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

Draft Minutes of the 49th (15-II) Meeting of the Governing Body held on
25th April, 2015 at 2:00 p.m. in the Conference Hall at MCKVIE, Liluah, Howrah.

Members Present :

1.	**Shri Kishan Kr. Kejriwal**	**: Managing Trustee: Trust Nominee**
2.	**Prof. Parasar Bandyopadhyay**	**: Member : Invited Nominee of Trust**
3.	**Prof. Sajal Dasgupta**	**: Member: Director of Technical Education**
		(Ex-Officio Member)
4.	**Prof. Kartik Ch. Basak**	**: Member: State Govt.'s Nominee**
5.	**Prof. Tapan Kr. Ghoshal**	**: Member: Chairman's Nominee (Educationist)**
6.	**Prof. Arghya Sarkar**	**: Member: Principal's Nominee**
7.	**Prof. Bitasta Chanda**	**: Member: Principal's Nominee**
8.	**Prof. Asok Kumar, Principal**	**: Member Secretary (Ex-Officio Member)**

In absence of the Chairman of BOG, Director proposed the name of Dr. Sajal Dasgupta to chair the 49th (15-II) BOG meeting and Dr. Tapan Kr. Ghoshal accepted the proposal. Therefore, under the Chairmanship of Dr. Sajal Dasgupta the meeting was conducted.

The meeting noted that Sri M.C. Saha & Mr. B.D. Surekha both chairman'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 48th (15-I) Meeting of the Governing Body held on 21st February, 2015.

Resolution : Minutes of the 48th (15-I) meeting was read out by the Principal and the minutes of 48th meeting confirmed unanimously.

Item No. 2: To consider the Action Taken Report on the relevant proceedings of the 48th Meeting of the Governing Body.

Resolution : 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 February, 2015 to April, 2015.

Resolutions: Following resolutions are taken in the meeting –

1. **Annual Planner for BOG Meeting:**
   BOG approved the Annual planner for 2015 as (i) 11/18 July,'15 and (ii) 10/17 Oct,'15. It has been decided to organize the meeting in the campus at 2.30 p.m. Exact date will be finalized 2-3 weeks prior to the meeting.

2. **Numbering of BoG Meetings :**
   BOG suggested that the numbering of BOG meeting to be used like 15-I (first meeting of the year 2015), 15-II (2nd meeting of the year 2015), etc.

3. **Filling up Vacancy in BOG :**
   (a) Principal's nominee Prof. (Dr.) Bitasta Chanda in place of Prof. (Dr.) Debapriya De, who have completed his tenure of two years, welcomed by all the BOG members and she was considered as special invitee to the 49th meeting. Principal has been advised to issue a formal appointment letter to her.

   (b) To fill up the vacancy of Dr. Pawan Kapur caused due to completion of his tenure, Principal proposed to consider Col.(Rtd.) Asheet Kr. Nath, Executive Director, CDAC, Kolkata as the Chairman's nominee of BOG. All the members unanimously accepted the proposal and advised to issue a formal appointment letter accordingly.

   (c) BOG advised Mr. Kishan Kr. Kejriwal to finalise the Trust nominee to fill up the vacancy of Mr. B.D. Surekha,whose resignation due to poor health was accepted by the BOG.

4. **Target of result :**
   BOG considered this as a very important issue and advised that the institute should give special attention to prepare a time bound action plan to improve student results. BOG directed that this should be done in two steps –
   Step 1 : Department wise result analysis – yearwise
   Step 2 : Time bound action programme to improve student results.

5. **IRG :**
   BOG suggested to keep the matter of charging Service Tax for providing test facilities in abeyance. Testing charges can be collected at the rates proposed without Service Tax till the Service Tax registration is obtained.

6. **Swachh Bharat Abhijaan :**
   BOG appreciated good work done by the Institute through Swachh Bharat Abhijaan and advised that the same should be brought to the notice of the Prime Minister.

7. **Creation of POST :**
   BoG suggested that all the posts of the institute should be approved by the Trust.

