



***GAYA COLLEGE OF ENGINEERING,
GAYA***

**Minutes of the Third Meeting of Board of
Governors held on 02nd June, 2018.**

Minutes of the Third Meeting of the Board of Governors meeting of Gaya College of Engineering, Gaya held at the Hotel Royal Residency, Bodh Gaya, at 11 am on June 02, 2018.

On 2nd June 2018, the BOG members assembled in the lobby of the Hotel Royal Residency at 10.30 AM and interacted informally prior to the meeting which began at 11 AM. The Principal welcomed the Chairman and other members of the Board. The following members were present:

S. No.	Name of the member
1	Dr. Janak Pandey, Chairman
2	Dr. Anil Kumar, Secretary
3	Dr. M. P Jakhanwal
4	Dr. B. D. Chaudhar, Member
5	Dr. L. B. Roy, Member
6	Dr. V. S. Thakur, Member
7	Shri. Ramji Singh, Member
8	Shri Uday Kumar, Member
9	Prof. G. N. Sharma, Member
10	Dr. S. J. Ahmad, TEQIP Coordinator

Agenda 3.1 Confirmation of the minutes of the 2nd meeting of the BoG held on 10th Feb. 2018.

The minutes of the second meeting of the BOG, electronically signed by the chairman and the secretary were circulated among the members as attachment of e-mail and the members were requested to send their comments within the specified period. No comments were received. Hard copy of the minutes was circulated for ready reference to the members. The Chairman drew the attention of the members towards the decisions taken in the second meeting of the BOG. The Board resolved to confirm the minutes of the second meeting of BOG held on February 10, 2018.

Agenda 3.2 Action taken report (ATR) on decisions taken by the BoG in its 2nd meeting held on 10th February 2018.

The Secretary of the BOG Dr. Anil Kumar apprised the Board with the followed up actions on the decisions taken by the BOG in its second meeting held on Feb. 10, 2018. The followed up action was circulated as Annexure I. The Board decided to note all actions with exception of agenda (2.8) regarding appointment of consultant/experts for NBA accreditation and further decided to discuss this matter as in the listed agenda (3.8).

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Agenda 3.3 To confirm the selection of TEQIP Cell staff & to discuss recommendation of the selection committee for the appointment of Program Manager, TEQIP Cell.

The Board considered the recommendation of the Selection Committee and appointed Ms Nikita Roy on the post of Program Manager as per the norms of NPIU.

Agenda 3.4 To consider the Vision & Mission statement of the college.

The following presentations were made by each academic Department stating a brief profile and also vision and mission:

Mr. Vivek Upadhayay: Electrical Engineering.

Mr. Vikram Kumar: Civil Engineering

Mr. Pushpraj Singh: Mechanical Engineering

Mr. Falguni Roy: Humanities and Applied Science

Mr. Onkar Singh: Computer Science and Engineering

The Board appreciated the reports presented by the faculty members and resolved that there is no need to develop vision and mission statements for each Department. The Board resolved that the vision and mission prepared by the Departments should be collated and a committee should be constituted to look into the matter and develop the vision and mission of the college which will serve as the guide for various academic departments and all the stake holders of the institution. The Board appointed the following Committee:

Prof. B. D. Choudhary, Chairman

Prof. L. B. Roy

Dr. Anil Kumar

Up to Two other members may be co-opted by the three members, if they find it necessary.

The Board further resolved that profile of each department should be presented on the website and included in the annual report.

Agenda 3.5 To consider the action plan for Quarter II of the college.

The Board approved the action plan for the quarter starting July 2018 to ending September 2018 for TEQIP. The Board also resolved that in the next meeting (September 2018) of the Board the details of the plan and utilisation should be presented for perusal of the Board.

Agenda 3.6 To discuss and approve the annual budget on AICTE mandate activities.

Note 3.6.9: The Board was apprised that Prof. Md. Atiqur Rahman presented the annual budget as per AICTE mandate activities on 17th April 2018 at GUIST, Guwahati in front of Prof. P. M. Khodke, Chief Project Advisor, NPIU & he approved the annual budget. (Annexure-IV).



Agenda 3.7 Modernization of Labs.

The board considered the proposal for development of following labs:

- I. Hydrology Lab
- II. Non-Conventional Machine Lab set up.
- III. SOM Lab/ SPS Lab/FM Lab

and resolved that all three labs are required for education, training, and research and therefore the development of these labs should be taken up on priority basis. The Board directed that detailed proposal for each lab should be prepared by the concerned group of faculty.

