a suitable candidate & appointment proposal for "Girls Hostel warden".
2	**Status of TEQIP Phase III Project:** Matter pertaining to TEQIP phase III, work done under the project presented to the board **Following activities& important matters were reported;** I. Special Classes by expert faculty from other institutions, have been conducted under TEQIP project. II. Several Procurements are done & many are in process as per the approved action plan. III. Special Classes were conducted by Dr. Sudipta Chakraborty & Prof. Amrik Basak on Microprocessor and CRO IV. Fees for NBA accreditation has been made in the month of July 2019 V. GATE coaching as well as Employability skill training for final & pre final year students has been started. VI. Performance audit for academic year 2018-19 was held on 20th, 21st ,22nd ,23rd Aug 2019. VII. Audit was satisfactory. VIII. Auditor suggested to focus more on academic matters, as he found some issues with regular classes during student interaction. IX. Auditor also suggested that student should get sufficient opportunity to ensure 3 internships mandated by AICTE Board members unanimously appreciated the initiative taken /actions taken in this quarter under TEQIP. Board also acknowledged & accepted the suggestions/recommendations All Financial Expenditures have been approved by the board without any reservations.

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3	**Action plan for 3rd financial quarter (OCT-NOV-DEC) & fund allocation:**

Action plan for 3rd financial quarter (OCT-NOV-DEC) & fund allocation:

A 6- page action plan was placed before all board members for consideration & approval.

After a detailed deliberation board approved the action plan placed by member secretary with some modifications.

All modifications have been incorporated into the final action plan, which received the final approval from the board.

Board was also informed about the fund requisition made for 3rd financial quarter.

4

Approval of the expenditure /procurement made in 1st financial quarter (April-May-June 2019) :

Some important figures pertaining to Expenses & allocations were placed before board; Following information's were placed;
- ❖ In the 1st Financial quarter
    - I. under procurement head fund utilization was 9.29 %
    - II. Under Academic process cost head fund utilization was also 38.62 %
    - III. 100% fund utilization was reported under faculty reform cost head;
    - IV. 38.97 % utilization was reported in the IOC cost head

Details of expenditures booked under 1st financial quarter presented before board though a separate report for consideration.

- ❖ In the 2nd Financial Quarter till the day of meeting
    - I. Under Procurement cost head 0.58% fund utilization was reported
    - II. Under Academic process cost head 25.16 % fund utilization was reported.
    - III. 23.5% fund utilization was reported under operating cost head

Board expressed concern over the fund utilization in the 2nd financial quarter and suggested to undertake more expenses related to NBA under Academic Process cost Head.

Board approved all expenses made in the 1st quarter without any comment.

Board approved the utilization reported.

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5.	**Recruitment of Professor & Associate Professor:**
	Requirement of 1 professor each in Mechanical, Electronics & communication engineering was placed before board along with requirement of 2(Two) Associate professor for the department of Computer Science & Engineering.
	Board was informed that for the NBA accreditation institute has to maintain requisite faculty cadre proportion for departments. Only three departments have applied for NBA from institute hence, requirement of those departments are top priority.
	Approval has been sought from board to initiate recruitment process.
	Board provided requisite approval to initiate the process of appointment with the following suggestion;
	Board is in favour of appointing professor & Associate Professor for all departments to improve academic standards. However, board also suggested to conduct an academic audit to find original requirement or authenticity of the requirement within a month, board will observe the report and if any adverse opinions are made by mentor then board should review the requirement again.
6.	**On Campus Placement:**
	A detail proposal to enhance/improve on campus placement was placed before BOG for approval.
	Board acknowledged the effort put in place by the drafting team to prepare the proposal.
	Board approved the proposal with minor modifications & emphasized the importance of quality placement for the betterment of institute as well as students.
7.	**Status of the departmental preparation before scheduled NBA visit this year:**
	One report containing criteria wise preparation was presented before all board members for 3 applying departments. In that report one self assessed rating was made by the Institute NBA team, on their NBA preparedness, wherein Preparedness of ECE got =65%, ME Got = 50% & CSE got = 55%.
	Board was also briefed about the parameters considered to calculate rating & their impact on score assessment.
	Board Unanimously appreciated the effort to calculate the rating. However, Mr. Mohit Chatterjee suggested a minor modification in the feedback mechanism.

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8.	**Admission report and its impact on financial viability:** Detail admission statistics was presented before board. Board was also informed that due to mismanagement of State Govt. maximum Engineering Institute of this state got badly effected (Except BIT Sindri, which is fully Govt. Institute). Chaibasa Engineering College also got badly impacted due to this & Number of admissions dropped drastically this year. Two consecutive poor admission (2018,2019) year surfaced a financial threat over the institute. However, it was also stated that situation may improve if institute can device a calculated plan for upcoming admission year & start implementing the same from this year itself. Board noted the points made by member secretary & express concern over mismanagement by State Govt. in admission & counselling policy. Board is in view of submitting a detailed deliberation to the competent Govt. officials as well as concern minister of GOJ. Board requested Mr. Mohit Chatterjee to write the letter on behalf of Institute & BOG.
9.	**Miscellaneous:** With the permission of Chair, the following additional item was placed before board for approval; a. Board was informed that Institute had appointed one office staff named, Mr. Ramtanu Paul earlier for the office work related to TEQIP CELL & Project. He has been working since 13.09.2017 & dedicatedly engaged in office work related to TEQIP CELL. Though he received all his salary from Institute fund since his joining to last salary month. Now Institute management would like to book the concerned salary expenses of Mr. Paul from the TEQIP Fund, which is permissible as per the standard regulation of TEQIP. However, Institute would like to pay his salary from Institute account only, but the same amount of payment needs to be made to institute's bank account through PFMS from TEQIP Fund against the Office staff salary. Thereafter Board Approval has been sought to implement the abovementioned effective from Aug'2019 till further notice. **After a Detailed deliberation board approved the proposal regarding the**

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	salary of Mr. Ramtanu Paul, Office Staff assigned to TEQIP cell. Board also advised to complete PFMS transaction on this matter within 1st /2nd date of Every month.

ADJOURNMENT

The meeting concluded at 3.45 with thanks to the chairperson.

Prepared By : _____ Date : 30 Aug .2019

(Mr. Debabrata Raha)

MINUTES APPROVED BY: _____ (MEMBER SECRETARY)

(Dr. R. Roy)

MINUTES APPROVED BY: _____ (CHAIRPERSON)

Prof. (Dr.) Sudipta Chakraborty