

MCKV Institute of Engineering
243 G.T. Road (N), Liluah, Howrah - 711204

Draft Minutes of the 47th Meeting of the Governing Body held on 1st November, 2014 at 10:00 a.m. at the Head Office, 11, Brabourne Road, Kolkata – 700001

Members Present :

1. Shri S.S. Kejriwal : Chairman
2. Shri Kishan Kr. Kejriwal : Managing Trustee: Trust Nominee
3. Shri M.C. Shah : Member : Trust Nominee
4. Prof. Parasar Bandyopadhyay : Member : Invited Nominee of Trust
5. Prof. Sajal Dasgupta : Member: Director of Technical Education(Ex-Officio Member)
6. Prof. Kartik Ch. Basak : Member: State Govt.'s Nominee
7. Prof. S.K. Dey : Member: WBUT's Nominee
8. Prof. R.C. Bhattacharya : Member: Chairman's Nominee (Educationist)
9. Prof. Tapan Kr. Ghoshal : Member: Chairman's Nominee (Educationist)
10. Prof. Debapriya De : Member: Principal's Nominee
11. Prof. Asok Kumar, Principal : Member Secretary (Ex-Officio Member)

The meeting noted that the Trust Nominees Sri B.D. Sureka has resigned due to his poor health and need to nominate another member by the Trust.

Also the members noted that Sri B.D. Tikmani, Chairman's Nominee Dr. Pawan Kapur 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 46th Meeting of the Governing Body held on 9th June, 2014.

Resolution : Minutes of the 46th meeting was read out. Mr. Kishan Kr. Kejriwal proposed that in case of re-employment of faculty, institute may be authorized to reasonably fix the consolidated remuneration. With this modification minutes of 46th meeting confirmed unanimously.

Item No. 2: To consider the Action Taken Report on the relevant proceedings of the 46th Meeting of the Governing Body.

- a) i) BOG accorded post facto approval to the foreign visit of Prof. (Dr.) J.K. Roy for attending an International conference at Liverpool, UK with total expenditure of Rs.2,11,000/-
BOG advised to upload the outcome of Prof. Roy's visit in the Institute website.
- ii) BOG also advised that henceforth a faculty when going abroad should be given fund in advance against an undertaking to fulfill the commitment made by him in the application.
- iii) BOG also directed that two faculty members who had already undertake foreign visit should submit a report depicting the actual progress made on their respective commitments for consideration of BOG in the next meeting.

b) BOG suggested a new format for Action Taken Report for convenience of consideration

Agenda No. of last proceedings	Resolution adopted	Action Taken Report

Resolution :

The Action Taken Report on the proceedings of the 46th GB Meeting had been approved.

Item No. 3 : To consider the Report of the Principal on the relevant matters for the period from June, 2014 to October, 2014

Resolutions :

a) NBA Accreditation :

BOG noted that review application against non accreditation of CSE & ECE depts. has been submitted to NBA with requisite fee, BOG advised that the Director should visit NBA & UGC office in New Delhi & personally pursue the matter.

b) DST Project :

BOG suggested that the equipment procured with DST Project fund should also be utilized by Prof. (Dr.) Debapriya De for consultancy assignments. He should submit a plan of action in this regard with expected IRG for appraisal of the BOG members in the next meeting.

c) Review of Semester Result :

BOG directed that the Chairman of AAC should include in the scope of AAC issues such as review of entire semester result & specific recommendation for its improvement. Such recommendations should be placed before the BOG in its next meeting.

d) Admission Status of M.Tech Courses :

BOG expressed its concern about very poor admission status in all M.Tech courses for A.Y 2014-15 & suggested to review/ reorient/ rename the M.Tech courses to make it industry savvy & market oriented in order to attract students.

e) Assistance from the BOG Member :

Prof. R.C. Bhattacharyya expressed his willingness to extend his good office towards enhancing Industry-Institute Interaction by keeping the institute connected to personnel from TEXMACO, BOC, etc.

f) Interaction of BOG Members with the Faculty and Students :

BOG members expressed their willingness to visit the Institute campus & interact with faculty & students for improving their involvement in the process of strengthening the institute.

Item No. 4 : To Consider various Issues pertaining to TEQIP – II :

BOG noted with satisfaction that two days national workshop on “**Future Paradigms in Engineering : Roadmaps for Manufacturing & Design, Engines, Thermo-Fluids and Service Sectors**” July 19-20, 2014 was organized successfully with total expenditure of Rs. 2,57,800/- against approved budget estimate of Rs. 3,00,000/-.

