

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

**Draft Minutes of the 48<sup>th</sup> Meeting of the Governing Body held on 21<sup>st</sup> February, 2015  
at 02:00 p.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 Basu Deo Tikmani : 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. Arghya Sarkar : Member: Principal's Nominee
12. Prof. Asok Kumar, Principal : Member Secretary (Ex-Officio Member)

The meeting noted that the members noted that Sri M.C. Saha, 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 47<sup>th</sup> Meeting of the Governing Body held on 1<sup>st</sup> November, 2014.**

**Resolution :** Minutes of the 47<sup>th</sup> meeting was read out by the Principal and the minutes of 47<sup>th</sup> meeting confirmed unanimously.

**Item No. 2: To consider the Action Taken Report on the relevant proceedings of the 47<sup>th</sup> Meeting of the Governing Body.**

**Resolution :** Actions taken report on the proceedings of the 47<sup>th</sup> Meeting have been discussed and approved by BoG.

**Item No. 3 : To consider the Report of the Principal on the relevant matters for the period from February, 2015 to April, 2015.**

**Resolutions :**

1. Following resolutions are taken in the meeting -
  - a) **BOG Nominee :**  
BOG decided to release Dr. Pawan Kapur as member of the BOG on completion of his tenure and advised to explore appointment of new members.

**b) Exit Meeting :**

BOG advised to hold an Exit meeting whenever a staff member of the Institute resigned from his service. The departing member may also be requested to furnish a confidential feedback about his experience in this institute as well as reason of his resignation.

**c) Yearly Planner of holding BOG Meetings :**

BOG advised to prepare a yearly planner for holding BOG meeting to enable the members to organize their schedules accordingly. As per TEQIP guidelines at least four meetings of BOG in a year shall be organized.

**d) Result Analysis :**

Director presented the Result Analysis for the last three years of all the depts. On review of the said analysis BOG noted that the result has almost stabilized over the year without any marked improvement which is a matter of concern. BOG advised that each Deptt. should fix up a target toward better results & endeavour to achieve the same. Result analysis shall be done by each deptt. regularly.

**e) Identifying eminent academicians to deliver expert lectures :**

BOG suggested identifying eminent academicians attending International Conferences in different institutes in India and liaison with them & inviting them to deliver expert lecture on identified specialized areas in our institute for betterment of our faculty members & students.

**f) Service Tax :**

Regarding IRG utilizing DST equipment BoG suggested BoG suggested Prof. (Dr.) Debapriya De to explore the feasibility of having Service Tax registration in the name of the Institute and then charge it in the cases of Testing and other consultancy services.

**g) Vacancy Status :**

BoG advised that the vacancy status presented before the BoG shall be made more clear by highlighting Total requirement, Total availability & vacancy in different colours.

**h) Transition Rate :**

BoG noted that results of girl students are better than the boys in respect of all departments. It was also noted that transition rate of ME & AUE is less than 80% in all the last three years and advised that Basic Sc. Deptt. shall identify the underlying reasons in consultation with concerned Deptts & initiate remedial measures immediately.

**Item No. 4: Issues Pertaining to TEQIP – II :**

BoG advised that institute related issues & TEQIP related issues be reported & presented separately for convenience of discussion & decision taking.

**a) Institutional Good Governance Guidelines :**

BOG advised the Managing Trustee & the Director to visit to B.V. Bhoomaraddi College of Engg. & Tech. at Hubli that has been projected by NPIU/World Bank as role model towards implementation of Good Governance Practices, to gain firsthand

knowledge about their achievements in this regard & may also seek their advice in respect of our institute. Expenditure on this account be met out of TEQIP fund under Institutional Reforms.

**b) Foreign visit :**

- i) Prof. J.K. Roy presented the outcome of his visit to Liverpool, UK. BoG members after discussion suggested Prof.(Dr.) Roy to work out the detailed five years plan for academic collaboration with LJMU, Liverpool along with estimated expenditure on this account and submit the same in the next BoG meeting.
- ii) The proposal of Mr. Suvanjan Bhattacharya is advised by the BoG to put some more efforts to strengthen networking with the foreign universities / Labs. For his visit to USA to present a paper at the 6<sup>th</sup> International symposium on Advanced Computational Heat Transfer to be held during 25<sup>th</sup> – 29<sup>th</sup> May, 2015.

**c) Uploading of Minutes of the Meeting :**

BoG advised that in lieu of “**Extracts of Resolutions adopted in BoG meeting**”, Extracts of Minutes of the BoG meeting barring the items that could not be published shall henceforth be uploaded in the institute website.

**d) Pedagogy Training :**

BoG appreciated that 55 nos. of faculty members in 5 batches have already attended Pedagogy training at III KGP and advised that remaining 53 faculty members shall also attend this training course at III KGP.

**e) Approval taken from BOG –**

- i) BOG noted that total expenditure incurred for ICCCM-2014 is less than the approved estimated cost. However, BOG approved the excess expenditure incurred under Air travel w.r.t estimated cost.
- ii) BOG considered the revised TA & DA Rules of the institute (initially introduced in 2012) presented by the Director & approved the same to accommodate price hike in the market.
- iii) Regarding enhancement in the rate of Teaching Assistantship BOG decided to implement the enhancement as per AICTE guidelines as & when published.
- iv) BOG approved the projected expenditure to the extent of Rs. 313.00 lakhs under TEQIP during April 2015 to October, 2016, provided required funds are made available by TEQIP. BOG also advised to prepare a revised Institutional Development Plan (IDP) with identified physical & financial targets & submit the same in the next meeting.
- v) BOG approved the format for obtaining the Declaration of Interest for maintains a “**Register of Interest of BoG Members**”.
- vi) Format suggested by Director for collecting communication data from the parents of the students has been approved by BOG.

**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.