

MCKV Institute of Engineering

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

Minutes of the 50th (2015-III) Meeting of the Governing Body held on 8th August, 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. Shri B.D. Tikmani | : Trust Nominee |
| 3. Shri S.C. Dugar | : 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. B.B. Paira | : Member Nominee of MAKAUT |
| 7. Prof. Kartik Ch. Basak | : Member: State Govt.'s Nominee |
| 8. Prof. Tapan Kr. Ghoshal | : Member: Chairman's Nominee (Educationist) |
| 9. Prof. Arghya Sarkar | : Member: Principal's Nominee |
| 10. Prof. Asok Kumar, Principal | : Member Secretary (Ex-Officio Member) |

In absence of the Chairman of BOG, Director proposed the name of Shri B.D. Tikmani to chair the 50th (15-III) BOG meeting and Mr. Kishan Kr. Kejriwal accepted the proposal. Therefore, under the Chairmanship of Shri B.D. Tikmani the meeting was conducted.

The meeting noted that the members noted that Sri M.C. Saha, Trust Nominee, Col. A.K. Nath, & Mr. R.C. Bhattacharya, both Chairman's Nominee, Prof. Bitasta Chanda, Principal'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 49th (2015-II) Meeting of the Governing Body held on 25th April, 2015.

Resolution : Minutes of the 49th (2015-II) meeting was read out by the Principal and the same confirmed unanimously.

Item No. 2: To consider the Action Taken Report on the relevant proceedings of the 49th Meeting of the Governing Body.

Resolution : Attached in APPENDIX – I & II (Members discussed and approved the Action Taken Report presented by the Principal and the TEQIP Head).

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

Resolutions: Following resolutions are taken in the meeting –

1) Filling up vacancy in BOG:

BOG welcomed the induction of the following new members in BOG:

- i) Prof. B.B. Paira – Member of bog – MAKAUT nominee
- ii) Mr. Sharad Ch. Dugar – Member of BOG – Trust Nominee

2) Service Tax:

It is resolved that no Service Tax Registration would be required till IRG from testing etc. reached the ceiling of Rs. 10.00 lacs and advised to start offering Testing of samples etc. services to the public.

3) Creation of Posts.

BOG again reiterated that all post created/to be created in the Institute shall have the approval of the Trust.

4) Reporting of vacancy:

BOG advised to report faculty vacancy separately for UG & PG programme to have a clear understanding of the extent of shortfall.

5) Meeting of BOG members with Faculty and Staff

BOG advised to arrange meeting with Faculty and Staff early as the said meeting could not be held before this meeting.

6) Numbering of BOG meeting

BOG resolved that the numbering of the BOG meeting be henceforth done as 2015-I, 2015-II and so on

7) Change of nomenclature

BOG advised to change the nomenclature of “Scholarship Awarded” to “Freeship Awarded”

8) Numbering of Class Test

BOG desired that Class Test’s number be mentioned while reporting.

9) Result Analysis

BOG resolved, after analyzing 8th semester Result which was highly unsatisfactory, that the Principal shall convene a meeting with Dean (Academics) and HODs to analyse the trend in results and also to work out an Action Plan for its improvement. The result of the exercise shall be reported in the next meeting.

10) Transition Rate

BOG advised to report in the next meeting 1st year Transition rate and also results of 2nd & 3rd Year B.Tech.

11) IRG from Competitive Examinations

BOG resolved that IRG from competitive examinations shall be reported examination view from time to time from the next meeting.

12) Publication

BOG resolved that details of publications with its SCI rating shall be part of the PPT.

13) Student Achievements.

BOG advised to provide all details of each item of Student Achievements in the presentation and also to publicize such achievements in the Campus and also in the Institute Website to enthuse other students.

14) IEEE Student Chapter

BOG resolved that a student chapter of IEEE be set up to open up new opportunities to the faculty and staff.

15) Placement Status

A) BOG expressed its displeasure on the status of placement which was unsatisfactory. BOG advised TEQIP Coordinator to circulate the status of placement as submitted to SPFU/NPIU. BOG also advised the Principal to consult all HODs and CRTT Cell, to analyse the placement status as per TEQIP Format that includes placement in Campus , Off Campus, enrollment in higher studies, self employment etc. and also to work out an Action Plan towards improvement in placement scenario.

