

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

**Minutes of the 2017-I (55th) Meeting of the Board of Governors held on
21st April, 2017 at 10:30 a.m. at the Institute Campus, 243, G.T. Road(N),
Liluah, Howrah - 711204**

Members Present :

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| 1. Mr. Kishan Kr. Kejriwal | : Managing Trustee: Trust Nominee |
| 2. Mr. S.C. Dugar | : Member: Trust Nominee |
| 3. Dr. Amalendu Basu | : Member: Director of Technical Education
(Ex-Officio Member) |
| 4. Dr. Tapan Kr. Ghoshal | : Member: Chairman's Nominee (Educationist) |
| 5. Prof. Parasar Bandyopadhyay | : Member : Chairman's Nominee (Educationist) |
| 6. Prof. B.B. Paira | : Member : Nominee of MAKAUT |
| 7. Dr. Paramita Chatterjee | : Member : Nominee of AICTE |
| 8. Mrs. Sima Ghosh | : State Govt. Nominee (Educationist) |
| 9. Prof Sajal Dasgupta | : Invited Member |
| 10. Prof. Arghya Sarkar | : Member: Principal's Nominee |
| 11. Prof. Bitasta Chanda | : Member: Principal's Nominee |
| 12. Prof. Asok Kumar, Principal | : Member Secretary (Ex-Officio Member) |

Item No. 1 : To welcome the new members in the Board of Governors

Managing Trustee Mr. Kishan Kr. Kejriwal welcome Dr. Amalendu Basu, Director of Technical Education, Govt. of West Bengal to attend his first meeting as Ex-officio member and Mrs. Sima Ghosh, Asst. Professor of Govt. College of Engineering & Textile Technology, Sreerampur as the State Govt. Nominee replacing earlier nominee Mr. Kartick Ch. Basak due to expire of his term of two years. Also Managing Trustee mentioned the resignation of Col. A.K. Nath, Executive Director of CDAC due to his transfer to Pune. BOG granted release of both Mr. Kartick Ch. Basak and Co. A.K. Nath as the member of BOG of MCKVIE. Mr. Kishan Kr. Kejriwal introduced Prof. Parthasarathi Chakraborty as the newly appointed CEO, MCKV Group.

Managing Trustee felicitated Dr. Sajal Dasgupta, Ex-DTE, Govt of West Bengal for his long association with the Institute during which he relentlessly guided the institute to become one of the front runners amongst the Private Engineering Colleges in the State. Mr. Kejriwal mentioned that Mirzamal Chhaganlal Kejriwala Charity Trust appointed Dr. Sajal Dasgupta as the Chairman of BOG since uncertain health condition of the Honb'le Chairman, Sri Shyam Sundar Kejriwal debarred him from attending the Meetings of the BOG of MCKV Institute of Engineering, while the Institute is in urgent need of leadership and guidance from the Chair. However, Sri Syam Sundar Kejriwal will guide MCKVIE as the Emeritus Chairman of the Board of Governors.

Since Dr. Sajal Dasgupta requested to nominate a Chair person for this meeting, Prof. B.B. Paira was requested to chair the session which he agreed.

The meeting noted that Trust Nominees Sri Basu Deo Tikmani, Mr. M.C. Shah, Regional Officer, 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.

The meeting also noted that this meeting was earlier scheduled on 8th April'17 but due to unavailability of a few BOG member it was postponed to 21st April, 2017.

Item No. 2 : To confirm the draft minutes of the 2016-III (54th) Meeting of the Board of Governess held on 10th November, 2016.

Resolution : BOG confirmed the MOM of 2016-III (54th) with the following corrections in the minutes – Item No. 2(b) the paragraph should end with “rusticate subject to the approval of MAKAUT”.

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

(A) To consider the Action Taken Report on the relevant proceedings of the 54th (2016-III) Meeting of the Board of Governors.

(i) Disciplinary Action :

BOG members expressed their total dissatisfaction on the status of unresolved situation of the action taken on various disciplinary measures suggested in earlier meeting by the BOG members. Principal mentioned that two students out of 13 students punished are not accepting the punishment since they claimed to be not at all involved in the incidence. They would like BOG to reconsider their case judiciously.

Resolution : BOG constituted an appellate committee with the following members to decide their involvement into the incident and directed them to resolve the issue in a very short time :-

- 1) Prof. (Dr.) Asok Kumar, Principal
- 2) Dr. Paromita Chatterjee, Member of BOG
- 3) Prof. Parthasarathi Chakraborty, CEO, MCKV Group.

Principal will be the convener of the committee.

