



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 GOVERNANCE (BoG) OF DUMKA ENGINEERING COLLEGE

Meeting No.	DEC/BOG/190118
Date & Venue	19 th January 2018 at DUMKA ENGINEERING COLLEGE ; DUMKA ; Jharkhand - 814101; INDIA
Start Time	13:10
End Time	15:00
Discussion reference	As per Notice

MEMBERS / PARTICIPANTS

S.No.	Participants	Role
1.	Mr. Kunal Ganguly	Chairperson Governing Body
2.	Prof. (Dr.) Gopal Pathak, Vice Chancellor, Jharkhand Technical University	Special Invitee
3.	Prof. K. Singh	Nominee of GOJ, Member
4.	Prof. Mohit Chatterjee	Member Governing Body
5.	Prof. Sudipta Chakraborty	Member Governing Body
6.	Dr. Bishnu Brata Chattopadhyay	Member Governing Body
7.	Prof. Sujit Khamaru	Member Governing Body
8.	Mr. Anit Adhikari	Member Governing Body
9.	Dr. Palash Pal	Member Secretary

Absent Governing Body Members:

1. Dr. Ganguly (Nominee of University), Member
2. Nominee of AICTE(Ex-Officio), Member
3. Prof. Argha Roy, Member Governing Body
4. Mr. N.C. Dutta, Special Invitee



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AGENDA:

S.No.	Topic	Status
1.	TEQIP phase III work till date and future procurement plan	Discussed
2.	Evaluation of Faculty	Discussed
3.	Quality Improvement Plan of the Students	Discussed
4.	Placement	Discussed
5.	Infrastructural Issues	Discussed
6.	Maintenance Issues	Discussed
7.	New Infrastructure	Discussed
8.	IEEE Conference	Discussed
9.	Student Admission	Discussed
10.	Misc	Discussed

MINUTES OF MEETING

Agenda Point Sl.No.	Minutes
0.	Dr. Palash Pal (Member Secretary) welcomed all participants, Mr. Kunal Ganguly felicitated all participants and Member Secretary briefed the committee about the meeting and delivered Power-Point Presentation about Dumka Engineering College.
1.	TEQIP Phase III work till date & future procurement plan: Several procurements have been made to upgrade existing lab & set up new computer lab in several dept. Till date following expenses are being made under the Institute Operational Cost, Procurement of Goods /Equipments and Academic Development. Total 1.78 Crores were spent which includes Multipurpose Language lab and several laboratories. Dr. Pathak Proposed for Internal audit on month wise. The Governing Body approved TEQIP Expenditure and upcoming Procurement and Action Plan.

2



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2.	<p>Evaluation of Faculty:</p> <ol style="list-style-type: none">1. The Chair has emphasized that the evaluation of the faculties are required so that they can be benchmarked, trained and will deliver the quality teaching to the student. A comprehensive evaluation process will be evolved considering AICTE guideline and other good practice. It has been decided that the evaluation will be completed before the next faculty pay band increase in July / August.2. The process will include formation of an expert committee (which will include expert from renowned institutes, like IIT/NIT/CU and so on)3. Increment and other benefit to the faculties will be awarded based on the evaluation report.4. Those who will fail or perform poor in the process will be sent for Faculty Development Program to improve their deficiencies.5. Faculties who do not possess “Ph D” are requested to register for that at early basis.6. Dr. Pathak has suggested to include a live teaching demonstration as a part of evaluation process.7. Categorization of the faculty must be done as per Class and work load.8. Dr. Gopal Pathak repeatedly stressed upon the quality of teaching. It has been briefed by the member secretary to the Board of Governance that Institute is in process to formulate a mechanism for improving the Quality of Teaching with the help of TEQIP Mentor Institute. Regular Session will be conducted with the help of Expert faculties of NIT/IIT to motivate & train faculty member of this institute. <p>Board members unanimously agreed to the proposal of Evaluation of the faculty members as per the suggested process & hence approved the proposal.</p>
3.	<p>Quality Improvement Plan of the students and faculty –</p> <ol style="list-style-type: none">1. Proposed for digital library in institution for better access of learning resources.2. Board of Governance has been informed about a joint action plan which is being prepared under the supervision of NIT Durgapur.3. Regular awareness cum Motivational sessions will be organized at a regular interval with the help of some prominent faculty of NITs & IITs.4. Emphasize has been given to increase more no. of communication & grooming workshop for students.5. Several other process was also discussed to enhance quality of students like Interview



