

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

**Minutes of the 2017-II (56th) Meeting of the Governing Body held on
12th August, 2017 at 10:30 a.m. at the Institute Campus, 243, G.T. Road(N),
Liluah, Howrah - 711204**

Members Present :

1	Prof Sajal Dasgupta	: Chairman
2	Shri Kishan Kr. Kejriwal	: Managing Trustee: Trust Nominee
3	Shri Basu DeoTikmani	: Member: Trust Nominee
4	Shri M.C. Saha	: Member: Trust Nominee
5	Mr. S.C. Dugar	: Member: Trust Nominee
6	Mr. Pranabesh Das	: Member: Director of Technical Education (Ex- officio Member)
7	Mr. Bivash Mallick	: Member Nominee of MAKAUT
8	Dr. Paramita Chatterjee	: Member Nominee of AICTE
9	Mrs. Sima Ghosh	: Member Nominee State Govt.
10	Prof. ParasarBandyopadhyay	: Member : Chairman's Nominee (Educationist)
11	Prof. (Dr.) Arun Kr. Jalan	: Member: Principal's Nominee
12	Dr. Krishnendu Chattopadhyay	: Member: Principal's Nominee
13	Prof. Buddhadeb Chattopadhyay	: Principal & Member Secretary (Ex- Officio Member)

Item No. 1 : To welcome the new Members in the BOG

Mr. Kishan Kr. Kejriwal, Managing Trustee welcomed newly joined DTE, Mr. Pranabesh Das and introduced our present Principal, Prof. Buddhadeb Chattopadhyay, MAKAUT Nominee, Mr. Bivas Mallick, Principal's Nominee, Prof. (Dr.) Arun Kr. Jalan, Professor, Basic Science & Dean, Students' Affairs and Dr. Krinshnendu Chattopadhyay, Lecturer (Selection Grade), ECE to the BOG Members. BOG accepted Principal's nominee as the member of the BOG.

Then Director, Prof. (Dr.) Parasar Bandyopadhyay introduced the Faculty achievers, Mrs. Nabamita Banerjee Roy, Assistant Professor, EE Department for obtaining Ph.D Degree from Jadavpur University and Mr. Suvanjan Bhattacharyya, Assistant Professor, ME Department for successfully completing all formalities of obtaining Ph.D Degree from Jadavpur University.

Director also introduced student achiever during the period, Mr. Subham Saha, 2017 Pass out batch of CSE for securing 1st Runners-up in present Around The World Technical Paper Presentation Competition. Chairman of BOG presented a memento and appreciated his good innovative work done. Managing Trustee advised him to apply for Patent of his innovative idea and help junior students to carry forward his work.

The meeting noted that Assistant Director, Eastern Regional Office, AICTE and Mr. R. C. Bhattacharya, Member, Chairman's Nominee, could not make it convenient to attend the meeting due to their unavoidable preoccupations. The BOG granted their leave of absence.

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BOG noted that Prof. (Dr.) Asok Kumar, is presently placed as the Professor in ECE Department, in view of Prof. Buddhadeb Chattopadhyay taken over as the Principal and Head of the Institute from 1st August, 2017, Chairman permitted outgoing Principal, Prof. (Dr.) Asok Kumar to present ATR of 55th meeting and Principal's Report of 56th Meeting to BOG Members.

BOG also noted that Prof. Parthasarathi Chakraborty, CEO, MCKV Group was present in the meeting as an invitee.

Item No. 2 : To confirm the draft minutes of the 2017-I (55th) Meeting BOG held on 21st April, 2017.

Resolution: BOG Confirmed the MOM of 2017-I (55th) unanimously.

Item No. 3: To consider the Report of the Principal

(A) To consider the Action Taken Report on the relevant proceedings of the 55th (2017-I) Meeting of the Board of Governors.

i) Appellate Committee's decision: Letter of Extent of punishment handed over to three students as recommended by the Appellate Committee.

