

# CHAIBASA ENGINEERING COLLEGE

(Estd. By Govt. of Jharkhand & Run by Techno India under PPP mode)

P.O. - Jhikpani ; Chaibasa ; Jharkhand; India

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

<b>Meeting No.</b>	CEC/BOG/150118
<b>Date &amp; Venue</b>	15 <sup>th</sup> January 2018 at <b>CHAIBASA ENGINEERING COLLEGE</b> ; Jhikpani ; Chaibasa ; Jharkhand;
<b>Start Time</b>	13:00
<b>End Time</b>	15:30
<b>Discussion reference</b>	As per Notice

### MEMBERS / PARTICIPANTS

S.No.	Participants	Role
1.	Prof. Sudipta Chakraborty	Chairperson Governing Body
2.	Prof. ( Dr.) Gopal Pathak, Vice Chancellor, Jharkhand Technical University	Special Invitee
3.	Shri. Mohit Chatterjee	Member Governing Body
4.	Shri. Anit Adhikari	Member Governing Body
5.	Mr. Kunal Ganguly	Member Governing Body
6.	Dr. Bishnu Brata Chattopadhyay	Member Governing Body
7.	Dr. Saunak Bhattacharya,	Member Governing Body
8.	Prof Debabrata Raha	Member Governing Body
9.	Mr. Utpal Kumar Paul	Member Governing Body
10.	Mr. N.C. Dutta	Special Invitee
11.	Dr. M.K.Samanta	Member Secretary

Absent Governing Body Members :

1. Dr. D.N.Mahato(Nominee of University),Member
2. Nominee of AICTE(Ex-Officio),Member
3. Nominee of GOJ(Ex-Officio),Member

### AGENDA:

S.No.	Topic	Status
1.	Teqip phase III work till date and future procurement plan	Discussed
2.	Solar power project implementation under Teqip phase III	Discussed
3.	Evaluation of Faculty	Discussed
4.	Quality of Teaching & New Faculty recruitment	Discussed
5.	Quality Improvement Plan of the Students	Discussed
6.	Placement	Discussed
7.	Extra Earning and Due Fees Collection	Discussed
8.	Infrastructural Issues	Discussed
9.	Maintenance Issues	Discussed
10.	New Infrastructure	Discussed
11.	Shortage of water	Discussed
12.	Vice Principal Appointment	Discussed
13.	Student Admission	Discussed
14.	Misc	Discussed

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## MINUTES OF MEETING

Agenda Point Sl.No.	Minutes
0.	Dr. M.K.Samanta (Member Secretary) welcomed all participants and briefed the committee about the meeting and delivered a Power-Point Presentation about Chaibasa 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 1.37 Crores was spent which includes Multipurpose Language lab and several laboratories. The Governing Body approved TEQIP Expenditure and upcoming Procurement and Action Plan.
2.	<p>Solar Power Project Implementation Under Teqip Phase III – Quotation Invitation process &amp; final implementation plan is in process and March/April 2018 work process is expected to start &amp; it will help in institute's power requirement &amp; in the time of Power cuts. If Successfully implemented then produce power may get used for the grid through netmetering.</p> <p>Dr Gopal Pathak advised to be careful while choosing the vendor &amp; equipments for the projects, since many of them become non functional after few days of operation, which affects the project outcome. He also recommended to form a committee under a expert faculty of the institute ,who will monitor every development &amp; submit a status report in a interval of 15 working day.</p> <p>It was decided that the Institute will review the requirement and feasibility of implementing Solar Power Project Implementation and will proceed with caution.</p>
3.	<p>Evaluation of Faculty –</p> <ol style="list-style-type: none"><li>1. The Chair has emphasized about the evaluation of the faculties are required so that they can be benchmarked , trained and will be 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.</li><li>2. The process will include formation of an expert committee ( which will include expert from renowned institutes, like IIT/NIT/CU and so on )</li><li>3. Increment and other benefit to the faculties will be awarded based on the evaluation report.</li><li>4. Those who will fail or perform poor in the process will be sent for Faculty Development Program to improve their deficiencies.</li><li>5. Dr. Pathak has suggested to include a live teaching demonstration as a part of evaluation process.</li></ol> <p>Board members unanimously agreed to the proposal of Evaluation of the faculty members as per the suggested process &amp; hence approved the proposal.</p>