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Agenda Point Sl.No.	Minutes
	<p>ready programs, Career Counseling by the faculty members etc.</p> <ol style="list-style-type: none">6. At least one Smart Class room is arranged for the students for Smart class.7. At least three national seminars must be arranged in an academic calendar, Simultaneously FDP/SDP/STTP would be organized by the Institute or attended by the staff/Faculty Under TEQIP-III by considering the TEQIP III Norm, where about it is not clear then GOI guidelines will be followed.8. College Library remains open till 9.00 PM on working Days. And all data regarding Library Documentation should be initiated after 6.00 pm as regular basis.<ul style="list-style-type: none">• 10 nos. of Computer set-up must be arranged in Library at earliest for use of students.• Library must be equipped with categorical division of books for each department to serve the students. <p>Board members unanimously approved the initiatives.</p>
4.	<p>Placement:</p> <p>This year first batch will be Passed out from Dumka Engineering College. This Institute has organized EPIC Research Placement Event at College Premises. VC is appreciating the same. He also appreciates the placement activity of Techno India Group and suggested to approach more companies for the placement.</p> <p>Board is in favour of the suggestion by VC of JTU & agreed to put more effort to enhance placement Scenario.</p>
5.	<p>Infrastructural Issues :</p> <p>Several Infrastructural issues have been discussed specially related with building structure. Out of which 3 have been identified as major one which includes;</p> <ol style="list-style-type: none">1. Poor Building quality which leads to some serious cracks in the buildings & if not addressed may cause some serious accident.2. Seepage issue, which is one of the most serious problem during rainy season.3. Uneven surface of roof4. Lack of Proper Drainage system in campus & absence of Dumping ground. <p>It has been decided that the faulty structures in college academic building, hostel & staff quarters will be inspected thoroughly by a relevant expert or chartered civil engineer and a detailed report of the inspection will be submitted by the institute to Honourable VC, Technical University Jharkhand and DHTE & SD (Govt. of Jharkhand) requesting necessary actions.</p>



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6.	<p>Old Hostel Building:</p> <p>Regarding old Polytechnic boys' hostel in the college premises, a written Application should be forwarded to Director of Higher and Technical Education, with current status report and Pictures.</p> <p>Board of Governance has briefed about Old Hostel Building, the nominated member from GOJ has told they will publish notice to vacate the hostel within January 2018. For any problem regarding this matter police support can be taken.</p> <p>Board members accept the same.</p>
7.	<p>Conference:</p> <p>Active involvement of faculties is necessary to organize seminar, work shop and other college work.</p> <p>Committee consisting of three persons must be setup to organize seminar, work shop, Conferences etc.</p> <p>Invitation of Rural development minister must be initiated as chief guest in Seminars and conferences</p> <p>Board members suggested and unanimously approved the initiatives.</p>
8.	<p>Student Admission:</p> <p>Member Secretary briefed about the proposed strategy for admission 2018-19 to the members of board.</p> <p>Governing Body has approved the Strategy.</p>
9.	<p>Miscellaneous Points :</p> <p>With the Permission of the Chair the following points were discussed and decided</p> <ol style="list-style-type: none">1. The Chairperson has asked to prepare the Institute for NBA Accreditation. A Team for the same will be formed by the College.2. The Institute will focus on Semester Fees Collection. College authority must take strict action against the students who fail to submit their tuition fees within due date without any valid reason. <ul style="list-style-type: none">• Exam form fill-up & issue of admit card for semester exams shall not be allowed for students who fail to submit their tuition fees within due date without any genuine reason.

4



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	<p>Decision should be taken regarding the centre of examination and seating arrangement. This Institute already conducted Semester Examination at their own campus. Dr. Pathak appreciates the same.</p> <p>3. Communication should be made regarding the existence and awareness of the Dumka Engineering College in remote places of Jharkhand.</p> <p>4. Fire Safety:</p> <p>Emergency Service numbers should be kept in printed sticker format in each laboratory and admin office and printed flex in every academic Block.</p> <p>Workshop should be arranged on Fire and Safety measures.</p> <p>Fire and safety officers should be invited for discussions on the same.</p> <p>Board members approved the initiatives.</p>

5

ADJOURNMENT:

The meeting concluded at 3:00 PM with thanks to the Chairperson.

Prepared By: _____ Date : 05th February 2018

(Dr. Palash Pal)

MINUTES APPROVED BY: _____ (SECRETARY)

(Dr. Palash Pal)

MINUTES APPROVED BY: _____

(CHAIRPERSON)

(Mr. Kunal Ganguly)