

# MCKV Institute of Engineering

243 G.T. Road (N), Liluah, Howrah - 711204

## Minutes of the 2015-IV (51<sup>st</sup>) Meeting of the Governing Body held on 12<sup>th</sup> December, 2015 at 2:00 p.m. in the Conference Hall at MCKVIE, Liluah, Howrah.

### Members Present :

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|---------------------------------|--|
| 1. Shri Kishan Kr. Kejriwal     | : Managing Trustee: Trust Nominee                                |
| 2. Prof. R.C. Bhattacharya      | : Chairman's Nominee (Educationist)                              |
| 3. Col. A.K. Nath (Rtd.)        | : Chairman's Nominee (Technologist)                              |
| 4. Prof. Parasar Bandyopadhyay  | : Member : Chairman's Nominee (Educationist)                     |
| 5. Prof. Sajal Dasgupta         | : Member: Director of Technical Education<br>(Ex-Officio Member) |
| 6. Prof. B.B. Paira             | : Member Nominee of MAKAUT                                       |
| 7. Prof. Kartik Ch. Basak       | : Member: State Govt.'s Nominee                                  |
| 8. Prof. Arghya Sarkar          | : Member: Principal's Nominee                                    |
| 9. Prof. Bitasta Chanda         | : Member: Principal's Nominee                                    |
| 10. Prof. Asok Kumar, Principal | : Member Secretary (Ex-Officio Member)                           |

In the absence of the Chairman of BOG, Prof. Sajal Das Gupta proposed the name of Prof. B.B. Paira to Chair this meeting. Mr. K.K. Kejriwal, Managing Trustee, seconded the proposal. Therefore, under the Chairmanship of Prof. B.B. Paira 2015-IV (51<sup>st</sup>) meeting of the BOG was conducted.

The meeting noted that Trust Nominees Sri M.C. Saha, Sri Basu Deo Tikmani, Sri S.C. Dugar and Dr. Tapan Kr. Ghosal, Chairman's Nominee and the Regional Director, Eastern Regional Office, AICTE, could not make it convenient to attend the meeting due to their unavoidable preoccupations. The GB granted their leave of absence.

### Item No. 1 : To confirm the draft minutes of the 2015-III (50<sup>th</sup>) Meeting of the Governing Body held on 8<sup>th</sup> August, 2015

**Resolution :** BOG confirmed the MOM of 2015-III (50<sup>th</sup>) meeting as read out by the Principal. However, in respect of Item No. 4 Sl No. 9 (C), BOG noted that Prof.(Dr.) Panchannan Pramanik, retired professor of IIT, Kharagpur has been engaged as Sr. Research Advisor at a consolidated remuneration of Rs.40,000/- pm w.e.f. 1<sup>st</sup> September, 2015 upto 31<sup>st</sup> December, 2015 as approved by the BOG.

BOG also reviewed the performance of Prof.(Dr.) Pramanik & considered that the existing R & D activities did not call for his daily attendance & resolved that with effect from 1<sup>st</sup> January, 2016, Prof.(Dr.) Pramanik be paid for the days on which he would attend at the rate as being paid to the Academic Experts.

### Item No. 2 : To consider the Report of the Principal

#### (A) To consider the Action Taken Report on the relevant proceedings of the 50th (2015-III )Meeting of the Governing Body.

##### a) Meeting with Faculty members.

BOG members attended a meeting with the HODs, Deans, M.Tech Coordinators and Professors before the BOG Meeting wherein emphasize was given to the improvement in academic performance of the Institute.

**Resolution :** BOG in its meeting discussed this issue and opined that Student attendance to be improved and strict policies to be implemented. In this regard the following actions have been suggested :

- Student shall not be allowed to attend the Lab classes unless a certain percentage of attendance (to be decided) is there in Theory Classes,
- Use Alumni/ BOG members to motivate students to attend the classes and
- Doubt clearing classes shall be organized to bridge up the knowledge gap of the students on regular basis.

