



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

Meeting No.	CEC/BOG/2019-20/002
Date & Venue	23rd December 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
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



AGENDA:

Sl. No.	Topic	Status
1.	Review of Previous meeting agenda points & their current status	Discussed
2	Status of TEQIP phase III Project,	Discussed
3	Action plan for 4 th financial quarter (Jan-Feb-Mar) & fund allocation	Discussed
4	Approval of the expenditure /procurement made in 2 nd financial quarter (July-Aug-Sept, 2019)	Discussed
5	Kolhan University pending affiliation & its related complications	Discussed
6	NBA Preparedness	Discussed
7	Admission plan for admission year 2020-21	Discussed
8	Approval of Service Rules	Discussed
9	Local Issues faced by Institute	Discussed
10	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 30th Aug 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.	
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. Board was informed about the development concerning agenda point No. 2. 3. Action taken was reported by the member secretary (Concerning agenda point No. 3) 4. Board was briefed about the approval provided for the expenditure (1 st Quarter) during previous BOG held on 30.08.2019 5. Board was informed about the recruitment made for the post of Associate professors. 6. Development was reported on the Previous BOG agenda item no.6



	<p>7. Board noted action taken on the previous BOG agenda item no. 7</p> <p>8. Due to unavoidable circumstances earlier, suggested actions were not fulfilled. Board take a note of the abovementioned observation</p>
2	<p>Status of TEQIP Phase III Project:</p> <p>Matter pertaining to TEQIP phase III, work done under the project (in these quarter) presented to the board</p> <p>Following activities& important matters were reported;</p> <ol style="list-style-type: none">I. Faculty Development Program on AutoCAD and Solid works (21.09.19 to 25.09.19)II. Outcome Based Education Workshop by NITTTR Kolkata for faculty (22.10.19 to 26.10.19)III. External Academic Audit by Expert team from IIT, Kharagpur (Dr. Biswajit Maity, Dr. Chittaranjan Mandal, and Dr. Indrajit Chakraborty)IV. Special Class conducted by Dr. Sudipta Chakraborty on Microprocessor and Microcontroller (19.11.19 to 23.11.19)V. One Day seminar by Dr. Suchismita Chinara (NIT Rourkela) for CSE & ECE studentsVI. One Day seminar by Dr. Aditya Bandopadhyay (IIT Kharagpur) for ME students on 12.12.2019VII. One Day seminar by Dr. D.K.Baidya (IIT Kharagpur) for CE students on 13.12.2019VIII. Department wise Invited talks by renowned Professors from NIT JSR, NIT RourkelaIX. As many as 11 Faculty Development Programs/ PDTs were attended by the faculty & staff of the institute, organized outside the campus (which Includes Programs organized by several IIMs/IITs) <p>One Separate list was presented before board members containing all program/event details organized on weekly basis for this quarter department wise. Board was requested for suggestion/comment on the activities organized in this quarter.</p> <p><i>Board members unanimously appreciated the initiative taken /actions taken in this quarter under TEQIP.</i></p> <p><i>All Financial Expenditures mentioned above have been approved by the board without any reservations.</i></p>



3	<p>Action plan for 4th financial quarter (JAN-FEB-MAR) & fund allocation:</p> <p>A 12- page action plan was placed before all board members for consideration & approval.</p> <p>After a detailed deliberation board approved the action plan placed by member secretary with some suggestions.</p> <p><i>All modifications have been incorporated into the final action plan, which received the final approval from the board.</i></p> <p><i>Board was also informed about the fund requisition made for 4th financial quarter.</i></p>
4	<p>Approval of the expenditure /procurement made in 2nd financial quarter (July-Aug-Sept, 2019) :</p> <p>Some important figures pertaining to Expenses & allocations were placed before board; Following information's were placed;</p> <ul style="list-style-type: none">❖ In the 2nd Financial quarter<ul style="list-style-type: none">I. under procurement head fund utilization was 91.67 %II. Under Academic process cost head fund utilization was also 67.52 %III. 98.05% fund utilization was reported under faculty reform cost head;IV. 37.21 % utilization was reported in the IOC cost head <p>Details of expenditures booked under 2nd financial quarter presented before board though a separate report for consideration.</p> <ul style="list-style-type: none">❖ In the 3rd Financial Quarter till the day of meeting<ul style="list-style-type: none">I. Under Procurement cost head 99.45% fund utilization was reportedII. Under Academic process cost head 44.34 % fund utilization was reported.III. 15.49% fund utilization was reported under operating cost head <p>Board expressed satisfaction over the fund utilization in the 2nd financial quarter and suggested to undertake more expenses related to NBA under Academic Process cost Head.</p> <p><i>Board approved all expenses made in the 2nd quarter without any comment.</i></p> <p><i>Board approved the utilization reported.</i></p>



