



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 of the Meeting of Board of Governors (BoG) of Chaibasa Engineering College

Meeting No.	CEC/BOG/2018/001
Date & Venue	23 rd June 2018 at CHAIBASA ENGINEERING COLLEGE; Jhinkpani; Chaibasa; Jharkhand;
Start Time:	14.00
End Time:	16.30
Discussion reference	As per notice

MEMBERS/PARTICIPANTS

Sl. No.	Participants	Role
1	Prof. Sudipta Chakraborty	Chairperson Governing Body
2	Prof. (Dr.) Gopal Pathak, Vice Chancellor, Jharkhand Technical University	Special Invitee
3.	Sri. Mohit Chatterjee	Member Governing Body
4.	Sri. Anit Adhikari	Member Governing Body
5.	Mr. Kunal Ganguly	Member Governing Body
6	Dr. Bishnu Brata Chattopadhyay	Member Governing Body
7.	Dr. Saunak Bhattacharya	Member Governing Body
8.	Dr. Hemanta Ghosh	Member Governing Body/Special Invitee
9.	Mr. Debabrata Raha	Member Governing Body
10	Mr. Utpal Kumar Paul	Member Governing Body
11	Dr. T. Datta	Member Secretary

Absent Governing Body Members:

1. Dr. D.N. Mahato (Nominee of University), Member
2. Nominee of AICTE (Ex-Officio), Member
3. Nominee of GOJ(Ex-Officio), Member

AGENDA:

Sl. No.	Topic	Status
1	NBA Current status & future plan	Discussed
2.	Examination issues	Discussed



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3	New session	Discussed
4	Teqip phase III work till date & future procurement plan	Discussed
5	Solar power project implementation under teqip Phase III	Discussed
6	Faculty evaluation Process	Discussed
7	Quality improvement plan for students	Discussed
8	Extra earning & due fees collection	Discussed
9	Infrastructural issues	Discussed
10.	Maintenance issues	Discussed
11.	New Infrastructure	Discussed
12.	Shortage of water	Discussed
13.	Student Admission	Discussed
14.	Misc	Discussed

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.

Initially the board approved the minutes of the previous meeting.

Agenda Point Sl. No.	Minutes
1.	NBA current status & future Plan: It was proposed that NBA application for all the departments of the institute should be made in two phases, one in academic year 2018-19, another one in 2019-20. Board suggested the review of NBA application supporting materials/documents on monthly basis.
2.	Examination issues: Member secretary pointed that University semester examinations are not taking place at par with the standard examination schedule due to careless attitude of University & ignorance towards Engineering courses. Dr. Gopal Pathak said with the advent of new Technical University in the state this issue will no longer exist for the new batches but for existing batches he suggested to write letters to the Vice chancellor of University. Board members Unanimously agreed to his suggestion
3	New Session: It was informed to the members that new session will start as per guidelines of



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	<p>Jharkhand University of Technology. Institute is going to start new session with the detailed induction program prescribed by AICTE.</p> <p>Board approves the same</p>
4	<p>TEQIP phase III work till date & future procurement plan:</p> <p>Member secretary informed that many works have been done under Teqip phase III which includes Procurement of Lab equipment's, Laboratory upgradation etc. Total 2.95 Crores were booked under TEQIP as on 23.06.2018, including institute operation cost. Proposed procurement plan for July-Sept quarter was also shared with the members</p> <p>Dr. Pathak recommended internal audit on quarterly basis.</p> <p>Board members approved the recommendation with the proposed quarterly action plan of July-Sep'2018.</p> <p>Governing Body has approved TEQIP-III utilization of Budget for the Previous quarter of FY-2016-17(Q4)</p>
5	<p>Solar power project implementation under Teqip Phase III :</p> <p>Member secretary informed that institute level committee is still working on the feasibility of the project. He also informed that by the end of Aug'18 committee will submit final report to the principal & thereafter matter will be taken up to the BOG for final discussion & approval</p> <p>Board agreed to wait till the completion of the committee report.</p>
6.	<p>Faculty evaluation Process:</p> <p>Sri Mohit Chatterjee & Prof. Pathak both reiterated that faculty evaluation is the need of the hour in order to ensure quality education. They also said now education has become Outcome based. Hence with out proper faculty evaluation process outcome shall never be ensured.</p> <p>Following Mechanism were proposed;</p> <ol style="list-style-type: none">1. Every faculty have to prepare a topic of his choice (From his specialization or any other subject) & will present the topic by a presentation of 25 minutes before other faculty members. Other faculty member will assess his content & give some mark according to his performance on a scale of 25 with appropriate reason.2. In second stage every faculty have to prepare a topic from his subject & have to appear before a expert panel consisting experts from renowned



