



# Dumka Engineering College

(Estd. by Govt. of Jharkhand & run by Techno India under PPP)  
(Approved by AICTE, New Delhi & affiliated to Sidhu Kanhu Murmu University, Dumka)

Corporate Office : EM 4/1, Sector - V, Salt Lake, Kolkata - 700 091  
Phone : (91) 33-2357-6163/64/2658/1094. Fax : (91) 33-2357-2450

## MINUTES OF THE MEETING OF BOARD OF GOVERNORS (BoG) OF DUMKA ENGINEERING COLLEGE

<b>Meeting No.</b>	<b>DEC/BOG/15092020</b>
<b>Date &amp; Venue</b>	15th September 2020 at EM4/1 (6th floor), Salt Lake, Sector-V, Kolkata-700091
<b>Start Time</b>	11:00
<b>End Time</b>	12:30
<b>Discussion reference</b>	As per Notice

### MEMBERS / PARTICIPANTS

S.No.	Participants	Role
1.	Mr. Kunal Ganguly	Chairperson Governing Body
2.	Dr Gopal Pathak	Member, Nominee of JUT
3.	Dr. Sudipta Chakraborty	Member Governing Body
4.	Dr. Bishnu Brata Chattopadhyay	Member Governing Body
5.	Mr. Anit Adhikari	Member Governing Body
6.	Mrs. Moumita Chakraborty	Member Governing Body
7.	Dr. Subhendu Mondal	Member Governing Body
8.	Prof. Sujit Khamaru	Member Governing Body
9.	Dr. Palash Pal	Member Secretary

Meeting was conducted in Physical & on-line Video Conferencing Mode

#### Absent Governing Body Members:

1. Nominee of AICTE, Member
2. Nominee of SKM University, Member
3. Nominee of Govt. of Jharkhand Representative



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## AGENDA:

Sl. No.	Topic	Status
1	Review of previous BOG Meeting	Discussed
2	Review of the completion of procurement under TEQIP fund	Discussed
3	Status of TEQIP-III project	Discussed
4	NBA preparedness	Discussed
5	Academics in view of COVID-19 outbreak	Discussed
6	Various Webinar approval and other	Discussed
7	Final year examination and measurement of social distancing in hostels	Discussed
8	Financial approval of the expenditure of final semester	Discussed
9	Pending fees collection during COVID-19	Discussed
10	Budget and Audit Report	Discussed
11	Administrative approval during lockdown period	Discussed
12	Changes of leave structure due to COVID-19 for this year	Discussed
13.	Miscellaneous	Discussed

## CONFIRMATION/APPROVAL:

The minutes of meeting of previous Board of Governors was approved/confirmed by the board.



## MINUTES OF MEETING

Agenda Point Sl .No.	Minutes
0.	<p>Dr. Palash Pal (Member Secretary) welcomed Mr. Kunal Ganguly (Chairperson, Governing Body), along with all members of the governing body. Member Secretary briefed about the meeting and delivered Power-Point Presentation about Dumka Engineering College.</p> <p>At the beginning the board reviewed and approved the minutes of the previous meeting.</p>
1.	<p><b>Review of previous BOG Meeting:</b></p> <ol style="list-style-type: none"><li>1. Action take was reported against the agenda Item No. 2</li><li>2. Action taken reported against the agenda Item No. 3</li><li>3. Action taken was reported regarding the NBA preparedness against the agenda Item No. 4</li><li>4. Some specific actions were taken against the agenda item no. 5</li><li>5. Action taken concerning agenda item no. 6</li><li>6. Some specific actions were taken against the agenda item no. 7 and item no. 10</li><li>7. Board was informed that Actions have been taken against the suggestion made in Previous BOG meeting concerning agenda Item No. 8</li><li>8. Some specific measures were taken against the agenda item no. 11</li></ol> <p>The board members have reviewed the report of the action taken of the previous BOG meeting and approved the minutes of the same.</p>