##### b) Result Analysis and Transition Rate

BOG expressed dissatisfaction on the Reports submitted as there was no analysis of results of 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year and there was sharp decline in Transition Rate by about 20% with reference to previous year.

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**Resolution :** Remedial Actions Taken towards its improvement during the last semester is not adequate and needs to be improved. BOG recommended that :

- i) All reports submitted to BOG should be signed by the appropriate person,
- ii) Reports shall be target oriented with specific responsibility and fixed timelines,
- iii) Reports shall be placed in AAC before presenting to the BOG and
- iv) Reports in compliance of the above shall be placed in the next meeting.

**(B) To consider the Report of the Principal on the relevant matters for the period from August, 2015 to November, 2015.**

**Placement Status**

BOG expressed grave dissatisfaction to the status of Placement which was very bad and noted that there was no noticeable improvement with reference to last year while other Institutes have good performance in this regard.

**Resolution :** herefore, they suggested:

- a) Placement Report shall include details of placement in-Campus, off-Campus, Self Employment, Higher studies, Teaching Assignments and otherwise employed to make it a comprehensive one.
- b) Placement Officer shall be available at the time of BOG Meeting in order to appraise the members about placement status, future action plan towards improvement etc. as & when required.
- c) Alumni Association shall be activated with regular interaction with the Alumnus in order to explore the scope of getting their assistance in employment enhancement.

**Item No. 3 : To consider various issues pertaining to TEQIP - II**

**(A) Action taken report relevant to various issues of TEQIP-II reported in the 2015-III (50<sup>th</sup>) BOG meeting**

**a) Pedagogy Training:**

BOG expressed its satisfaction that almost all Faculty members undergone Pedagogy Training under IIT KGP.

**Resolution :** BOG advised that:

- i) One day interactive workshop to be organized for all Faculty members in wherein Physics Department shall share the practice introduced by them. Principal shall implement the same in other departments.

**b) Teaching Assistantship:**

**Resolution :** i) BOG approved release of Teaching Assistantship with effect from 1<sup>st</sup> November, 2015 in favour of Mr. Kartik Prasad (ECE Communication) and Mr. Abhishek Chand (CSE) in view of their regular attendance. However, warning letter be issued to them to the effect that in case of their further irregular attendance Teaching Assistantship shall be discontinued permanently.

- ii) BOG advised that Teaching Assistants shall be groomed as future faculty by assigning (i) Laboratory Classes and (ii) Topics for giving Seminar to the UG students on semester end.

**(B) TEQIP Matters**

**a) Faculty and Staff Development**

**Resolution :** BOG appreciates that 16 Faculty Members have undergone Management Capacity Building training in various IIMs and advised to utilized their acquired knowledge by engaging them in various administrative activities of the Institute.

**b) Achievements of TEQIP II in MCKVIE**

**Resolution :** BOG advised that achievements under TEQIP II shall be presented in the bullet form to make it more understandable.

- Resolution :**
- c) Inclusion of Mentor in the BOG**  
BOG approved the inclusion of Prof. Ajoy Kumar Ghose, Ex - Director ISM, Dhanbad, the Mentor of the Institute, as invited member of the BOG as per the directives of MHRD.
  - d) QEEE**  
BOG expressed its appreciation in receiving the recognition from QEEE Authority as one of the 17 (seventeen) Best Colleges (Partners) and only one from West Bengal, on the basis of 100% attendance by the students on interactive mode and submission of regular feedback in time.
  - e) Statutory Audit**  
BOG appreciates that there was no adverse comment in the Statutory Audit Report of TEQIP Funds for the year 2014-15 conducted by SPFU engaged CA Firm.
  - f) Other issues :**  
Approved the decision of TEQIP Head dated 28/3/16 regarding allowing the external expert upto Rs.1,000/- for to & fro journey or on actual basis on submission of necessary supporting bills. Similar decision was taken on 3/4/15 for staff members @Rs.1,000/- per to & fro journey or on actual basis on submission of necessary supporting bills.

Principal

Chairman