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	<p>institutes for an interview on the chosen topic. Expert will rate his performance on a scale of 25.</p> <p>3. Both this rating will be considered to prepare faculty evaluation report.</p> <p>Board unanimously agreed to the proposal.</p>
7.	<p>Quality improvement plan for students:</p> <p>It was informed to the members that institute is preparing a active learning module for students with the help of mentor institute NIT Warangel, by the end of Aug'18 module /plane will be ready to use.</p>
8	<p>Extra earning & due fees collection:</p> <p>Sri Mohit Chatterjee Expressed deep concern over the pending fees & stated irregular fees collection is hampering financial viability of the institute. Hence suggested following;</p> <ol style="list-style-type: none">1. Fees should be collected at beginning of the semester.2. Regular letters should be sent to parents in case of pending fees.3. Students with pending fees should not be allowed to participate in the regular academic activity. <p>Prof. Pathak also suggested that fees payment during the time of examination form fill up process should not be allowed.</p> <p>Board members approved the proposal & chair advised principal to write letters to the all the parents about this development</p>
9.	<p>Infrastructural issues:</p> <p>The existing condition of several building was discussed & few images of some serious infrastructural issues were shown to the members.</p> <p>Member secretary informed that board had approved formation of expert committee in the last BOG meeting. Due to some unavoidable circumstances committee has not been constituted yet but it will be done by the end of Aug'18.</p> <p>Members of BOG approved the modification.</p>
10	<p>Maintenance issues:</p> <p>It was informed to members that as per the suggestion of previous BOG meeting institute has been able to receive assistance from Rotary Club Chaibasa on Campus beautification & maintenance through plantation and also expecting positive response from Industrialists like Rungta & Sah .</p> <p>Board Members appreciate the progress</p>



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11	<p>New Infrastructure:</p> <p>Member secretary informed to the Board members that recommendation made in previous BOG on this issue has not been done due to some unavoidable circumstances but assured the members that it will be done by 15 working days from the meeting day.</p>
12	<p>Shortage of Water:</p> <p>Board was informed that institute has written letters to all the concerned department but has not received any response so far. Board was also informed that Mr. Rajkumar Sah has shown interest in a rain water harvesting plant recently in this campus, which may help to resolve the issue.</p> <p>Board suggested to be in touch with Mr. Sah & advised Dr. T. Datta(Principal) to do necessary follow up.</p>
13	<p>Student Admission:</p> <p>Member Secretary briefed about the proposed strategy for the admission 2018-19 with some modification to the previous strategy placed in previous BOG</p> <p>Governing body unanimously approved the modification.</p>
14	<p>Miscellaneous Points:</p> <p>No points were raised beside the agenda for the discussion permission of chair, hence nothing additional were discussed.</p>



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ADJOURNMENT:

The meeting concluded at 4.30 pm with thanks to the chairperson.

Prepared By :

(Mr. Debabrata Raha)

Date : 23rd June 2018

MINUTES APPROVED BY :

(Dr. T. Datta)

(MEMBER SECRETARY)

MINUTES APPROVED BY:

(Prof. Sudipta Chakraborty)

(CHAIRPERSON)