



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

Meeting No.	DEC/BOG/24122019
Date & Venue	24th December 2019 at 6 th Floor, EM-4, Salt Lake City, Sector V, EM Block, Sector V, SaltLake City, Kolkata-700091, West Bengal
Start Time	14:00
End Time	18:00
Discussion reference	As per Notice

MEMBERS / PARTICIPANTS

S.No.	Participants	Role
1.	Mr. Kunal Ganguly	Chairperson Governing Body
2.	Dr. Sudipta Chakraborty	Member Governing Body
3.	Dr. Bishnu Brata Chattopadhyay	Member Governing Body
4.	Mr. Anit Adhikari	Member Governing Body
5.	Mrs. Moumita Chakraborty	Member Governing Body
6.	Prof. Sujit Khamaru	Member Governing Body
7.	Dr. Subhendu Mondal	Member Governing Body
8.	Mr. Biswajit Dutta	Special Invitee
9.	Dr. Palash Pal	Member Secretary

Absent Governing Body Members:

1. Nominee of AICTE(Ex-Officio),Member
2. Nominee of SKM University, Member
3. Nominee of JUT University, Member
4. Nominee of DHTE and S&D, GoJ, Member



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AGENDA:

Sl. No.	Topic	Status
1	Review of previous BOG Meeting agenda points & action taken status	Discussed
2	Status of TEQIP-III and suggestions for review	Discussed
3	Action Plan for 4th Financial Quarter (Jan-Feb-Mar 2020) and fund allocation of TEQIP phase III	Discussed
4	Approval of Expenditure/ Procurement made in 3 rd financial quarter (Oct-Nov-Dec 2019) of TEQIP phase III	Discussed
5	SKM University pending affiliation and its related complication	Discussed
6	Approval/NOC from Dept of Higher, Technical Education & Skill development regarding pending Affiliation from SKM University as well as Govt. of Jharkhand for the year 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20	Discussed
7	NBA preparedness	Discussed
8	Financial status of the college	Discussed
9	Admission plan of academic year 2020-21	Discussed
10	Approval of Service Rule	Discussed
11	Miscellaneous (any issues which may be raised with the consent of chair)	Discussed

CONFIRMATION/APPROVAL:

The minutes of meeting of previous Board of Governors held on 30th August 2019, 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>



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1.	<p>Presentation on College:</p> <p>A Presentation with recent developments & achievements was presented before the Board members by the member Secretary Dr. Palash Pal.</p>
2.	<p>Review of previous BOG Meeting agenda points & action taken status:</p> <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> <p>Due to unavoidable circumstances earlier, some of the suggested actions were not fulfilled. Board take a note of the abovementioned observation</p>
3.	<p>Status of TEQIP-III and suggestions for review:</p> <p>Procurements have been made to upgrade existing laboratorie s& set up new computer lab in several departments.</p> <p>Under the TEQIP- III, a section of the students were sent to several IITs for internship. Till date expenses are being made under the Institute Operational Cost, Procurement of Goods /Equipment and Academic Development.</p> <p>In upcoming days Procurement & up gradation will be made for ME, CE, EE& ECE department labs.</p> <p>Board members unanimously appreciated and approved the initiative taken /actions taken in this quarter under TEQIP.</p>
4.	<p>Action Plan for TEQIP – III, 4th Financial Quarter (Jan-Feb-Mar 2020) and fund allocation of TEQIP phase III:</p> <p>Member Secretary presented the procurement plan for 4th financial Quarter (Jan-Feb-Mar 2020).</p> <p>After a detailed deliberation board approved the action plan placed by member secretary with some suggestions.</p> <p>All modifications have been incorporated into the final action plan, which received the final approval from the board.</p>