8. **Agenda of the BOG Meetings :**
   BOG suggested that Statutory compliance to be added in AGENDA of all the BOG meetings and status of the followings to be mentioned -
   a) Anti ragging status
   b) WBUT/AICTE approval status
   c) Reporting State Govt, if there is any
   d) Bisakha Committees report
   e) Cyber Law (2012) – implementation status
   f) Report court case, consumer court case, etc. Under zero agenda
   g) Best practices followed to be identified and reported to BOG
   h) Journal name with Impact factor to be mentioned.

9. **Vision & Mission Statement of the Institute :**
   BOG accepted minor modifications suggested by the Mentor on Institutional Vision & Mission statement.

10. **Organization Structure :**
     Modification on organization structure providing additional responsibility to the Director is also accepted by the BOG.

11. **Interaction with the Senior Staff Members** :
     BOG desires to meet and discuss with about 20 staff members of the institute in the category of Deans, HODs and other senior members in the departments to understand their difficulties in operation and suggestions for improvement. This meeting will be for an hour before every BOG meeting.

12. **Reporting Format for Institutional and TEQIP related matters**
     Shall be revised & implemented from the next meeting.

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

Resolutions : Following resolutions are taken in the meeting -

1. BOG directed to contact IIT, Kharagpur and organize Domain knowledge FSD programme under the scope of MOU signed with them. A report in this regard to be submitted to BOG in its next meeting.

2. BOG members expressed their dissatisfaction on the effort to disseminate knowledge gained through different FSD programme attended by our faculty members.

     (i) Some of the faculty who attended pedagogy training at IIT, Kgp did neither conduct any seminar nor submit training material to anybody. It is directed that any staff members sent for training, etc. or visit of institute/industry/research organization must disseminate acquired knowledge to other staff members through Seminars/ Workshops, etc. Training material collected to be handed over to the Dean (Academic).

     (ii) It is noted that NBA/NAAC workshop conducted at Hyderabad by Engineering Staff College of India which was attended by five of our faculty members, did not put any effort to orient other faculty and also did not handover the documents to the Dean (Academics). They are required to conduct an orientation programme on outcome based NBA for others in the institute at the earliest and also handover the documents to the Dean (Academics)..

3. BOG approved International visit of Mr. Suvanjan Bhattacharya to Rutgers University, USA, to orally present his paper on **"Computational of studies of Heat Transfer enhancement in turbulent channel flow with twisted strips inserts"** in the 6th International Symposium on Advances in Computational Heat Transfer (CHT-15) during 25th to 29th May, 2015 at an estimated expenditure of Rs.2.10 lakh out of TEQIP fund.

4. BOG approved the payment of Rs. 8000/- p.m.as Teaching Assistantship to Ms. Keya Sanyal from the date of her joining in M.Tech programme as a non-GATE candidate..

5. BOG directed that no staff members will be permitted to visit abroad more than once in two years after the first visit availing TEQIP fund.

6. BOG did not agree to pay extra remuneration to the staff members for taking classes or conducting workshops/FSD programmes. They suggested non-financial incentive for their career development for which BOG invites proposal from the institute for consideration in the next meeting.

7. Mentoring for faculty, staff and students to be done continuously.

8. BOG also approved the Revised Institutional Development Plan (IDP) for the extended period of TEQIP – II (1st January, 2015 to 31st October, 2016) along with Budget & Project Target for the period.

9. BOG noted with satisfaction that e-SAR for NBA accreditation in respect of three UG programmes of CSE, ECE & ME are ready for submission by 30th April, 2015.

10. BoG approved the Good Governance Guidelines prepared by the institute with the suggestions to modify the performance indicators of the Head of the Institute/ Principal as detailed below :
    a) Student enrollment may not be an indicator for assessing performance of the Head of the Institution/ Principal
    b) The following indicators to be added -
    i)   Academic performance in the University examinations.
    ii)   Student's achievements
    iii) Placement status.
    iv)   Arrangement of Internship/Training of students
    v)   Steps taken to motivate faculty & students
    vi)   Compliance activity on time
    vii) Equity participation
    viii) Regular conducting of GB and recording of MOM and presenting action taken report.

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.