

**GOVT. COLLEGE OF ENGINEERING AND TEXTILE TECHNOLOGY,  
BERHAMPORE, MURSHIDABAD, WEST BENGAL 742101  
BOG MEETING**

Minutes of the 1st BOG meeting of 2016 of Govt. College of Engineering and Textile Technology, Berhampore, Murshidabad, West Bengal held on 14<sup>th</sup> July, 2016 in the Principal's Chamber.

**Members present at the meeting:**

1. Dr. S.M.Chatterjee , Chairman ,Ex-Vice Chancellor of Bengal Engineering & Science University
2. Mr. J.C. Ghosh, Joint Director, Govt. of West Bengal
3. Dr. A.Biswas , Officer in Charge, GCETT-Berhampore, W.B.
4. Mr. B. Islam , Asstt. Engineer ,Div – I , Representative of PWD , Berhampore
5. Mr. Soumyen Banerjee , Registrar ,GCETT-Berhampore W.B.
6. Mr. Anirban Mandal , Accounts Officer , GCETT-Berhampore W.B.
7. Mr. Pallab Sen , Staff , GCETT-Berhampore
8. Shri Partha Pal , Students Representative , GCETT-Berhampore W.B.
9. Mrs. Chandana Maji , Deputy Director, CSTR
10. Student Representative

**Agenda**

AGENDA- 01	Confirmation of the proceedings of the last meeting held on. 25-01-16
AGENDA-02	Action taken on resolution of last Governing Body meeting held on 25-01-16.
AGENDA-03	TEQIP - II related issues: TEQIP activities, New proposals, Academic autonomy etc.
AGENDA-04	College developmental activities & problems.
AGENDA-05	Filling up of vacant post of different categories.
AGENDA-06	Anti-ragging measures.
AGENDA-07	Miscellaneous.

**Minutes  
Procedural**

Meeting started at 2.00 o'clock with Dr.S.M.Chatterjee on chair. With a welcome note the Chairman declared the quorum is in order and the leave of absence is granted. Out of 18 members 10 members or their bonafide representatives were present and the meeting commenced. The agenda was approved and the Chairman requested the Member-Secretary to proceed on.

**AGENDA- 01:** Confirmation of the proceedings of the last meeting held on 25-01-16.

The minutes and resolutions of the last meeting were read out by the Officer-in-Charge and Member-Secretary in the meeting. The house unanimously confirmed those.

**AGENDA-02:** Action taken on resolution of last Governing Body meeting held on 25-01-16. The Member Secretary reported the action taken on pertinent decisions in the minutes of last meeting of the Board of Governors held on 25-01-16. He narrated that the steps indicated in the earlier meeting are being followed, as far as practicable, by the college. The house supported the ATR duly.

**Discussion, consideration and Ratification**

**AGENDA-03** TEQIP - II related issues: TEQIP activities, New proposals, Academic autonomy etc.

1. Approval of FMR: The house approved all the FMRs right from Jan.,16 to June, 16., provided the expenditure has been incurred within the project guidelines. The committed expenditure shown in the June'16 FMR has also been approved duly.
2. Ratification of the various FSD programs for the faculty, technical staff and administrative staff.: The BOG ratified all the programs as per annexure.