(ii) Placement Policy :

Principal is directed to submit Placement Policy and action taken for its implementation to BOG at the earliest.

(B) To consider the Report of the Principal on the relevant matters for the period from November, 2016 to March, 2017.

(i) Students Feedback :

Resolution : Action taken on Students' Feedback to be reported to BOG from time to time.

(ii) Introducing Reward for Achievements :

Resolution : BOG suggested rewarding suitably Best Students and teachers. A proposal in this regard to be submitted to BOG.

(iii) University Result :

Resolution: BOG expressed their concern on the odd semester university result; particularly 3rd sem. Physics subject of automobile Engineering students. Principal is advised to communicate in writing to COE & VC of MAKAUT regarding poor performance of our students. Also find out the performance of other institutions in this regard.

Faculty of Physics department are instructed to prepare a specific action taken report in consultation with the Principal to arrest the down slide of semester results in Physics subject. Also advised to them to allot single teacher per department for teaching Physics. This report to be send to BOG members within 15 days.

(iv) Meeting with the Achievers :

BOG desires to meet with the Faculty & Student achievers in person in BOG meeting and encourage them for their good work done.

(v) Circulation of BOG's MOM :

BOG instructed to the Principal to circulate Draft Minutes of the meeting within two weeks of the meeting.

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

(A) Action taken report relevant to various issues of TEQIP-II reported in the 2016-III (54th) BOG meeting.

Action Taken Report on the resolution of BOG in 2016 – III (54th) meeting submitted by the TEQIP Head has been noted by the BOG without any comment.

(B) TEQIP Matters :

Expenses on International Conference :

BOG approved the expenses of about Rs.8.60 lakhs.incurred (which was within the budget) towards ICAST 2017 and also appreciated for conducting three days event smoothly which was organized in a short time.

Item No. 5 : Issues pertaining to NBA/ NAAC :

BOG noted with satisfaction that pre qualifier for obtaining NBA accreditation of UG programmes of EE & ME programmes has been submitted. BOG advised to peruse with the NBA for early approval of the pre qualifiers so as to expedite submission of accreditation fee and SARs on time.

BOG also resolved to pay the balance accreditation fee of Rs.7,24,500/- for the above two UG programmes out of TEQIP fund as and when demanded by NBA.

Director presented a brief of Objectives and functioning of recently set up IQAC. The first meeting with external members scheduled to be held on 25th April'17 wherein the scope, etc will be discussed.

Item No. 6 : HR Issues :

(a) Notice Period :

Resolution : Notice Period for Resignation/ Termination from existing Three months to One month accepted by BOG.

(b) Closure of M.Tech Programme :

Resolution : In view of poor admission status from last three years in M.Tech of CSE, VLSI & Automotive Technology. BOG advised to initiate the process of closer and send our proposal for closer from Academic Year 2017 – 18 to MAKAUT & the State Govt. Suitably.

(c) Review of existing CAS Policy and Appraisal Format of MCKVIE :

Resolution : These are to be reviewed by a committee constituted for this purpose. The member of committee are as follows –

- 1) Prof. B.B. Paira, BOG Member
- 2) Dr. T.K. Ghoshal, BOG Member
- 3) Dr. Paromita Chattopadhyay, BOG Member
- 4) Prof. Parthasarathi Chakraborty, CEO, MCKV Group.
- 5) Prof.(Dr.) Asok Kumar – Member Secretary, BOG & the Principal of MCKVIE.

Principal will be the convener of the committee.

This report should be prepared as soon as possible and implement the same at the earliest.

The committee will also be finalizing the process of Issuing Graduate Profile Certificate which MCKVIE intends to provide to the students admitting from 2017 – 18 onwards. BOG felt this action will be the pioneering effort of MCKVIE which will ultimately benefit to the students to obtain suitable employment in future.

Item No. 7 : Other items taken up with the permission of the Chair

Director presented the newly set up **Internal Quality Assurance Cell (IQAC)**. IQAC is being formed to build and ensure quality culture at the institutional level. This cell will also meet the diverse need of the stake holders. The composition of the IQAC as per the guidelines provided by UGC requires two External Experts on Quality Management/Industry/Local Community as the member of the IQAC. Mr. Kaushik Bhattacharya, Area Head IBM and Prof. B.B. Paira, Advisor, Kalyan Bharati Trust are agreed to be the external member.

IQAC is chaired by the Principal and a senior faculty nominated by the Principal is the Coordinator of IQAC who also functions as the secretary. The details of organization structure along with responsibilities of each unit are mentioned in **Annexure – I**.

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

Principal

Chairman