

Minutes of the Second Meeting of the Board of Governors meeting of Gaya College of Engineering, Gaya held in the Seminar Hall at 11 am on Feb 10, 2018.

Preliminaries: The external members of BOG Dr. Janak Pandey (Chairman), Dr B D Chaudhary ,Dr. M.P.Jakhanwal (Member), and Special Invitee: Mr. Ramendra Kumar arrived a day earlier on Feb 9 and they met the faculty members, overviewed working of the College particularly under the TEQIP III and finalized the agenda for the BOG meeting. They interacted with the faculty and discussed objectives of the Faculty Committees constituted for facilitating functioning and development of the College.

On Feb 10,the BOG members assembled in the Chamber of the Principal at 10.30 AM and interacted informally prior to the meeting which began at 11 AM. The Principal welcomed the Chairman and other members. The Chairman specially introduced and welcomed Prof. B. D. Chaudhary who attended the meeting for the first time.

The following members and special invitees were present:

S.No.	Name	Designation
1	Dr. Janak Pandey, Ex vice chancellor Central University of Bihar	Chairman, Government nominee
2	Dr. M.P.Jakhanwal,Ex vice chancellor AP Goyal Shimla University	Member Government nominee
3	Dr.. B. D. Chaudhary, Professor Emeritus & Dean (Academic),School of Computing and Electrical Engineering,IIT Mandi-175 001	Member Government nominee
4	Dr. Anil Kumar, Principal GCE,GAYA.	Ex-officio Secretary Government nominee
5	Dr. L.B.Roy , Prof. Dept. of Civil Engg. NIT, Patna	Member (Educationist) nominated by Principal
6	Dr. V.S Thakur, HOD (Mechanical Engg.) GCE,GAYA	Member Nominated by Principal
7	Prof. G.N.Sharma HOD (Civil Engg.) GCE,GAYA	Member Nominated by Principal
8	Mr. Ramendra Kumar, Nodal officer Finance, Govt. of Bihar	Invitee Member

Agenda 2.1 Confirmation of minutes of the first meeting of the BoG held on Nov. 18 2017.

The Board was apprised with the procedure adopted for the first meeting in preparation of the minutes and confirmation. The minutes were prepared and signed by the Chairman and the Secretary of BOG. The Secretary obtained signatures of the BOG members present in the first meeting by circulating the minutes. By signing of the minutes, the members confirmed it. This processes, however, took longer time. The Board discussed the issue and resolved the following procedure to be followed:

- (i) The minutes shall be prepared by the Secretary under the guidance of the Chairman and signed by the Secretary and the Chairman. The electronic signature and e-mail circulation shall be acceptable.
- (ii) The Secretary shall circulate the signed minutes among the members present in the meeting and request them to send their observations, if any within 10 days.
- (iii) The Secretary shall report the Chairman with all observations received from the members and if observations are not of serious nature differing from the minutes, follow up action will be initiated by the Principal of the College. The Principal shall issue necessary official notification on decisions taken by the BOG and start taking follow up.
- (iv) The Board further resolved that in the matters of appointments or any other urgent decision requiring immediate action, the Secretary/Principal will get concerned part of the minutes approved by the Chairman for action.
- (v) The minutes of the previous meeting shall be circulated with the agenda and finally confirmed in the BOG meeting .The Confirmed Minutes shall be signed with ink pen by the Secretary and the Chairman and filed in the Guard file as the authentic document of the BOG meetings.

Agenda 2.2 Action taken report (ATR) on decisions taken by the BoG in its first meeting held on 18th Nov.17.

The Secretary reported Action Taken Report as per attached document.

The Board members raised the issue related to non-establishment of the Tinkering lab and Robotics lab as proposed in the third quarter of TEQIP-III. The Principal explained that it has not been possible due to non-availability of funds and approval by TEQIP-III. He explained the steps taken by the College. The Principal further reported that no procurement has been done during the last quarter ending on dec 31, 2017.

The Board noted these facts related to slow implementation and action by NPIU and resolved to direct the Principal to send a reminder to NPIU and SPIU for expeditious action.

With the above observations, the Board resolved to accept ATR presented by the Principal.

Agenda 2.3 A progress report of the College related to academic, co-curricular activities & development plan.

- (i) The Principal reported progress of work so far and future plan under TEQIP III. He informed that 31 faculty members have joined the college in different disciplines based on NPIU selection and appointment. In addition, five faculty members have joined after their appointment by the BPSC.
- (ii) The Chairman informed the BOG with the discussion and main recommendations of the Summit, he attended on Good Governance organized by TEQIP III on 11th December 2017. The Summit was called by the NPIU of all the Chairmen of BOGs of the Colleges covered under the TEQIP III to communicate good practices for the Governing Body and the role of the Chairman for the development and functioning of the College. For detail guide of good governance, visit of Good Governance Web-site:www.teqipgoodgovernance.in was suggested .