3. Ratification of the various in house training programs for the students. The BOG ratified the in house training programs for the students. as per annexure.
4. Ratification of purchase of consumables and minor items for the TEQIP activities: The BOG ratified the purchase of consumables and minor items for the TEQIP as per annexure.
5. Ratification of AMC for machines/equipment/peripherals: Considering the need to run the laboratories, class rooms and other facility areas upgraded/ established/associated under TEQIP-II activities, the BOG ratified all the AMC's effected. House also empowered the TEQIP-II head to go for other AMC's also,as per rule.
6. The house felt that The ERP and language software should be upgraded. If situation permits then the college can go for such upgradation.
7. It has been observed that a substantial amount of fund is still remaining unutilised. If all the members of the faculty are not involved in the process, then it would be very difficult to achieve the target utilisation. OIC is requested to collect plans and estimates from the members of the faculty so as to achieve target utilisation.
8. Accreditation: Member Secretary apprised the house that the college is required to apply for NBA accreditation for both the applied programs of Mechanical Engineering and Electrical Engineering, within a very short period. Initiation of the process has been done and 10% of the total fees have been submitted, already. It is to be noted that NBA accreditation for two years for both the programs of Textile Tech. and Com. Sc. and Engg. Will expire on 31st July, 2016 (vide letter no. 36-34-2010-NBA, dt. 21-12-15), and renewal application should be prepared by then.
9. International Travel: BOG considered the travel approval system proposed by the college, in accordance with the notification of NPIU no. AC/TEQIP-II/Int.Trav. /15, dt. 31-08-15 and approved that duly. Further, several proposals for international travel (mainly for USA, UK etc.) have been approved, prima face, and the Chairman has been authorised to finally approve all the proposals after maintaining necessary formalities, i.e., purpose of event, shortest route travel, permission from higher authority, recommendations by screening committee, etc.. Guidelines provided by NPIU should be strictly followed. Proposals should be submitted in prescribed format only. Member secretary has been asked to allocate an amount of about Rs.2,50,000/- approx. for each foreign tour.
10. Autonomy: As the college, has achieved NBA for 50% of the eligible programs, the house felt that UGC should be approached for autonomy now, though UGC wants 55% accredited; or completion of application for 55% sent to NBA, i.e., fee paid and Self-Assessment Report having been completed. In this respect, OIC has personally met officials at UGC, but no fruitful result came out. Further persuasion is required in this respect.
11. Report on Remedial Classes: OIC/Principal presented report on the remedial classes. The BOG appreciated the effort made by the Principal and Faculty to conduct the remedial classes effectively. BOG also felt that visiting teachers should be more involved for such teaching to generate interest.
12. All other TEQIP related activities and plans have been discussed and it is advised that the college should expedite the matters to achieve target utilisation of fund, as far as practicable. Students should be encouraged to go for industrial internship, workshop and training as far as practicable. Students should be allowed to have registration fees/ training charges, travel expenses, boarding, lodging and sundry expenses to effectively undergo a training. Considering the current market positions, it is resolved that a student is eligible to get a reimbursement of Rs.1000/- maxi. per day, only for boarding, lodging and sundry expenses, excluding registration fees/ training charges and main rail/road travel expenses.
13. TEQIP-II Office and administration: It was brought to the notice of the house that the performance of the college is somewhat hampered on account of problems in just in time data entry. Hence, prompt and effective accounting and other works in the TEQIP office are seriously hampered and the administration might face problems in facing routine report preparation and audit investigations. Considering the amount of workload and acute shortage of staff in different sections of the college, the house approves the proposal for engaging of one M. Tech student, beyond class hours, to run the program smoothly.

This is required more because, as no superannuated persons having knowledge of computer operation, has so far been found. The M. Tech student may be asked to help the Office Manager of the TEQIP, beyond the class hours, to expedite the works. He may be given an incentive of Rs. 250/- per day in appreciation of his assistance. Member secretary brought to the notice of the house that one 2<sup>nd</sup> year M.Tech student, Shri Chandrakanta Saha, who hails from a poor family, has been helping the TEQIP office for quite some time, without asking any favour. So, he may be asked to continue the job.

14. As the present TEQIP-II coordinator Dr. Debasis Dhara is going to retire in this month on superannuation, so member secretary proposed that Mr. Shib Shankar Sarkar, who is presently working as Procurement Nodal Officer, be entrusted with the job of TEQIP-II coordinator also. House unanimously accepted the proposal.
15. To run the college administration smoothly and transparently including TEQIP-II, the OIC/Principal has been authorised to constitute committees and cells, as is necessary, from time to time. He is also solely authorised to select HOD and other administrative facilitators, as per requirement.

