



# Chaibasa Engineering College

(Estd. by Govt. of Jharkhand & run by Techno India under PPP)  
(Approved by AICTE, New Delhi & affiliated to Jharkhand University of Technology / Kolhan University, Chaibasa)

Corporate Office : EM 4/1, Sector - V, Salt Lake, Kolkata - 700 091  
Phone : (91) 33-2357-6163/64/2658/1094, Fax : (91) 33-2357-1097

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

Meeting No.	CEC/BOG/2018/002
Date & Venue	26 <sup>th</sup> Dec 2018 at CHAIBASA ENGINEERING COLLEGE; Jhinkpani; Chaibasa; Jharkhand;
Start Time:	11.00
End Time:	13.30
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.	Dr. Bishnu Brata Chattopadhyay	Member Governing Body
6.	Dr. Hemanta Ghosh	Member Governing Body
7	Dr. D.N. Mahato	Nominee of Affiliating University, Kolhan University
8.	Mr. Debabrata Raha	Member Governing Body
9.	Mr. Utpal Kumar Paul	Member Governing Body
10	Dr. Palash Pal	Special Invitee
11	Dr. T. Datta	Member Secretary

### Absent Governing Body Members:

Leave of absence was granted for the following members

1. Dr. Saunak Bhattacharya, Member Governing Body
2. Nominee of AICTE (Ex-Officio), Member
3. Nominee of GOJ(Ex-Officio), Member

### AGENDA:

Sl. No.	Topic	Status
1	Brief Presentation on college	<b>Discussed</b>
2.	Review of Previous meeting agenda points &	<b>Discussed</b>



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	their current status	
3	NBA Preparedness & SAR status	
4	Procurement Plan & Other related future course of action under TEQIP phase III (Jan-March Quarter)	<b>Discussed</b>
5	Leave Rule	<b>Discussed</b>
6	MHRD, DHTE & SD Schemes	<b>Discussed</b>
7	Audit Report	<b>Discussed</b>
8	Miscellaneous (Any Issue Which Might be raised with the permission of chair)	<b>Discussed</b>

## CONFIRMATION/APPROVAL:

The Minutes of Previous Board of Governors Meeting held on 23<sup>rd</sup> June 2018 was approved/confirmed by the Board

## MINUTES OF MEETING

Dr. Tanmoy Datta (Member Secretary) welcomed all participants, Prof. Sudipta Chakraborty, Chairman of BOG felicitated by the Member secretary.

Dr. Datta delivered power-point presentation about the agenda of meeting & College.

Agenda Point	Minutes
Sl. No.	
1.	<b>Brief Presentation on College:</b> A brief Presentation with recent developments & achievements was presented before the Board members by the Member Secretary Dr. Datta
2.	<b>Review of Previous meeting agenda points &amp; their current status:</b> a) Action taken was reported with respect to NBA review meeting. It was noted that monthly review meeting on NBA preparedness conducted. b) Board noted the action taken on its earlier directives of writing letter to the Vice Chancellor of Kolhan University to regularize the session of batches under KU. c) Board noted action taken on its earlier directives of internal audit on quarterly basis. d) Nothing much reported against the solar power project implementation plan e) The board noted progressive action taken on quality improvement plan for students. f) The Board noted action taken on its earlier recommendation for Apr-June 2018 quarterly action Under TEQIP phase III. g) Board noted action taken on its earlier directives on creating strong communication channel with Mr. Sah (Industrialist) for CSR project



3	<p><b>NBA Preparedness &amp; SAR status:</b></p> <p>Matter pertaining to NBA application, SAR writing, necessary criteria level work &amp; other preparation report were presented to the board</p> <p><b>NBA Application:</b></p> <p>It was reported that with the current speed of work Institute will be able to apply for the accreditation in Aug 2019 with ECE &amp; Dec'19 with ME. Other departments are not ready for 2019.</p> <p><b>SAR Writing:</b></p> <p>Major progress was reported to the board in terms of SAR writing for ECE, ME.</p> <p><b>Criteria Level Work:</b></p> <p>It was reported that Criteria 1,2,3 are almost done for ECE, ME &amp; Criteria 4,6,7 had reached halfway mark &amp; would be completed by April'19.</p>
4	<p><b>Procurement Plan &amp; Other related future course of action under TEQIP phase III (Jan-March Quarter):</b></p> <p>It was noted that some significant level of work had been done in last quarter under TEQIP phase III project which includes procurement of lab equipment, lab upgradation etc. It was reported that Total Rs. 89.54 lakh were spent under TEQIP as on 26.12.2018 including procurement, IOC, salary etc.</p> <p>Procurement plan for financial quarter (Jan to March'19) was also presented before the Board.</p> <p>Board approved the procurement plan for the financial quarter Jan19 to March'19 with some recommendation.</p>
5	<p><b>Leave Rule:</b></p> <p>Matter parenting to CCL, on duty Leave &amp; other related(loopholes) matters were presented to the board.</p> <p><b>CCL:</b></p> <p>Board Noted that almost 16 staff &amp; faculty took CCL without proper documentational evidence &amp; justification of their extra work.</p> <p><b>On Duty Leave:</b></p> <p>Board noted as many as 26 times on duty leave were claimed by the faculty &amp; staff members however corresponding OD leave forms were not filled with proper information. Even in many cases instructing authority signature were missing.</p> <p>Board members unanimously agreed to review the current leave policy to close this loophole.</p> <p>Also Governing Body approved the second version of Service rule(V-1.1)</p>



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6.	<b>MHRD, DHTE &amp; SD Schemes:</b> Board noted that with the due approval of the competent authority Institute had applied 2 MHRD AICTE scheme successfully. a) SC-ST Hostel b) SC-ST skill Centre  Sri Mohit Chatterjee praised the initiative & the entire board was in favor of Institute applying in more such schemes under MHRD & State Govt for the upliftment of institute facility and infrastructure.
7.	<b>Audit Report and Budget for the FY-2019-20:</b>  Audit report for the financial year 2017-18 was presented before Board & board unanimously approved the audit report of the institute for FY2017-18. Governing Body has approved the utilization of Budget for the financial year FY2017-18.
8	<b>Miscellaneous Points:</b>  The Board noted & approved the new evaluation mechanism for the internal assessment.

## ADJOURNMENT:

The meeting concluded at 13.30 with thanks to the chairperson.

Prepared By:

(Mr. Debabrata Raha)

Date : 26.12.2018

MINUTES APPROVED BY:

(Dr. T. Datta)

(MEMBER SECRETARY)

MINUTES APPROVED BY:

Prof.(Dr.) Sudipta Chakraborty

(CHAIRPERSON)