Salient points of good governance covered in the summit are summarized below:

1. BOG is not only for TEQIP III .It is constituted for overall development of the college.
2. The members of the Board must maintain absolute integrity and must not have any conflict of interest with the institution. Collectively they should guide and help the institution to achieve excellence.
3. The BOG should work with the Govt of Bihar and NPIU and assist the college and connect itself with all the stakeholders including students and faculty.
4. To set strategic aims and goals for promotion of quality, credibility, and transparency.
5. Ensure accountability and effective scrutiny.
6. Monitoring performance.
7. Ensuring the effectiveness of the head of Institution, in the present case the Principal.
8. The managerial system has to be in place. The College must have computerized system of all records for students(admission, evaluation , placement , ,accounts , faculty , teaching ,research, etc) faculty and non -teaching staff.
9. BOG responsible to approve mission and futuristic plan of the college.
10. BOG is to ensure approval of the annual budget and its quarterly revision as per changing requirements, annual reports, accounts and audit system.
11. Action taken should be periodically reported rather than at the time of the BOG meeting.
12. Faculty development program.
13. Website should be regularly updated and the College Newsletter should be in place for effective communication. The Website is the means of effective communication.
14. Setting up a Unit to start working on the parameters of Accreditation.
15. Training of staff and appoint the best staff for TEQIP III.
16. Placement and students development programmes should be efficiently and regularly organized.

The Board resolved to thank the Chairman for presenting gist of the summit and to follow the above in letter and spirit.

- (iii) The Principal gave information about his meeting on Jan 23 ,2018 in Delhi organized by NPIU. He reported that the major thrust of the meeting was good governance and to plan work in a way to achieve the target of the NBA accreditation. He further emphasized that all round preparation has to take place and the College must move to excel on all criteria including compiling of at least two years data. The most critical indicator is performance of students in the nationally held GATE examination. The College is expected to invest in all possible ways to prepare students for the GATE. According to the NBA criteria, there is a requirement of Associate Professors in the institution.

The Board resolved to direct the Principal to efficiently work with the faculty for meeting the criteria of NBA and further resolved to appoint retired faculty as Associate Professor /Professor.

- (iv) The following Departments gave presentations of their present lab status, teaching innovation, faculty strength with specialization and future course of action:

EEE Department by Mr Vivek Upadhaya.

Computer Science by Mr. Onkar Singh.

The Board members appreciated the presentations and gave feedbacks to both Departments.

The Board resolved to continue with the practice of such presentation in each meeting of the Board.

Agenda 2.4 To consider the Vision & Mission statement of the College.

The Board was apprised with the efforts made by the faculty members of various departments in developing vision and mission of the institution. A brief presentation of vision and mission was made by Mr Vivek Upadhaya .

The board appreciates the efforts of the faculty and resolved that a small committee be constituted by the Principal to finalize the vision and mission of the College for presentation in third BOG meeting.

Agenda 2.5 To consider the budget of the college.

The Board considered the quarter plan for April 18 to June 18 to be submitted to TEQIP III which also reflected non-procured items of third and fourth quarter of previous year and resolved to approve it. The Board further noted that those items which were included in the third and fourth quarters of current year (2017-18) of academic nature should be utilised fully including institutional membership subscriptions of professional bodies from the grants listed as learning resources under TEQIP III quarter four.

Agenda 2.6 To consider the audit of account for the financial year 2017-2018.

The Board resolved that the principal of the college should write to the appropriate authority of the State Government to audit the grants received from the State Government during the financial year 2017 - 2018. The Board further resolved that the Principal should write to the State Coordinator of the TEQIP III to audit the grants received under TEQIP III scheme for the year 2017-18.

Agenda 2.7 To consider instituting a system of preparation of annual reports consisting of a) academic activities, b) co-curricular activities, c) financial statement & audit reports, and d) development reports.

The Board appreciated the preparation of annual report of the College for 2017 - 18 and resolved to advise the Principal to constitute various committees for preparation of the report for the year 2017-2018 that is 01 April 2017 to 31 March 2018 and present it in the next meeting of the Board.

Agenda 2.8 To discuss NBA accreditation & appointment of consultants/experts in Civil Engineering, Electrical & Electronics Engineering, Mechanical Engineering, and Computer Science Engg. Departments.

The Board resolved to constitute a committee consisting of Dr. Anil Kumar, Principal of the college, Dr.M.P.Jakhanwal and Dr.L.B. Roy to take all necessary steps to prepare efficiently and effectively the process of accreditation by the NBA including the appointment of consultants / experts as per need .

Agenda 2.9 To discuss revised TA/DA reimbursement as per NPIU rules.

The Board resolved to approve the revised TA/DA rules as per NPIU directives

Agenda 2.10 To discuss the contingency expenses required by the Principal to meet various expenses.

The Board resolved that Principal is allowed to draw an advance of Rs. 1 lakh at a time for meeting and other contingencies.

