

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

**Minutes of the 2016-II (53rd) Meeting of the Governing Body held on
30th July, 2016 at 10:30 a.m. at the Institute Campus, 243, G.T. Road(N),
Liluah, Howrah - 711204**

Members Present :

1. **Shri Kishan Kr. Kejriwal** : **Managing Trustee: Trust Nominee**
2. **Mr. S.C. Dugar** : **Member: Trust Nominee**
3. **Prof Sajal Dasgupta** : **Member: Director of Technical Education
(Ex-Officio Member)**
4. **Prof. Parasar Bandyopadhyay** : **Member : Chairman's Nominee
(Educationist)**
5. **Prof. B.B. Paira** : **Member Nominee of MAKAUT**
6. **Dr. Paramita Chatterjee** : **Member Nominee of AICTE**
7. **Prof. Ajoy Ghose** : **Invited Member (Mentor TEQIP-II)**
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, Mr. K.K. Kejriwal, Managing Trustee proposed the name of Prof. B.B. Paira to Chair this meeting, Prof. Parasar Bandyopadhyay seconded the proposal. Therefore, under the Chairmanship of Prof. B.B. Paira 2016-II (53rd) meeting of the BOG was conducted.

The meeting noted that Trust Nominees Sri Basu Deo Tikmani, Mr. M.C. Saha, Chairman's Nominee Capt. A.K. Nath (Retd.), Prof. R.C. Bhattacharya, State Govt. Nominee, Mr. Kartick Basak 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.

Dr. Paramita Chatterjee, AICTE nominee was introduced by the Director and all the members present welcomed Dr. Chatterjee as the member of BOG of MCKVIE.

Item No. 1 : To confirm the draft minutes of the 2016-I (52nd) Meeting of the Governing Body held on 9th April, 2016

Resolution : BOG confirmed the MOM of 2016-I (52nd) meeting unanimously as read out by the Principal & Director.

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

- (A) **To consider the Action Taken Report on the relevant proceedings of the 52nd (2016-I) Meeting of the Governing Body.**

Action Taken Report on the resolution of BOG in 2016 – I (52nd) meeting submitted by the Principal has been noted by the BOG without any comment.

- (B) **To consider the Report of the Principal on the relevant matters for the period from April, 2016 to June, 2016.**

(a) **Placement Status**

BOG expressed grave dissatisfaction to the status of Placement which was very bad while other Institutes have good performance in this regard in this year and advised to strengthen its activities.

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Resolution : BOG as a measure for improvement suggested:

- i) Head CRTTC to gather information on other similar Institute, particularly AOT, B.P. Poddar etc. and set a Bench Mark for MCKVIE.
 - ii) Finalize Placement Policy which is to be circulated to the students before the commencement of Academic Year.
 - iii) Finalize Placement Brochure and circulate to the prospective recruiters and summer training or internship training providers.
 - iv) Mock Interview to be conducted for 3rd Year students by professionals regularly.
 - v) Initiative to be taken to send letters every month to all Alumni providing them information about various activities conducted and planned by the institute.
 - vi) Prof. B.B. Paira directed Head CRTTC) to submit a placement report department-wise showing eligible vs. placed and non-eligible vs. placed separately and Employability data to be presented considering all mode of engagement such as Higher Education, Self employment, etc.
 - vii) Other than CII, all other chambers to be contacted for continuous interaction.
 - viii) CRTTC should contact Mr. S.C. Dugar for training & placement of our students at Bharat Forge.
- (b) **Institute Scholarships :**
While awarding institute scholarships to the 1st year students, an undertaking to be taken from them in regards to continuation of their scholarship provided they have good academic performance in class tests/ sem. exams., good conduct and good attendance. A committee should be constituted by the Head of the Institute to review this criterion every year and approve for continuation of scholarship.
- (c) **Appreciation Certificates :**
Director/ Principal/ Dean's certificate may be given to the outgoing students which may help them in future. This will be a good institutional practice for demonstrating the helping attitude.
- (d) **Anti Ragging Report :**
DTE instructed the Principal to report to the BOG on all the incidents of the ragging cases reported to the Anti Ragging committee, whatever it may be.
- (e) **Exit Meeting :**
Exit meeting to be conducted at the time of a faculty/ staff member leaving the institute and suitable action to be initiated, if required.
- (f) **Staff Vacancy Position :**
Actions to be taken to fill up vacancy. AICTE permits now to have 25% visiting faculty in the pay roll.
- (g) **MCKVIE Academy :**
MCKVIE can think of setting up an Academy wherein Short Term/ Certification courses can be offered to the interested candidates. The courses could be Animation, ERP, e-Commerce, Cyber Security, Cloud Computing, Big Data analytics, BCA, BBA, Skill Development programmes for Rural areas, etc.