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5.	<p>Approval of Expenditure/ Procurement made in 3rd financial quarter (Oct-Nov-Dec 2019) of TEQIP phase III:</p> <p>The Principal has presented in detail the procurement made for the 2nd financial quarter (July-Aug-Sep 2019) and 3rd (Oct – Nov – Dec 2019) under TEQIP - III.</p> <p>As the 3rd Quarter is yet to complete, the Board asked to present the complete data after completion of the period.</p> <p>Board approved all expenses made in the 2nd quarter without any comment. Board approved the utilization reported for the period</p>
6.	<p>SKM University pending affiliation and its related complexity:</p> <p>Member Secretary has briefed the matter of SKM University examination issue. The University has not published yet the even semester result of 2017-18 academic year, therefore, odd semester examinations for the 2018-19 academic year are pending. The college has received the NOC letter from Department of Higher Education and submitted the same to the SKM University. Therefore, it is expected that the University will conduct pending examinations.</p> <p>Board suggested to follow up for the affiliation and examination issue with the SKM University.</p>
7.	<p>Approval/NOC from Dept of Higher, Technical Education & Skill development regarding pending Affiliation from SKM University as well as Govt. of Jharkhand for the year 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20:</p> <p>Member Secretary has briefed that all the necessary papers and fees and fines had been paid and Department of Higher Technical Education and Skill development, Government of Jharkhand has also communicated to the University. However the College is yet to receive the affiliation from the University.</p> <p>Board acknowledged the gravity of the situation as NBA is not possible without necessary affiliation & suggested Principal to discuss matter with the University and document the same if required. The matter should be informed to DHTE and S&D and also to NBA for their information and support.</p>



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8.	<p>NBA preparedness status:</p> <p>As the college is going to submit application for NBA accreditation, therefore, Member Secretary briefed about the establishment of modern laboratories as well as project laboratories for all departments.</p> <p>The Principal had requested the Board Members to visit the College and add values in the NBA process wherever necessary.</p> <p>Board members unanimously approved the initiative. However the concerned was raised by the members regarding non availability of affiliation and the poor admission to the few departments for NBA eligibility.</p>
9.	<p>Financial status of the college:</p> <p>In order to sustain the college, it is required to be financially stable. The board has emphasized to go for better student admission for the next academic year. In addition to this the Board had approved to start consultancy and new courses such as BBA, BCA, B.Ed, D.Voc , B.Voc, Skill based Courses etc .and other Certificate Courses after taking approval from the GoJ, University and statutory bodies in the upcoming 2020-21 academic session.</p> <p>Board authorized the Principal to apply for such courses to GoJ, University and statutory bodies</p>
10.	<p>Admission plan of academic year 2020-21:</p> <p>In order to improve the college financial status, the board has suggested to form and strengthened the admission cell.</p> <p>The Board Empowered Dr. Sudipta Chakraborty , a member of the to approve all the initiatives for the admission and expenses for the same without any further approval from the Board</p>
11.	<p>Approval of the Service Rule:</p> <p>Institutional Service Rule which is operational at present along with some modification based on AICTE and Govt Rule was placed before board for approval.</p> <p>After a detailed deliberation board approved the Modified Service Rule without any change , which will be implemented from 1st January 2020 due to operational suitability.</p>



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12.	<p>Miscellaneous:</p> <p>A. Utilization Report of the allocated Budget and Audited Report</p> <p>The Principal had presented the Utilization Report of the allocated Budget for FY 2018 -19 and Audited Report FY 2018 – 19 by the External Auditor.</p> <p>The Board approved the Utilization Report of the allocated Budget for FY 2018 -19 and Audited Report FY 2018 – 19.</p>
12.	<p>Miscellaneous:</p> <p>B. Budget Allocation of 2020-21</p> <p>The Budget presented by the College Principal for FY 2020 – 21 was discussed and Budget allocation was modified by BOG. The Final Budget which is approved is enclosed as Annexure – I.</p> <p>However, BOG has agreed the proposal of the Principal that the Budget Sheet is confidential in nature and will not be publicly displayed</p>
12.	<p>Miscellaneous:</p> <p>C. Post Facto Approval for Delegation of Financial Power to Principal & HODs</p> <p>It was found that although the Principals are Delegated and using the Financial Power (At present Rs 25,40,000 /- per year) with full authority since the beginning of the College since 2013 and each HODs are Delegated and using the Financial Power (At present Rs 60,000/- per year) with full authority since 2018, the necessary formal and documented approval from the BOG have not been taken.</p> <p>The Principal had requested for the Formal Approval.</p> <p>The Board of Governor had approved all the Financial Expenses done by the Principal since the beginning of the college up to Rs 25,40,000 /- per year.</p> <p>The Board of Governor had approved all the Financial Expenses done by the Each Department since 2018 up to Rs 60,000 /- per year.</p> <p>The Board of Governor had also approved the Budgetary Financial Approval of Rs 25,40,000 /- for FY 2019-20 to the Principal and Rs 60,000 /- for FY 2019-20 to the each HOD</p>