5.	<p>Kolhan University pending affiliation & its related complications:</p> <p>Board was informed that affiliation for the AY2016-17 is pending from Kolhan & DHTE&SD on account of recently issued “ Sankalph” by Cabinet of Govt. of Jharkhand. Furthermore, Board was informed that Institute received affiliation for AY2017-18. However, affiliation for AY2018-19, AY 2019-20 is also pending from the concern dept & university.</p> <p>Institute was informed that Govt. & University will provide affiliation for AY 2018-19 & 19-20 soon but affiliation for AY2016-17 can only be provided after penalizing institute with certain financial amount, which is to be decided by affiliating Kolhan University.</p> <p>In these situations, institute placed a detailed deliberation before university about the necessity of affiliation documents for AY2016-17 keeping upcoming NBA visit in mind. University was also informed that institute had paid all requisite amount for affiliation & applicable fines within due date. Therefore, another fine/penalty is not legitimate as per the law of the land. All relevant documents were submitted before kolhan Deputy Registrar by the Institute representatives.</p> <p>Now the matter is pending with the university.</p> <p>Board acknowledged the gravity of the situation & agreed to take additional responsibility to solve the crisis</p> <p><i>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.</i></p>
6.	<p>NBA Preparedness:</p> <p>Board was informed about the department wise progress in the light of upcoming NBA Visit. A separate detailed progress report was shared with all board members which includes department wise analysis.</p> <p>Board took a note of the current preparedness level & appreciated the efforts put in place.</p> <p>A proposal was placed before board for approval which says; “Institute need some externals expert’s onsite opinion/comment/ suggestion on the work done as well as yet to be done, it was also requested if institute could get some in house experts (Techno India Group) help in this regard.”</p> <p>Board appreciated the proposal & provided all necessary permission to pursue abovementioned task. Board also approved all proposed expenses for the task.</p>



7.	<p>Admission plan for Admission Year 2020-21:</p> <p>Board was informed about the proceedings of the central Admission committee meeting & the drafted plan for the Admission year 2020-21.</p> <p>The copy of the drafted plan was circulated before the board members. Board suggested few additional points to consider in the final plan.</p> <p><i>Board approved the drafted admission plan after incorporating the suggestions placed by board members.</i></p>
8.	<p>Approval of the Service Rule:</p> <p>Institutional Service Rule was placed before board for approval. The same was drafted by a 4-member committee constituted by Principal in the month of Sept'2019. Committee submitted their draft before the principal on 12th Dec'2019. Then the drafted service rule was reviewed by external experts from Techno India Group & few modification was suggested.</p> <p>After incorporating those suggestion, the final service rule draft was placed before the board members.</p> <p>Convener of the Service draft rule draft committee was called in during the meeting to clarify some concerns of the members.</p> <p><i>After a detailed deliberation board approved the Drafted service Rule without any change.</i></p>
9.	<p>Local Issues faced by Institute:</p> <p>Board was briefed about the water crisis in the campus. Requirement of 2 additional borewells were placed before Board & corresponding fund requisition was also placed before Board through a 3-page draft proposal.</p> <p>Board expressed some concern over few areas & asked members secretary to place the same in the upcoming BOG after addressing all concerns raised in the BOG.</p> <p>Board had directed to the Principal of the College to approach to Govt. and the Minister for the assistance for the boring</p>