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 2016-I (52nd) BOG meeting.

Action Taken Report on the resolution of BOG in 2016 – I (52nd) meeting submitted by the TEQIP Head has been noted by the BOG without any comment.

(B) TEQIP Matters :

(a) Renewal of NBA Accreditation :

Resolution : BOG strongly recommended to do the needful and submit pre qualifier format to NBA before the last date for one year extension and report to DTE on this.

(b) Autonomous Status :

Resolution : All efforts to be made to obtain Autonomous status of the institute at the earliest.

(c) Task Force Activities :

BOG appreciated the initiatives taken by the institute to continuously interact with CII and conduct certification courses with NPTEL as the partner institute. BOG also appreciated for working with NEN and planned to conduct regular entrepreneurship development classes.

(d) Audits :

- i) BOG noted both Internal Audit and Statutory Audit completed and no adverse comment received.
- ii) BOG also noted that DATA audit is planned to be conducted on 22nd & 23rd Aug.'16 and 9th Sept.'16 by Mr. Ram Chandra Das of Govt. College of Engineering & Ceramic Technology, Kolkata and performance audit will be conducted by Prof. M.V. Krishnamurthy, Rtd. Professor of IISc., Bangalore during 9th to 11th September, 2016 as per the guidelines of NPIU.

(e) Foreign Travel of Mr. Suvanjan Bhattacharya :

Resolution : Mr. Bhattacharya presented to BOG on his difficulties in getting Poland Visa due to short of time and therefore, obtained **Schengen Visa** taking approval from the TEQIP Head and made himself available for the Conference to present his paper. For this he had to travel through Germany where he stayed one night. Total expenses was Rs.2,12,576/- against approved expenses Rs2.0 lakhs. Mr. Bhattacharya also presented the outcome of his visit which is and will be beneficial to MCKVIE.

Deviation in his travel plan, additional expenses incurred in Germany and Poland and the total expenses incurred for this foreign visit as per reimbursement claim submitted by Mr. Bhattacharya have been approved by BOG in consideration of the outcome of his visit.

(f) **Teaching Assistantships :**

Resolution :Following approval given by BOG –

- i) Payment of T.A. for the month of July'16 to 2nd year M.Tech students since they completed their course on 19th July'16.
- ii) Payment to 1st year students to continue till the end of the TEQIP-II programme on satisfactory completion of 1st year course without any back log. However, TA. For the month of July'16 can be paid.
- iii) For the newly admitted M.Tech students, the decision on payment of T.A. is kept on hold.

(g) **Incremental Operating Cost :**

i) **Industry Institute Interaction :**

Resolution : BOG approved

- (a) Industry Meet in a Hotel in Kolkata permitted within the Budget of Rs. 2.0 lakhs.
- (b) Payment of Student Internship Training Expenses as per the approved permissible expenses attached in Annexure – I. This will be in effect from 1st August, 2016.

ii) **Salary of Prof. Samir Kr. Saha :**

Reimbursement to the Institute total amount of Salary of Prof. Samir Kr. Saha which was paid from the Institute fund from Sept.'15 till date due to shortage of fund under IOC, and payment of subsequent salary directly from TEQIP-II fund.

iii) **Paper Presentation by Students :**

BOG approved payment of various permissible expenses as provided in Annexure – I.

iv) **Imparting Training to the Students :**

BOG approved the proposal to impart training of 50 to 60 students of 5th Semester of ECE dept. at IC Design & Fabrication Centre of Jadavpur University on “Microelectronics Technology & VLSI Design without disturbing their regular classes at an estimated expenditure of Rs.3.00 to 3.50 lakhs.

(h) **Any Other :**

BOG noted that a large amount of fund (given in Annexure – II) will remain unspent due to receiving Rs.2.0 crores additional fund in late March'16 after which not much time was available due to semester examinations and also summer break. However, BOG advised TEQIP Head to coordinate with all the staff members and the students to enhance activities and spend more fund to reduce the amount of unspent fund as much as possible.

Principal

Chairman