

Minutes of the first meeting of the newly constituted Board of Governors of Gaya College of Engineering, Gaya

The first meeting of the newly constituted Board of Governors by the Govt. Of Bihar vide notification: 2532 dated 16/10/17 was held on Nov 18, 2017 on the campus of the college. (**Annexure-I**)

Preliminaries: The members of the Board assembled in the office chamber of the Principal at 10:30 am and they were individually introduced to each other. The members of the Board decided to visit labs, library, Computer Centre and some ongoing classes. Accordingly, they were led by the Principal and visited Chemistry, Physics, Electrical and Computer Labs. With due permission of the teachers engaging the classes they visited the preparatory class for GATE examination and two classes of first year. Thus the members got the first hand feedbacks regarding certain aspects like lab facilities and students responses for understanding the functioning of the college. The students made a number of suggestions which are presented and discussed as any other matter of the agenda.

The members of the Board were led by the Principal to the meeting Hall. The Chairman and the members of the Board lighted the lamps to formally inaugurate the meeting of the BoG.

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. Anil Kumar: Principal GCE,GAYA.	Ex-officio Secretary Government nominee	
4	Dr. Anant Kumar: Joint Director SC & T	Member DST representative	
5	Dr. L.B.Roy: Prof. Dept. of Civil Engg. NIT, Patna	Member (Educationist) nominated by Principal	
6	Dr. Ramjee Singh: OSD Examination, AKU,Patna.	Member (AKU representative)	

7	Prof. V.S.Thakur, HOD (Mechanical Engg.) GCE,GAYA	Member Nominated by Principal	
8	Prof. G.N.Sharma HOD (Civil Engg.) GCE,GAYA	Member Nominated by Principal	
9	Mr. Ramendra KUMar, Nodal officer Finance, Govt. of Bihar	Invitee Member	
10	Dr. Bushra Zaman Nodal officer Academic Govt. of Bihar	Invitee Member	

Prof. B.D. Chaudhary had informed the Principal regarding the inability to attend the meeting. He was granted leave of absence. The AICTE has been requested to nominate a representative and action of AICTE is still awaited .

BoG discussed the Draft agenda prepared by the Principal and approved it with inclusion of discussion on suggestions given by the students as any other matter.

Agenda 1.1 Welcome and introduction of the chairman and the members by the Principal.

The Principal welcomed the members of the board. He presented a detail report on the status of the college. The Chairman of the board thank the Principal for showing the members functioning of the institution and the present status report.

Agenda 1.2 The status and progress of the TEQIP-III project of GCE, GAYA

The Principal presented the following to apprise the board:

First I would like to thank the NPIU (National Project Implementation Unit) and DST for selecting our institute under TEQIP-III for the quality improvement of technical education and development of infrastructure of the college. I also thank the chairman of BoG Dr. Janak Pandey and all its members for attending the meeting in split of their busy schedule.

Implementing TEQIP - III is a benign responsibility on us with a pious mission of improving the quality of technical education as TEQIP-III

The nodal central agency for monitoring of TEQIP-III project NPIU(National Project implementation unit) with the Head Quarter Noida (UP) respected designed the unique of TEQIP-III is that it's guideline are to be followed in it's implementation.

strengthening of institution to produce high quality engineers for better employability.

- Scaling up postgraduate education & demand driven research & development & innovation are the special features of the program.
- Establishing centers of excellence for focused applicable research.
- Training of faculty for effective teaching.
- Enhancing institutional & system management effectiveness.

Apart from this TEQIP focuses on accreditation of engineering college which is to be done by NBA (National Board of accreditation) with the objective of assurance of Quality of engineering education. It provides the quality benchmarks targeted at global & national level. For getting NBA approval, we have to fill self Assessment Report (SAR) The student faculty ratio needs to be improved. In this regard, faculty recruitment is going on by department of Sc. & technology, Bihar. Also, NPIU is providing 36 faculties to our institution till December 2017. Presently, we have 8 regular faculties & 25 guest faculties who are hard working & dedicated towards their work.