Resolution :Two final year students satisfied the condition of waiver of Rs. 14,230/- of each them. Therefore, no action is required to be followed up. But for other students, HOD – ME & IT should monitor attendance, University's results and also conduct of three students so that they do not fail to satisfy the conditions of waiver of Rs. 14,230/- to each of them.

ii) Placement Policy:

Resolution: Principal must ensure that all First year students and their parents sign the Placement Policy.

iii) Students Feedback :

Resolution: DTE commented that total number of students provided online data to be mentioned to realize the feedback properly. Also BOG feels, students having below 60% attendance should not be permitted to take part in online feedback system.

iv) Reward to Best Teacher :

Resolution: BOG feels that only students' feedback on the teachers will not be sufficient to judge the Best Teacher; Peer Feedback also to be collected along with HOD's Feedback for deciding Career Development Plan for a Teacher.

Best Teacher selection should be done objectively. Therefore, it is needed to decide various objectives; like Administrative Support provided, Research Grant obtained, Contribution to publication/Patent etc.

A report in this regard to be submitted to BOG in the next meeting for finalization.

v) Teaching Methodology proposed by Physics Faculty :

Resolution: Principal is required to monitor the performance in Physics Sem. examinations of 1st& 2nd Year students after implementation of three measures as mentioned in the **Annexure – IV** of the Action Taken Report (55th BOG) proposed by the faculty of Physics department.

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vi) Review of Existing CAS Policy and Issue of Graduate Profile Certificate:

Resolution: BOG instructed the committee constituted for the purpose should meet at the earliest and submit a report with their recommendation to BOG for its implementation.

(B) Principal's Report:

i) **Admission Status :** BOG expressed their concern on unsatisfactory admission status of B.Tech programmes.

ii) **MAKAUT Semester Result :** BOG felt that 8th semester results presented by Prof. Asok Kumar was not be much meaningful. It is suggested that the following points to be brought out while presenting such results :-

- a) No. of students appeared and failed during the semester.
- b) Subject wise analysis of results
- c) Grade range wise (like 9-10, 8-9, etc.) deptl. results as it is done now
- d) Action plan to eliminate weakness for each semester to be presented.

iii) **Anti Ragging Report:**

Resolution: A detailed report to be placed to the BOG in a separate Agenda since it is monitored by the Statutory Authorities with all seriousness. Regular meeting to be conducted even though no ragging incidence reported and summary of all the minutes of the meeting conducted during the period to be reported to BOG.

iv) **Reporting of Placement Status:**

Resolution: Need to be clearly mentioned placement status at the time of last reporting, during the period placed and total placed.

Item No. 4: To consider various issues pertaining to TEQIP – II.

i) **Action Taken Report:**

BOG noted that Students' sensitization programme pertaining to NAAC Accreditation will be conducted before the Peer Team visit.

ii) **Implementation of Good Practices :**

a) **Diagnostic Tests :**

Resolution: BOG noted the poor performance of all the students and advised to organize Bridge Courses at the earliest to enable them to cope up with engineering syllabus.

b) **MOCK Tests for Final year students :**

Resolution: Name should be changed to Practice Interviews and advised to conduct regularly.

c) **Soft skill and Domain Knowledge Training –**

Resolution: Schedule and Budget to be finalized at the earliest.

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d) Faculty & Staff Development :

Resolution: BOG accepted to continue various provisions as laid down below to encourage the faculty & staff for Participation in Seminar/ Conference/ Workshop/ Training/ Management Capacity Enhancement Programme out station:

- **No. of Staffs** per Semester per Department allowed – Three
- **Travel**– By Three Tier A/C Train or Bus
- **Registration Fees/ Participation Fees** – Limited to Rs. 3,000/- per candidate.

Item No. 5: Other items :

i) Increase of Intake:

BOG advised to consolidate admission data of last five years category-wise (like MQ, GQ through Centralized Counseling and Direct Admission, TFW). A detailed report to be prepared to augment Infrastructure, Lab facilities and Staff requirement for increase of intake from 60 to 120 students. This report is to be sent to BOG in advance of next meeting to enable them to study pros and cons and discuss in the next meeting.

ii) Initiatives taken on Green Environment :

BOG appreciated the initiatives taken.

iii) Conducting the International Conference :

BOG appreciated the responsibility taken by the Institute of conducting the conference with the Institutions of Engineers (I), IAQA (USA) and ISHRAE in Kolkata from 20th and 21st July, 2018.

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

Principal

Chairman