10	<p>Miscellaneous:</p> <p>A. Financial Status of College. In order to sustain the college, it is required to be financially stable. The Board has emphasized to go for better student admission for the next academic year. In addition to this the Board had approved to start consultancy and new courses such as BBA, BCA, B.Ed, D.Voc, B.Voc, Skill based courses etc and other certificate courses after taking approval from the GoJ, University and statutory bodies in the upcoming 2020-21 academic session.</p> <p>Board authorized the principal to apply for such courses to GoJ, University and statutory bodies.</p>
10	<p>Miscellaneous:</p> <p>B. Creation of “Dean – Student Welfare and Affair” Post. The Principal had suggested to create a post viz. “Dean – Student Welfare and Affair”.</p> <p>The Board approved to create the post of “Dean – Student Welfare and Affair” with the following conditions:</p> <p>1. Eligibility <i>Any Teaching Faculty can hold the post of “Dean – Student Welfare and Affair”.</i></p> <p>2. Reporting <i>Dean – Student Welfare and Affair will report to the Principal.</i></p> <p>3. Appointing/Nominating Authority <i>The Principal of the college will appoint/Nominate “ Dean – Student Welfare and Affair” to any faculty as his additional responsibility as per the norms of his/her appointment.</i> <i>The principal is the sole authority for the appointment of this post. BOG delegates the competent authority to the principal for appointing, extending, re-appointing, removing the person for the post.</i> <i>There will be additional remuneration for holding such post which will be decided by the principal but will not be over Rs. 5,000/- pm.</i></p> <p>4. Period of such appointment <i>Normally the period of such appointment will be for 02 years. However the</i></p>



	<p><i>principal may extend this period or reappoint if needed.</i></p> <p>5. Responsibility of Dean-Student Welfare & Affair.</p> <p><i>Dean – Student Welfare and Affair is responsible for all student related activities on campus. He will look after and guide.</i></p> <p><i>TO maintain the congenial living environment in the campus including Hostels for the students.</i></p> <p><i>To guide the day to day support required for academics and co-curricular activities of students.</i></p> <p><i>To arrange for special care for the academically weaker students.</i></p> <p><i>To work with principal. Dean Academic, HODs, Hostel Wardens, Placement Officer for all matters related to students welfare.</i></p> <p><i>To keep in touch with the guidelines as and when required.</i></p> <p><i>To arrange for maintenance of students Discipline in the campus.</i></p> <p><i>Any other responsibility if assigned by the principal.</i></p>
10	<p>Miscellaneous:</p> <p>C. Reorganization of the Academic Council</p> <p><i>The Principal had suggested the reorganising of the Academic Committee for academic upliftment. It was suggested that the Academic Dean and HODs will be member of the Committee.</i></p> <p><i>The Board suggested that the NBA coordinator should be also part of the Academic Committee and Principal should also part of the committee and should chair the same. The academic Dean will work as the Member Secretary of the Committee. The Principal accepted the Board suggestion and the Board approved the reorganising of the Academic Council as discussed. The Board also authorized the Principal to include further members in the Academic Committee if needed without referring to BOG.</i></p>
10	<p>Miscellaneous:</p> <p>D. Utilization Report of the allocated Budget and Audited Report.</p> <p><i>The Principal had presented the utilization report of the allocated Budget for FY 2018-19 and audited report FY 2018-19 by the External Auditor.</i></p> <p><i>The Board approved the Utilization report of the allocated Budget for FY 2018-19 and audited report FY 2018-19.</i></p>



10	<p>Miscellaneous:</p> <p>E. Budget Allocation of 2020-21</p> <p><i>The Budget presented by the college Principal for FY 2020-21 was discussed and Budget allocation was modified by BOG. The final budget which is approved is enclosed as Annexure I.</i></p> <p><i>However BOG has agreed the proposal of the Principal that the Budget sheet is confidential in nature and will not be publicly displayed.</i></p>
10	<p>Miscellaneous:</p> <p>F. Industry Supported Lab</p> <p><i>The Principal had requested for permission of Industry supported Lab to be created in the campus in line of IITs and NITs.</i></p> <p><i>The Board had approved the proposal.</i></p>
10	<p>Miscellaneous:</p> <p>G. Post Facto approval for Delegation of Financial Power to Principal and HODs.</p> <p><i>It was founded that although the Principals and delegated are using the Financial Power (At present Rs. 25,40,000/- per year) with full authority since the beginning of the college since 2013 and each HODs and delegated and using the Financial Power (At present Rs. 60,000/- per year) with full authority since 2018, the necessary formal and documented approval from the BOG have not been taken.</i></p> <p><i>The principal had requested for the formal approval.</i></p> <p><i>The Board of Governor had approved all the Financial expenses done by Principal since the beginning of the college up to Rs. 25,40,000/- per year.</i></p> <p><i>The Board of Governor had approved all the Financial Expense done by the each department since 2018 upto Rs 60,000/- per year.</i></p> <p><i>The Board of Governor had also approved the Budgetary Financial Approval of Rs. 25,40,000/- for FY 2019-20 to the Principal and RS 60,000/- for FY 2019-20 to the each HOD.</i></p>



ADJOURNMENT

The meeting concluded at 3.50 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