## Reports

### **AGENDA-04 College developmental activities & problems:**

1. Procurement etc. under state development Plan-Head-2203 (Rs.1.20 crore): Broad plan of Procurement has been approved. (annexure). It was reported that majority of the procurements been planned through e-tender. Considering the non-responsive tenders and time involved in e-tender, college authority might think to float some extra (proposal) tenders as buffers to counteract the untoward situations.
2. State development Plan-Head-4202 (Rs.2.20 crore): It was informed that the works related to the new hostel building could not be completed as per earlier administrative approval (Rs 3.38/-). Compared to the original estimate, another substantial fund provision is required to complete the work. Still it is observed that budgetary provisions are not in tune with the work in progress, so the project completion is unnecessarily delayed. New estimate for remaining portion of the new hostel is being prepared. Estimates for vertical extension of several buildings (electrical & computer) have also been sought. This year considering the popular student demands and the importance of games and sports in engineering education, the college decided to provide facilities for students to foster competitive spirit and sportsmanship. The standard of games and sports in the college is far from satisfactory. So, it is felt that the authority should take steps to improve this standard. The size of the recent college population is evidence of demand for day-to-day active sport facilities which are mostly located at the hostel premises and receives intense use for all the year around. The existing sports fields are in poor condition primarily due to a lack of even surface and few supporting amenities. However, students feel that to help themselves learn good habits of health, fitness, team spirit and to increase self-esteem through positive interactions basketball badminton and a good football ground is the most attractive option and they want those in particular. Further, the house will be glad to know that to develop an essential common room and canteen facilities, the college has converted the old dilapidated ground floor of the northern part of the main building to a fitted out conjugate area, as mentioned, for students, faculty and staff to relax, study or entertain their respective guests, aside from its usual function as a place to meet and eat. The renovation goes beyond just providing an area to meet and eat and really providing all stakeholders with a good experience. On account of paucity of fund, some essential facilities and amenities at the common room and canteen could not be built, in the new location, during the last few years and the space could not be utilised fully, as expected. Under the circumstances, some essential repairing and renovation works are urgently required to develop this important area. A proposal would be submitted for this. On the other hand, this is to inform all that to keep the scraps neatly confined to an area, considering unwanted littering and damage to salvageable wastes the college has a plan to build a scrap go down at the campus. In the laboratories and warehouse, we sometimes find products/items that are damaged or that are unusable due to technological invalidation or expiry or for some other reason. Since these cannot normally be sold out or stored so there is a need to scrap products. The scrapped material will be physically moved to scrap area. That all scrap, valuable waste, and salvageable materials associated with, remodelling, renovation, maintenance, and new construction accomplished or managed by

college shall be properly disposed of, or prepared for storage and reuse in a manner that complies with all applicable laws as well as college policy. Hence, to strictly control short or long term storage of salvageable material and equipment and to reduce costly storage of non-valuable or obsolete material and equipment within the college, a fitted-out construction is urgently required. So, a proposal for this is also to be submitted. The area behind the dilapidated medical assistance room has been identified for the said purpose. The construction would be one storied with necessary incorporation and demolition of the medical assistance room.

**AGENDA-05** Filling up of vacant post of different categories:

1. The status of faculty position: Member Secretary expressed his resentment over the problem of work impairment at every stage of the college management on account of shortage of faculty and staff. The student representative vehemently expressed his resentment over the shortage of Faculty in different departments. The house stressed the need to essentially create and fill up the Faculty & staff positions suitably as early as possible, otherwise students would suffer much.
2. The Officer-in-Charge brings to the notice of the house that to conduct classes suitably service of Three Technical assistants (contractual) are very much essential. But, order for renewal of service of these TA's is still pending with the govt. and they are not getting their salary for the last one year. In anticipation, the college authority, has requested them to continue. On discussion, the house approved this effort and suggested that DTE should be approached once more for necessary approval.
3. There are about 16 visiting teachers in the college, who are working sincerely as substitute and, in fact, have become part and parcel of the academic activities. They are getting very poor remuneration for their services. The remuneration should be enhanced and the renewal of their service should be in a routine manner. On discussion, the house realised the situation and suggested that DTE should be approached once more for necessary action.

**AGENDA-06** Anti-ragging measures.:

1. The house approves all measures regarding anti ragging activities. It was observed that the college authority acted appropriately in recognizing the menace of ragging in the campus and arranged proper anti-ragging measures including isolation of 1st year academic area and installing electronic surveillance. It is found that Private Mess/PG house managers have been informed and asked to establish anti-ragging measures. As all the 1st year students and more than 80% of the senior students are residing in Private messes/Paying Guest Houses, it is really difficult for the college authority to keep a vigil on those. The house suggested that the parents/guardians should be asked to ensure anti ragging measures in Private messes/Paying Guest Houses, while admitting their wards there, because the college authority has no role in their selection.