Resolutions :

a) Approvals :

Procurements :

- i) BOG accorded its approval to the list of Software, e-books, e-journals, Textbooks & Laptop under QEEE setup procured with TEQIP fund as was permitted by NPIU..
- ii) BOG also approved the details of the proposed procurement packages in respect of e-books, e-journals & Textbooks, for uploading to PMSS as per the details given below :-

Sl. No.	Package Name	Procurement Method	Financial Sanction Date
1	E Book 4	Direct Contract	01-11-2014
2	E Book 5	Direct Contract	01-11-2014
3	E Journal 3	Shopping	01-11-2014
4	E Journal 4	Direct Contract	01-11-2014
5	Text Book III	Shopping	01-11-2014
6	Text Book IV	Shopping	01-11-2014

- iii) BOG also approved the proposal to drop the procurement of “Access Point” out of TEQIP fund due to problem in getting its delivery. In the mean time QEEE changed mode of transmitting the signal.

b) Award of Teaching Assistantship :

Members approved awarding of Teaching Assistantship to 37 non-GATE M.Tech students of 1st & 2nd year under TEQIP II.

c) Pedagogy Training :

BOG noted with satisfaction that total 41 faculty members have already undergone Pedagogy training under TEQIP-II in IIT, Kharagpur and another 30 faculty members will be going for the same training during November – December, 2014. BOG advised to impart this training to all Faculty members in IIT KGP.

d) Management Capacity Enhancement Training :

BOG noted with satisfaction that 8 nos. of senior functionaries of the institute have already attended Management Capacity Enhancement training in IIM Lucknow & IIM, Raipur and another 2 faculty will be taking training from 10 – 15th November'14. BOG directed that all HODs/Nodal officers/ Coordinator of IIIC / Vice Chairman of Finishing School/ Associate Professors & above must attend the above programme as scheduled by TEQIP unit.

e) Appointment of Nodal Officers :

BOG approved the proposed changes in the TEQIP unit of the Institute to the following effect:

- i) Mr. Surajit Bhattacharyya as Nodal officer Procurement and
- ii) Mr. Krishnendu Chattopadhyay as Nodal Officer, Institutional Reform.

f) Foreign visit of Prof. (Dr.) J.K. Roy

i) BOG noted with satisfaction that Prof. (Dr.) J.K. Roy presented his research paper in the 8th International Conference & successfully participated in network meeting with Sr. functionaries of LJMU, UK. Members also appreciated the immediate outcome of his networking efforts:

- (a) Prof. Subhas Kumar Mukhopadhyay, Massey University, Newzealand, will visit the institute for discussion in various collaborative works, and

(b) LJMU, UK already proposed Faculty exchange programme by engagement of visiting faculty.

ii) Members also approved total expenditure of Rs. 1,88,962.59 incurred out of TEQIP fund in connection with foreign visit of Prof. (Dr.) J.K. Roy.

g) Five days Faculty Development Programme on “Cloud Computing & Social Networking”

Members noted with appreciation that 5 days FDP on “Cloud Computing & Social Networking” (14th to 18th October, 2014) conducted by eminent Academicians & Researchers had been successfully held in the Institute under TEQIP II with an expenditure of Rs. 2.15 lakhs against the budget estimate of Rs. 3.00 lakhs.

h) Action plan upto 31st March, 15 – TEQIP II

Members noted with satisfaction that out of Rs. 340.00 lakh received as TEQIP fund Rs. 265.621 lakh has been utilized upto 30.9.15. Members also approved item wise planning of expenses as well as projection of TEQIP fund requirement of about Rs. 155.00 lakh upto 31.3.15.

i) Statutory Audit

Members expressed their satisfaction about the statutory Audit Report on TEQIP II for the financial year 2013-14.

j) Performance Audit

Members noted that Performance Audit by Prof. (Dr.) Shyam Lal Soni & Data Audit by Prof. Ram Chandra Das has been going on from 31st October to 2nd November, 2014.

k) Institutional Good Governness Guidelines :

Members noted the following guidelines on good governance, leadership & management given in 2 days workshop organized by the World Bank on 16 – 17th October, 2014 and approved the following proposal:

1. Governing Body should approve “The Institutional Strategic Vision, Mission and Plan” identifying a clear development path for the institution through its long-term business plans and annual budgets.
2. Governing body to approve Annual Budget
3. Bench marking with similar institutions to be done and performance monitoring need to be reviewed in BOG’s meeting.
4. Suitable criteria to be agreed upto monitor the head of the institution’s performance by the GB.

5. Annual reports which include key areas of performance linked to strategic mission/plan and the institution's annual accounts to be published every year and upload to Website for the knowledge of all stake holders.
6. The institute should maintain, and publicly disclose, a Register of Interest of members of its Governing Body.
7. All stake holders to be intimated by ail/bulk SMS on the important events and uploading if GB's resolution in the institute website.
8. Role and responsibilities of the Chairman and all other members of GB, the Head of the Institution and the Member Secretary serving the GB clearly stated.
9. A document on "Institutional Good Governance Guidelines" to be made available in the Institution.

Item No. 5 : Other items taken up with the permission of the Chair.

Since there was no other issue, the meeting ended with vote of thanks.