Over & above we do not have adequate infrastructure for proper conduction of classes & labs. Laboratories need modernization Despite all this we manage to conduct necessary expenditure in all labs, classes of each semester of four branches and they are going on smoothly. For building construction govt. has sanctioned an amount of Rs. 32 crore to the Building construction Department. The BCD has all ready allotted contracts to contractor through open tender. We hope construction work will start soon.

Under the programme TEQIP - III we have taken some forward steps.

1. We organized Induction Programme on Ethics which was based on two days lecture (on 6th & 7th October). It was given by Shri Krishna Mohan, Retd IAS from Chandigarh, a person who is well known for this work. Almost all the students of first semester were present to listen to him. Faculties & other staff of the college also attended. In the talk he focused mainly on Universal Human Values. He also talked on Creative arts and some other related topics. Now we are planning to organize lectures by eminent people.
2. Under this programme Preparatory classes of IIIrd & IVth Year students of all the four branches for GATE examination preparation are being conducted by expert teachers from Patna, Delhi, Hyderabad and Indore. Classes

are running presently on payment basis for which expenditure are to be paid as per the norms of TEQIP-III.

All the faculties of this institute are assuring that we are working dedicatedly and will continue to do so towards this project. They need your guidance for proper functioning. We expect from committee to kindly approve our action plan and other activities like procurement of goods, academic activities & incremental operating cost etc which have already been before the first meeting of TEQIP-III. This step been taken on the time of implementation is very short.

The Principal reported total expenditure Rs. 7.96896 lakhs already incurred before this meeting may kindly be approved on this BoG meeting with members. The Principal explained that college has acute shortage of staff.

The board resolved to note the status and progress of the TEQIP-III project at GCE, GAYA.

Agenda 1.3 To present and seek approval of 'Procurement plan' under TEQIP-III

- a. Upgrade and Modernization of Infrastructures.
- b. To set-up state-of-the-art 'Teaching/Training and Learning Environment' with an objective to strengthen the institute and improve learning outcome. (**Annexure-II**)

The board was apprised with the items recommended by the Committee of HODs constituted by the Principal. The board was also apprised with the action plan for Q3 and Q4 prepared by the Committee of HODs and approved and uploaded by the Principal. The board was further apprised that NPIU has already approved the Q3 proposal. The board discussed the proposal for Q4 as prepared by the Committee of HODs and resolved to approve and upload it.

Agenda 1.4 Approval of IDP. (Annexure-III)

The board was apprised with the approval of IDP for Phase III TEQIP.

Agenda 1.5 Hiring of staff for TEQIP cell and salary. (Annexure-IV)

The board considered the guideline of TEQIP-III regarding appointment of staffs for facilitating implementation for TEQIP cell activities as per direction of NPIU. The board approved the requirement and also rules and

procedure for selection for the following posts under contract appointment for three years.

S. No.	Post	Qualification	Salary
01	Program Manager	Master Degree in IT/CS, Minimum 02 year experience Excellent working Knowledge in software system, Experience in DBMS and Analysis , firsthand experience in SRS(software requirement specification) and FRS (functional requirement specification) Document creation along with web form screen design so that development team can understand and deliver on the user requirements fast, E-commerce certification.	40,000.00
02	Accountant	Graduate in any stream, minimum 08 year of exp. In accountancy in any govt. organization can also be considered for appointment as contract basis, with upper age limit of 65yrs of three years of contract whichever.	35,000.00
03	Office Assistant	Graduate in any discipline from Govt. recognized Institute. A good knowledge of computer application and secretarial practices. Knowledge of English , Hindi typing.	30,000.00
Mode of Engagement: On contractual basis for a Project period (subject to review).			

The board resolved the following: (I) superannuated suitable person may also be considered for selection up to the age of 65 years.(II) These posts should be advertised in the national news paper as well as on the college website.(III)The selection committee will consist of the Principal. GCE, Gaya (chairman), Dr.M.P.Jakhanwal (member BoG), Ramendra Kumar (coordinator NPIU), Dr.Bushra Zaman (coordinator NPIU) and one expert to be nominated by the Principal.

The board also resolved to authorized the Principal to make ad hoc arrangement for the above support staff till the appointments are made following the procedure as decide by the board.