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4.	<p>Quality of Teaching &amp; New Faculty recruitment –</p> <p>The Policy for New Faculty appointment / recruitment has been already Framed in line with AICTE guideline and the Concession of Agreement with GOJ and operational. The copy has been provided to DHTE &amp; SD. The procedure is being followed.</p> <p>Dr Gopal Pathak repeatedly stressed upon the quality teaching . It has been briefed by the member secretary to the Board of Governors that Institute is in process to formulate a mechanism for Improving the Quality of Teaching with the help of TEQIP Mentor Institute NIT wrangle. Regular Session will be conducted with the help of Expert faculties of NIT/IIT to motivate &amp; train faculty member of this institute.</p> <p>Board members unanimously approved the initiatives.</p>
5.	<p>Quality Improvement Plan of the students –</p> <ol style="list-style-type: none"><li>1. Board of Governors have been informed about a joint action plan which is being prepared under the supervision of NIT Warengel.</li><li>2. Regular awareness cum Motivational sessions are being organized at a regular interval with the help of some prominent faculty of NIT&amp; IIT, recently one session was conducted with the help of Prof. (Dr. ) P.K.Sadhu, HOD EE, IIT Dhanbad</li><li>3. Emphasize has been given to increase more no. of communication &amp; grooming workshop for students.</li><li>4. Several other process was also discussed to enhance quality of students likes of Interview ready programs, Carrier Counseling by the faculty members etc</li></ol> <p>Board members unanimously approved the initiatives.</p>
6.	<p>Placement –</p> <p>All the data of Placement (2017 &amp; 2018 Passout) has been put in place to show placement scenario. Honorable VC, JTU has appreciated the numbers secured in placement &amp; advised to give more effort in the placement. However, it has also been informed to the members that this year we have been successful to provide job opportunity to our students in a most reputed MNC of our country, TCS.</p> <p>It has also been suggested by the VC to approach more companies for the placement.</p> <p>Board is in favor of the suggestion by VC of JTU &amp; agreed to put more effort to enhance placement Scenario.</p>
7.	<p>Extra Earning and Due Fees Collection :</p> <p>The Institute will attempt various modes for Extra Income like PMKVY. The Institute will focus for Due Fee Collection.</p> <p>College authority must take strict action against the students who fail to submit their tuition fees within due date without any valid reason.</p> <p>Exam form fill-up &amp; 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.</p> <p>Board members unanimously approved the initiatives.</p>

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8.	<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"><li>1. Poor Building quality which leads to some serious cracks in the buildings &amp; if not addressed may cause some serious accident</li><li>2. Seepage issue, which is one of the most serious problem during rainy season.</li><li>3. Uneven surface of roof</li><li>4. Lack of Proper Drainage system in campus &amp; absence of Dumping ground</li></ol> <p>It has been decided that the faulty structures in college academic building, hostel &amp; 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 VC, Technical University Jharkhand and DHTE &amp; SD (Govt. of Jharkhand) requesting necessary actions.</p>
9.	<p>Maintenance Issues :</p> <p>Board of Governors has been briefed about the difficulties to keep the campus maintained in terms of cleaning. It has also been said that the campus is spread over 33 acres, hence day to day cleaning for the entire campus is not feasible.</p> <p>So it has been decided that academic block, residential blocks will be cleaned in regular basis. Other than this Member secretary has also informed the members that beautification process has already started.</p> <p>It has been suggested by the Board that College to take help of Industrialists of this area to continue this kind of initiative under CSR.</p>
10.	<p>New Infrastructure :</p> <p>Through this Meeting Member Secretary has informed to all the members about lack of sufficient number of Boys Hostel &amp; Asst. Prof Quarter. The existing boy's hostel has a capacity of 300 beds, which is not sufficient compare to the intake of the institute.</p> <p>Institute also lacks sufficient number of Asst. professors quarter, which is essential to recruit quality teacher, since they need family accommodation. As the college is not inside the town so the accomidation is not available nearby.</p> <p>On this note VC, JTU recommended to intimate this matter in writing to the Concern Dept. of Govt. of Jharkhand with a copy mark to him. Dr. M. K. Samanta, member Secretary will do the necessary follow up.</p> <p>Board members approved the initiatives.</p>

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Agenda Point Sl.No.	Minutes
11.	<p>Shortage of water :</p> <p>Shortage of water in summer season has been a major issue with this institute since last 2 years. In summer days water level reduces significantly &amp; due to which water supply through only available resource i.e deep bore well reduces significantly &amp; as a result a gap between demand &amp; supply generates, which at times become very problematic to address. It has been estimated that three more active deep bore wells are required to meet the demand of the institute. Institute is not capable to make deep bore wells by its own, due to lack of expertise &amp; geographic location.</p> <p>Governing Body acknowledged this inherent problem &amp; emphasized on immediate solution. For this process it was decided that the Institute will request to concern department &amp; ministry for additional bore wells with immediate basis</p>
12.	<p>Vice Principal Appointment :</p> <p>The Vice Principal Dr G. Hazra has been resigned.</p> <p>The Board has approved to recruit / appoint / designate a New Vice Principal in the College.</p>
13.	<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>
14.	<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"><li>The Chairperson has asked to prepare the Institute for NBA Accreditation. A Team for the same will be created by the College.</li><li>The Chairperson has asked the college to adopt few Villages under Saansad Aadarsh Gram Yojana ( SAGY ) which focus upon the development in the villages which includes social development, cultural development and spread motivation among the people on social mobilization of the village community.</li><li>Lack of a Proper Play Ground in the campus has been an inherent problem of this institute &amp; hence need some serious effort to make a play ground for the students inside or outside campus. On this note VC , JTU suggested some sports arrangement which needs less space like badminton, volley ball, TT. He suggested using the space inside the boy's hostel or the place beside boy's hostel to initiate few sport activity on immediate basis. Later on cricket &amp; football ground may be identified or located inside the campus.</li></ol> <p>Board members approved the initiatives.</p>

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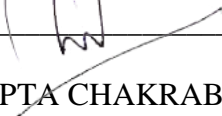
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## ADJOURNMENT:

The meeting concluded at 3:30 PM with thanks to the Chairperson.

Prepared By:  Date : 25<sup>th</sup> January 2018  
( Dr. M K SAMANTA )

MINUTES APPROVED BY:  ( SECRETARY )  
( Dr. M K SAMANTA )

MINUTES APPROVED BY:   
(CHAIRPERSON)  
( PROF SUDIPTA CHAKRABORTY )