The Board further directed that the lab development in the institution should be need based and carefully planned. The Board decided to put on record that it is essential that resources are carefully utilised. The Board further observed that most of the faculty are young they need to be mentored for lab development. The Board resolved that the committee chaired by Prof. Choudhary may help to identify mentor institution/faculty for lab development of various Departments.

Agenda 3.8 To discuss NBA accreditation & appointment of consultants/experts in Civil Engineering, Electrical & Electronics Engineering, Mechanical Engineering, and Computer Science Engg. Departments.

While considering action taken report for agenda 2.8 it was reported that on the one hand the mentor institute has desired to support completion of SAR; on the other hand NPIU has suggested to expedite this work by hiring contractually competent institution. NPIU has allocated fund for this purpose. The Board considered all issues and resolved that the Principal may take necessary help from mentor institution and if necessary to expedite this work, he may hire experts/institution in consultation with the committee.

Agenda 3.9 Approval of local agency concerning travel, catering & local hospitality arrangements.

The Board was apprised with the decision taken by the Principal.

Agenda 3.10 Approval of twinning arrangement with Mentor Institute - Veermata Jijabai Technological Institute (VJTI), Mumbai

The Board was apprised by the Principal regarding twinning arrangement with the mentor institute.

Agenda 3.11 Approval of civil works in the college campus.

The Board was apprised with the progress in civil works. **The Board** appreciated the progress.

Agenda 3.12 Approval for hiring of agency for internal audit.

The Board asked the Principal to follow the decision (agenda 2.5) taken by the Board in its second meeting held on 10th February 2018.

Agenda 3.13 Approval of ERP software & biometric machines.

The Board was apprised that the DST, Govt. of Bihar and NPIU have strongly advised to install ERP software and Biometric machines. The Board considered the issue and resolved that the Principal may follow the directive of DST, Govt. of Bihar and NPIU.

Agenda 3.14 Approval of 4 empanelled service providers by NPIU for GATE classes.

The Board was apprised that the four empanelled service providers identified by NPIU for preparatory GATE classes have submitted their quotations and final decision has to be taken. The Board resolved that the standard procedure of the institution for such matter should be followed for work allocation as per norm and institutional interests.

Agenda 3.15 Approval of procurement of 30 Desktops, 2 laptops & 1 central UPS.

The Principal apprised the Board for the procurement of 30 Desktops, 2 laptops and 1 central UPS. The Board resolved to note the action.

Agenda 3.16 To consider the issue of missing EOA letter of the session 2011-12 for NBA registration.

The board considered the issue of non-availability of EOA letter of the session 2011-12. The Principal apprised the Board that he wrote a number of letters to AICTE requesting to issue a copy of EOA for the session 2011-12. Dr . M K Tiwari, Regional Officer AICTE, Kanpur, who is also a member of the Board has informed vide email dated 25th May 2018 that “EOA 2011-12 is not available”. The Board resolved to request Dr. M. K. Tiwari, Regional officer, AICTE Kanpur to help the institution appropriately enabling the institution for award of accreditation.

Agenda 3.17 Any other matter with the permission of the Chairman.

3.17.1 Annual report for April 1st 2017-March 31st 2018.

A draft report of the institution was presented by Dr. Amol Bute. The Board appreciated efforts of Dr Bute. The Board resolved that the annual report must present the status and growth of the institution in a comprehensive manner. The Committee may consult annual report of some reputed institution.

3.17.2 Making available laptop to competent and needy faculty

The Board was apprised by the Principal that the campus of the institution is 14 KM away from the city where most of the faculty members live in hired residences. The library and computer facilities are not available to the faculty members beyond the working hours. The library is also not well equipped. The faculty members are handicapped in discharging their academic duties due to lack of easily available computer facilities to them. He recommended strongly that faculty members may be provided individual laptop facility. The Board considered the proposal and accepted the view that for quality teaching, evaluation of assignments and for consultation of academic resources, laptop is a necessity.

The Board resolved that NPIU should be approached to consider the above proposal and allocate the suitable fund. The Board also resolved that the laptop should be issued only to the faculty who needs it and who has competence to use it, on the condition that security and maintenance of it will be responsibility of the faculty concerned and it must be returned as when it is required by the institution.

The Chairman thanked the members for attending and contributing in the meeting, particularly for their valuable suggestions. He also appreciated and thanked the Principal for successfully organising the meeting and hospitality.

(Dr. Anil Kumar, Secretary)

02 June 2018



(Dr. Janak Pandey, Chairman)

02 June 2018