Agenda 1.6 steps to be taken for mandatory Accreditation by NBA and Preparation of SAR and hiring of consultant.

The board resolved to postpone this item for the next meeting with advice to the principal to prepare a short note regarding the accreditation Process.

**Agenda 1.7 Rates for payment of Honorarium to the Members of BoG,
(Annexure-V)**

The board considered Letter No. F.No. 16-26/2017 TS VII dated 27th Sep 2017 from MHRD. The board considered and resolved to approve TA/DA and remuneration to the BoG members as per rules of MHRD.

**Agenda 1.8 Payment of rates for faculty , Expert Lecturers, Lecturers
for preparation of students for GATE and their TA/DA
(Annexure-VI)**

The board further considered Letter No. F.No. 16-26/2017 TS VII dated 27th Sep 2017 from MHRD and rules of NPIU and the present practice to pay the guest faculty for GATE preparation Rs. 1000+300 per lecture and resolved that as a transitory measure this practice may be followed for the present batch of the students. The board also resolved that with a detail note as a feasibility report should be prepared for the further consideration of the board.

Agenda 1.9 Conduction of Induction classes. (Annexure-VII)

The Principal reported regarding the induction classes at the beginning of academic session for the freshers. This year the induction classes were held efficiently and effectively.

The board considered positively desirability of such program & resolved to advise the Principal to draw a full fledged induction plan for the next year and present it before the board.

Agenda 1.10 Selection of places for SWAYAM PRABHA activities.

The board considered the selection of place for SWAYAM PRABHA activities and approved purchase of DTH & TV to run SWAYAM program.

Agenda 1.11 Industrial visits for third year and fourth year students.

The Principal apprised the board with the requirements of organizing the industrial visits for third year and fourth years students as per action plan of TEQIP-III. The board appreciated the program of industrial visits by the students and approved the expenditure sanctioned under NPIU.

**Agenda 1.12 Approval of expenses made in connection with TEQIP-III
(Annexure-VIII)**

The Principal apprised the board with the expenditure made under TEQIP-III till date as per annexure-VIII.

The board resolved to approve the expenditures reported by the Principal vide the annexure-VIII for various purposes under TEQIP-III project till date.

Agenda 1.13 Any other matter: Suggestions made by the students when the board members in various classes.

The BoG considered the following issues suggested by the students

- a. Hostel facilities for Boys and girls.
- b. Training & Placement cell.
- c. Medical Facilities.
- d. Regular Mess facility in the hostels.
- e. College Canteen.
- f. Personality Development and soft skill.
- g. ATM facility on the campus.
- h. Inter-colleges activities.
- i. Development of Library including e-library and reading hall.
- j. Maintenance of the campus/Buildings.
- k. Solar lights on the campus.
- l. Extra-curricular activities
- m. Increase number of Buses for 700 day scholars and 300 hostlers.

The board considered and discussed the above suggestions with great appreciation for the inputs of the students for overall development of the institution and resolved to take following steps:

- (I) The Principal was advised and he enthusiastically agreed under the limited resources to take certain immediate steps on the following-(a) Arrangement of some basic medical facilities,(b) to increase extra curricula activities,(c)To clean up the campus around the educational buildings and toilets and (d) establishment of placement cell.

The board resolved that to authorize the Principal to meet above contingency expenditures from the SDF.

- (2) The board advised the Principal to prepare a note for development plan of infrastructure to meet the requirements of the college for coming ten years (consisting of new buildings for academic activities, hostels and residential purpose). Biased on the note, the board will discuss strategies

for developing a master plan and to identify possible sources for implementation.

- (3) The board suggested that a persuasive letter should be sent to the Principal Secretary (DST) Bihar Govt. to increase at least three buses for transportation of the students.
- (4) The principal may constitute a committee of teachers to discuss the matter with students regarding starting canteen and mess facilities. These facilities may not be successful unless students fully cooperate.

The Chairman thank the members for kindly attending the meeting and for their valuable suggestions–inputs. He also appreciated and thanked the Principal for successfully the organizing the first meeting.

The meeting ended with vote of thanks to the chair.

Dr. Anil Kumar
secretary

Dr. Janak Pandey
(Chairman BoG)

Nov 18, 2017.