Agenda Point Sl .No.	Minutes
12.	<p>Miscellaneous:</p> <p>D. Reorganization of the Academic Council</p> <p>The Principal had suggested the re-organizing of the existing Academic Committee for academic upliftment. It was suggested that the Academic Dean and HODs will be member of the Committee.</p> <p>The Board suggested that the NBA coordinator should be also part of the Academic Committee and Principal Should also part of the committee and should Chair the same. The Academic Dean will work as the Member Secretary of the committee.</p> <p>The Principal accepted the Boards Suggestion and the Board approved the reorganizing of the Academic Council as discussed. The Board also authorized the Principal to include further members in the Academic Committee if needed without referring to BOG</p>
12.	<p>Miscellaneous:</p> <p>E. Creation of “Dean – Student Welfare and Affair” Post</p> <p>The Principal had suggested to create a post viz. “Dean – Student Welfare and Affair”.</p> <p>The Board approved the created the post of “Dean – Student Welfare and Affair” with the Following Conditions:</p> <p>1. Appointing / Nominating Authority</p> <p><i>The Principal of the College will appoint / Nominate “Dean – Student Welfare and Affair” to any Faculty as his additional responsibility as per the terms of his / her appointment order.</i></p> <p><i>The Principal is the Sole authority for the appointment of this post. BOG delegates the complete Authority to the Principal for Appointing, Extending, Re Appointing, removing the person for the post.</i></p> <p><i>There will be an additional remuneration for holding such post which will be decided by the Principal but will not be over Rs 5,000 pm</i></p>



Agenda Point Sl .No.	Minutes
	<p>2. Eligibility</p> <p><i>Any Teaching Faculty Can hold the post of Dean- Student Welfare and Affair</i></p> <p>3. Reporting</p> <p><i>Dean- Student Welfare and Affair will report to the Principal</i></p> <p>4. Period of Such appointment</p> <p><i>Normally the Period of such appointment will be for 2 years. However, the Principal may extend this period or reappoint if needed.</i></p> <p>5. Responsibility of Dean- Student Welfare and Affair</p> <p><i>Dean- Student Welfare and Affair is responsible for all student-welfare related activities on campus. He will look after and guide</i></p> <p><i>To maintain the congenial living environment in the campus including Hostels for the students</i></p> <p><i>To Guide the day to day essential support required for academic and co-curricular activities of students</i></p> <p><i>To arrange for special care for the academically weaker students</i></p> <p><i>To guide the students for their holistic development</i></p> <p><i>To work with the Principal, Dean Academics, HODs, Hostel Wardens, placement officer for all matters related to students' Welfare</i></p> <p><i>To arrange to depute students to participate events/programmes outside the College</i></p> <p><i>To keep in touch with the guardians as and when required.</i></p> <p><i>To arrange for maintenance of students' discipline in the Campus.</i></p> <p><i>Any other responsibility if assigned by the Principal / BOG</i></p>



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12.	<p>Miscellaneous:</p> <p>F. Industry Supported Lab</p> <p>The principal had requested for permission of Industry Supported Labs to be created in the Campus in line of IITs and NITs. The Board had approved the proposal.</p>

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

ADJOURNMENT:

The meeting concluded at 18:00 PM with thanks to the Chairperson.

ANNEXURE : Annexure – 1

Prepared By: _____ Date: 24th December 2019

(DR. PALASH PAL)

MINUTES APPROVEDBY: _____

(DR. PALASH PAL, MEMBER SECRETARY)

MINUTES APPROVEDBY: _____

(MR. KUNAL GANGULY, CHAIRPERSON)