## Miscellaneous-Reports, decisions and Ratifications

**AGENDA-07** Miscellaneous-Reports, decisions and Ratifications:

1. The Chairman proposes that the achievements of the institute require to be displayed and so he asks the Officer in Charge to take necessary steps.
2. As most of the students are coming from poor families, the authorities feel that in absence of a proper medical support, students may be encouraged to go for group medical insurance to cover expensive medical treatments in critical and emergency cases. A proposal of United India Insurance offering a premium of Rs. 1150/- per student per year for a sum insured of Rs.10000/- per student, has been placed before the house. The house felt that the proposal should be discussed with the students and the higher authority should be approached for necessary permission.
3. Upon the introduction of IFMS and other online facilities, SMS reporting and alerts has become an essential part of accounting mainly. If personal mobile numbers AO are registered for such activities, then floods of official SMS eventually overloads the personal mobile phone entailing typical problems in tracing the essential SMS, in time. Further, transfer and leave of absence o AO typically hampers

the accounting function for not getting the SMS information in time. So, member secretary feels that authority should allow a minimum feature mobile phone with SIM in favour of AO for official purposes only. Mr. J.C. Ghosh, Joint Director, advised that higher authority should be approached for that.

4. Bank Account for payment gateway. A payment gateway facilitates a payment transaction by the transfer of information between a payment portal (such as a website, mobile phone or interactive voice response service) and the front-end processor or acquiring bank. With the increase in the student intake, payment of fees, charges, fines, scholarship transfers etc. have become enormous in size, entailing several difficulties in accounting and report generation. To avert these problems, in the absence of sufficient work force, the college authority feels that a payment portal should be designed, with any nationalised bank, preferably with SBI. House approved the proposal and suggested that a separate bank account could be opened for this for easy segregation of transactions. Govt. permission may be sought in this regard.
5. Solar on grid energy system proposal: To cut the monthly electricity bill, the college has planned installation of a Photovoltaic based on grid solar energy system on unused rooftops of the college. If the grid connect system produces more power than is being consumed, the surplus would be fed into the mains power grid. The WBSEDCL will meter the electricity fed into the grid by the college system and provide a credit on the college bill. As all of the components in a grid connect system have no moving parts and requires negligible maintenance so, the college can expect a long and hassle free life from your solar power system This would bring long term benefit to the college and the house approved the 30KV proposal with appreciation.
6. Security agency extension: The contract period of present Security Agency M/s Dutta Security Placement Service is going to expire in Aug.16. The cost of this security services are met from the college Block Grant, as usual. It is to be noted here that the present security agency, M/S has been providing satisfactory services (with 8 nos. of personnel) and their security personnel have become well conversed with the assigned jobs. It is very difficult to change the security agency every year through e-tender. In the last tender through which M/s Dutta Security Placement Service was selected it was categorically mentioned "The contract shall be valid for one year, i.e., up to 31 August 2016. The College also reserves the right/option to extend the validity of this contract for a further period not exceeding 1 year on the same terms and conditions and at the same rates and financial obligations." Accordingly, OIC proposes that the existing agency should be asked to continue their service for another one year. The house authorises the OIC to issue necessary order in this regard, as it is under the scope of Block Grant Fund.
7. The house decides that teachers who are on working arrangement , may be allowed to take FSD and other activities under TEQIP-II, at the college level only ; they are not permitted to undertake any activity outside.
8. Enhancement of pay for car hiring. An Ambassador model non-ac car is being hired for the college since 2009, with due permission from the govt. The rate of hiring the car is below the ceiling of rates as shown in the govt. order no 3564-WT/3M-81/98, of 24-11-2008. above is the maximum rate at which a vehicle may be hired. So, the house approves that rate of hiring should be enhanced and a monthly cleaning charges can be paid separately, as per rule.
9. No other agenda items are discussed by the BOG. The Chairman thanked all members for sparing their time and for the valuable suggestions. As a concluding remark the chairman wishes that institute would progress as expected.

Chairman

Member Secretary