Agenda 2.11 To discuss recommendations of the Selection Committee for the appointment of TEQIP III cell staff.

The Board considered the recommendations of the Selection Committee, constituted by the BoG in its first meeting, and resolved to appoint the following persons for various positions as per terms and conditions stipulated by TEQIP III.

Sl. No.	Name of the candidate	Name of Post	Salary per month in Rs.
1	Mr. Ranjan Kumar	Program Manager	50,000.00
2	Mr. Rajnish Kumar	Accounts Assistant	30,000.00
3	Mr. Hars Ranjan	Office Assistant	30,000.00
4	Mr. Bipin Kumar	Messenger cum Helper	15,000.00

The Board further resolved that these appointments are on purely temporary basis for the period of one year extendable for additional two years provided that of continuation of TEQIP-III Programme.

Services of an appointee may be terminated if service is not found satisfactory on the notice of one month.

Agenda 2.12 To discuss the proposal of CIPET Hajipur for skill development “Training of students on CNC Machining Techniques using CAD/CAM/CAE”.

The Board resolved to accept the proposal of CIPET Hajipur for skill development ‘Training of students on CNC Machining Techniques using CAD/CAM/CAE’

Agenda 2.13 To discuss approval of introducing GATE Classes/remedial classes for weak students and allocating fund for the purpose as per the NPIU rules.

The Board considered introducing GATE classes / remedial classes for the students as per the NPIU rules which clearly considers GATE as a mandatory success indicator of TEQIP III.

The Board resolved to utilise the allocated fund under TEQIP III “Improve Student Learning” by making additional incentive to competent college faculty for the purpose of preparing students for GATE examination and also by hiring external supplementary external competent training services/resource persons required by the students for giving them the best opportunity. The Board further resolved that the selected faculty of the College will take GATE classes/tutorial / individual level guidance. These faculty will take their regular teaching duties. For additional duty related to GATE such faculty members may be paid additional incentive / honorarium. The Principal was asked to implement the above without delay and report it in the next meeting of the Board.

Agenda 2.14 To consider proposal for development of the College website & E-newsletter.

The Principal reported that he has constituted a number of Committees for various purpose including the web-site Committee. The Board appreciated the idea of the College e-Newsletter on monthly basis.

The Board also considered the issue related to quality of the web-site which must be comprehensive covering all aspects of the College. In today’s world website is the window to the outside world.

The Board resolved that the contents of the website should be carefully prepared in comprehensive way covering all aspects at the earliest and competent faculty members should plan and design it. The Board further resolved to direct that the website should be launched by March 31, 2018

The Board also suggested involvement of students in both Web-site and the E-Newsletter.

Agenda 2.15 To discuss for the authorization of Principal to select local tour & travel agency to facilitate train/air tickets, buses for TEQIP-III programs.

The Board resolved to authorize the Principal to take appropriate action on the matter.

Agenda 2.16 To discuss the arrangement of professional development program for the students.

The Board resolved that the special programmes should be organised for 1) personality development, 2) communication skills, 3) soft skills, and 4) confidence building for interview.

2.17. Any other matter

2.17.1. The schedule of the BOG meeting for the year 2018.

The following dates for BOG meeting were decided:

The third meeting of BoG will be held on June 2, 2018 and external members will arrive on June 1, 2018 for consultation and training for : Students, faculty and staff.

The fourth meeting of BoG will be held on September 1, 2018 and external members will arrive on August 31, 2018 for consultation and training for: Students, faculty and staff.

The Fifth meeting of BoG will be held on 08 December 2018 and external members will arrive on 7 December for consultation and training for: Students, faculty and staff.

2.17.2. The Principal apprised the BOG with the constitution of the following committees of the faculty members for various purposes for efficient functioning and development of the College:

1. Website committee
2. Extra-curricular Activity Committee
3. Academic Activity Committee
4. Annual Report Committee
5. Monitoring Committee for classes
6. Students Activity Committee
7. Lab Development Committee
8. Campus Development Committee
9. Student Counselling Committee
10. Disciplinary Committee
11. NBA Coordinators
12. Start-up Coordinator

2.17.3 Office of the Chairman

It was brought to the notice of the Board that the Chairman of the BoG has been meticulously assisting in many ways on matters related to governance of the institution on regular basis. He has to contact the members of the Board on various matters particularly meeting of the Board and action on decisions of the Board. The Principal has to be in-contact for preparing agenda, finalization of minutes, and action taken on decisions .In the process, the Chairman has to incur certain cost related to secretarial facilities and assistance at his residence. It was reported that the Chairman of NIT Patna and of other similar central institutions are paid a fixed amount to meet such cost.

The Board resolved to ask the Principal to refer and pursue this matter with NPIU / SPIU for appropriate decision.

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

The meeting ended with vote of thanks to the chair.



Dr. Anil Kumar (Secretary)

Feb. 10, 2018



Dr. Janak Pandey (Chairman)

Feb. 10, 2018