2.	<p><b>Review of the completion of procurement under TEQIP fund:</b></p> <p>Due to lack of available fund in the Procurement section all expenses made/booked were from Academic Section &amp; IOC section with following details;</p> <p>Academic Section: Rs. [REDACTED] was spent IOC Section : Rs. [REDACTED] was spent</p> <p>Member Secretary presented the report of the completion of procurement under TEQIP fund for financial quarter (July-August-September 2020). After a detailed review of the expenditure board approved the Expenditure.</p>
3	<p><b>Status of TEQIP-III project:</b></p> <p>Board was informed that out of total Sanctioned Fund, which is Rs. [REDACTED], following percentages expenses were booked under different allowed sections</p> <ol style="list-style-type: none"><li>1. In procurement Segment [REDACTED] of allotted fund was spent</li><li>2. In Academic Section [REDACTED] of allotted fund was spent</li><li>3. In IOC [REDACTED] was spent</li></ol> <p>It was informed to all board members that all important &amp; planned sections have already been covered following all statutory norms &amp; guidelines.</p> <p>Board appreciated the statistics presented.</p> <p>Further, Member secretary has informed that instruction has been received from the NPIU for extension of the TEQIP-III project up to 31<sup>st</sup> March 2021. Member secretary also presented the action plan for financial quarter (October-November-December 2020).</p> <p>The board approved the action plan for the above mentioned period.</p>
4.	<p><b>NBA preparedness:</b></p> <p>Dr. Palash pal (Member Secretary) informed to the BOG members that Self-Assessment Reports (SAR) for three departments ME, CE and EE have been submitted in the month of July 2020 for the accreditation. However, due to COVID-19 the pandemic situation, we are unable to finalize the date for NBA visit.</p> <p>Board members unanimously approved the initiative. The Board has instructed to make SAR for other departments as well</p>



5.	<p><b>Academics in view of COVID-19 outbreak:</b></p> <p>Physical academic activities have been stopped due to nationwide lockdown amid COVID-19 outbreak. However, as per AICTE guideline, college has started academic activities online from 1st September 2020 onwards for the existing students. As emphasized, we are also conducting laboratory classes via virtual mode.</p> <p>Board instructed to follow the existing Goal Sheet System for teaching.</p> <p>The board approved the initiative.</p>
6.	<p><b>Various Webinar approval and other:</b></p> <p>Considering the current pandemic situation, Institute has planned some online webinars, trainings for the students to boost academic activity of the Institute. Some of them had already been conducted. Details of all planned &amp; conducted activity was placed before board before consideration.</p> <p>Board went through all the details &amp; found that every webinar conducted had a definite purpose &amp; appropriate expert were invited.</p> <p>Board authorized Principal to take decision on this kind of event till the situation becomes normal. Board also advised to conduct these events more in number.</p>
7.	<p><b>Final year examination and measurement of social distancing in hostels:</b></p> <p>As instructed by the SKM University, it mandatory to conduct exit semester examination, therefore, it is planned conduct the 8<sup>th</sup> semester examination by maintaining SOP with ample safety measures.</p> <p>The board approved the initiative.</p>
8.	<p><b>Financial approval of expenditure of final semester:</b></p> <p>In order to maintain condition of social distancing and implement safety precautions during the 8th semester examination, approval for financial expenditure has been given.</p> <p>To conduct 8th Semester physical Examination as Home Centre under SKM University, Some precautionary Materials need to be procured as per the University &amp; Govt. SOP. Estimated Expense for the Procurement is Rs. [REDACTED]</p> <p>Detail list of the material &amp; quantity is shared with Every Board members.</p> <p>Board approved the procurement of the COVID-19 Precautionary material. However the Board had suggested to write to the University for reimbursement of the cost of those materials from the University, as it is University Examination.</p>



9. **Pending fees collection during COVID-19:**

A brief Report was placed before all board members regarding fee collection during lockdown till Aug2020.

Due to the College lockdown condition, earlier the pending fees collection was restricted. However by issuing notice, fees from the most of the students are collected via online. For collection of remaining fees, reminder messages are being sent to the concerned students.

Board took a note of the details & instructed principal to every possible action to recover the pending fee.

10. **Budget and Audit report:**

Modification and Approval of non TEQIP Budget for 2020-21

Due to COVID the activities of College was practically suspended. The Activities are going on mostly on line and physical activities are kept at the minimum as per the Govt guideline. In view of that the earlier non TEQIP Budget was put for modification.