B) BOG resolved to constitute a Task Force with its members to study the placement status of last few years and also to suggest an Action Plan for improvement.

16) Incentive Scheme

BOG advised to work out an Incentive Scheme for those HODs who are shouldering administrative duties in addition to academic duties. BOG also advised to formalize the matter of allowing benefit to the Faculty and Staff Members performing additional academic duties etc.

Item No. 4: Issues pertaining to TEQIP-II :

Resolutions: Following resolutions are taken in the meeting –

1) Pedagogy Training

BOG advised to organize in-house Pedagogy Training for all faculty members and also implementation of atleast one Virtual Lab in each Department as early as possible.

2) Appraisal of Performance of Head of the Institute

BOG approved the Format (APPENDIX –III) for Appraisal of Performance of Head of the Institute and advised to implement it from the Current Academic Session by making suitable arrangement for monitoring the performance.

3) Expenditure on Procurement

BOG approved actual expenditure of Rs. 113.325 lakhs under TEQIP II representing 28.33% of total Project allocation of Rs.400 lakhs in view of the expenditure actually incurred before 25% Cap is introduced in revised PIP updated in June, 2015.

4) Teaching Assistantship

BOG approved awarding of Teaching Assistantship to all 10 M.Tech students promoted to 2nd year subject to satisfaction of eligibility criteria and also filling up of rest 26 vacancies from amongst the new entrants.

5) Reimbursement of Registration Fee etc.

BOG approved reimbursement of Rs. 7357/- being the amount of Registration Fee not refunded by the International Symposium authority and Rs.12,487/- being Visa Fee both paid by Mr. Suvanjan Bhattacharyya, Asst. Prof. ME Deptt. out of his own resources.

6) Four Funds

BOG approved additional contribution to the Four Funds to bridge up the gap to achieve 2% contribution for all four years from 2011-12 to 2014-15.

BOG also advised to invest the entire amount standing in four funds in four separate Term Deposits with the Bank upto 31.10.2016.

7) Student Achievements

BOG highly appreciated the achievements of four students of the Institute on securing 2nd position in the Business Plan Competition organized by IIM, Kolkata amongst about 100 participants from different Institutes including Universities, IITs, Business Houses etc.

8) Innovation Cell

BOG approved setting up of Innovation Cell in the Institute to foster R & D culture amongst the Faculty and students.

9) Enhancement of Research and Development and Institutional Consultancy.

A) BOG expressed its satisfaction in the inclusion of “Enhancement of R & D and Institutional Consultancy” in the Project activities for private self financing Institute and also approved the suggested activities and permissible expenditure prescribed in revised PIP as detailed in **APPENDIX -IV**.

B) BOG noted that under revised PIP updated on June, 2015 the following expenses are permissible for students under Incremental Operating Cost:

- i) Student Training materials and other consumables.
- ii) Organizing Industrial visits.
- iii) Attending Workshop and Technology Exhibition
- iv) Registration Fee, TA and incidental charges to present technical papers in the National/ International conference held in India.

BOG approved funding of aforesaid activities to the students subject to availability of fund in Project allocation.

C) BOG approved engagement of a retired teacher of IIT/NIT/ Similar reputed Institute as Senior Research Advisor, on contract basis, from 1st August 2015 up 31st October, 2016 at a consolidated remuneration of Rs. 60,000/- p.m. under TEQIP II and booking the expenditure on this A/c under “Enhancement of R&D and Institutional Consultancy.

10) Engagement of Office Staff

BOG approved the engagement of an Office Staff for TEQIP Cell, on contract Basis on a consolidated remuneration of Rs. 10,000/- p.m. upto 31.10.2016 to be charged under IOC, for efficient functioning of TEQIP Cell.

11) Revised Budget allocation

BOG approved the revised allocation of unutilized balance of Rs. 61.21 lakhs as per revised guidelines as detailed in **APPENDIX - V**.

Principal