After a thorough review board approved the Modified Non TEQIP College Budget

The Audit of the college could not be completed due to COVID. TEQIP Audit was conducted as per norm.

Board advised to complete the Audit as soon as possible as per the GOI guideline regarding COVID situation.

Member Secretary has presented the budget by considering the COVID Protocol factors and audit report for the Institute. The board has sanctioned allotted budget.



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Agenda Point Sl.No.	Minutes
11.	<p><b>Administrative approval during lockdown period:</b></p> <p>Member Secretary informed that according to the Government order the College was running with physical presence of 33% staff. However, according to the new guidelines from MHA and Govt. of Jharkhand, the College is running now with physical presence of 50 % staff. Also, all staffs are allowed to work from home for 10 days in a month. For the staffs coming from home, quarantine centers are made in the college campus. Also, college campus is being sanitized frequently and hand sanitizer &amp; face mask use has been made mandatory for all staffs. It is required to maintain social distancing in the classroom, laboratories and hostels for students. It may be difficult to maintain in some cases, though we will follow the rule.</p> <p>The board approved the initiative.</p>
12.	<p><b>Changes of leave structure due to COVID-19 for this year:</b></p> <p>Implementation of leave structure is under process. It will be materialized according to the rule and regulation of Techno India group.</p> <p>Considering the pandemic situation relaxations were provided to all faculty &amp; staffs on yearly cap of their allowed leaves. Some additional leave was provided to faculty &amp; staff to visit their home town. All leaves sanctioned were paid leave.</p> <p>Board approval was sought as post facto approval</p> <p>Board had discussed the point and it was decided that as the competent authorities has been entrusted to grant leave as per the Approved Leave Rule, which can covers the existing situation, Intervention of the Board is not needed and matter left to the competent authority to grant Leave as per the Approved Leave Manual.</p>



13.

## Miscellaneous Points:

### A. Preparation & proposed actions before reopening of Institute physical Classes:

It was stated that Institute will abide or follow MHA, GOVT of India & Govt. of Jharkhand Guidelines regarding the same

Following additional Proposed actions are placed for approval;

- a. Weekly thermal screening of the students residing in the hostel to find out symptoms of COVID-19 on the basis of temperature. Regular tracking of students with high temperature for at least 14 days
- b. Faculty & students will be asked to use face mask while attending classes.
- c. Students Movement will be closely monitored through a tracking sheet at the main gate.
- d. Institute will provide one Help line number for any emergency
- e. Several Posters & banners will be placed at campus to make students aware about the COVID-19 spread & Symptoms.
- f. In case of any symptoms discovered or reported students will be sent to COVID-19 test centre to do the testing with the help of Dist. Administration.
- g. One Institute level task force will be constituted to monitor & manage COVID-19 preventive arrangement.

**Board appreciated some proposed activity for reopening the Institute as & when it will open. Board also approved the planned activity & instructed principal to look after the whole initiative.**

### B. Additional Revenue Generation

For improving the revenue generation the introduction of the various other courses as per Concession Agreement Clause 9.3 (e) was discussed. Academic Related Activities including but not limited to industry-interaction cells, industry incubation centre, training related workshops, industry consultancy, book stores selling books etc are permitted.

The board had to apply for Fire & Safety, BBA, BCA & MCA course immediately for starting the same from 2021-22.

**So the Board directed the Principal to apply to DHTE (S&D) and JUT for introduction of such courses.**





## C. Filling up the Vacant position

It was earlier decided to fill up all the vacant position as per AICTE norm at the earliest. However due to COVID-19 it become difficult to fulfill the same. College will take all initiatives to fill up the vacant position as per AICTE norm.

The meeting is ended with a vote of thanks to the chair.

### ADJOURNMENT:

The meeting concluded at 16:25 PM with thanks to the Chairperson.

Prepared By: \_\_\_\_\_ Date: 16<sup>th</sup> September 2020

(DR. SUBHENDU MONDAL)

MINUTES APPROVEDBY: \_\_\_\_\_

(DR. PALASH PAL, MEMBER SECRETARY)

MINUTES APPROVEDBY: \_\_\_\_\_

(MR. KUNAL GANGULY, CHAIRPERSON)