

DRAFT

Proceedings of the 1st Meeting of the Board of Governors of 2014 of JIS College of Engineering held on 29.03.2014 at 12:30 p.m. at Conference Hall of Guru Nanak Institute of Hotel Management, Sodepur

Members Present:

1. Prof. (Dr.) S.M.Chatterjee -Former V.C., BESU - **Chairman**
2. Dr. S. Dasgupta -Director of Technical Education, Govt. of W.B.
3. Mr. Taranjit Singh -Managing Trustee, JIS Group- Member
4. Prof. Brijesh Kumar Sriwastava -State Govt. Nominee
5. Dr. Asit Guha -Director, JIS Group-Member
6. Mr. U S Mukherjee -Dy. Director, JIS Group - Member
7. Dr. S.K.Mitra -Professor, Dept. of EE, JISCE- Teacher Representative
8. Dr. S.S.Gupta - Asst. Professor, Dept. of IT, JISCE- Teacher Representative
9. Ms. S.S.Ghosh -GM-Corporate Relation - Member
10. Dr. U. Bandyopadhyay - Principal, JISCE - **Member-Secretary.**

The leave of absence of the following members are granted.

1. Regional Director, AICTE or his nominee
2. Smt. Sudipta Chatterjee -WBUT Nominee
3. Prof. S.Srinivas Kumar -UGC Nominee, Jawaharlal Nehru
Technological University, Kakinada
4. Mr. Haranjit Singh -Trustee, JIS Group- Member
5. Mr. Amrik Singh -Trustee, JIS Group-Member
6. Ms. Jaspreet Kaur -Trustee, JIS Group- Member
7. Mr. S. Radhakrishnan -Industry Member, Managing Director, Descon Ltd. -Member

Agenda No. 1.00:

Chairman welcome the members present in the meeting. He introduced all the members of the Board. The leave of absence of the absentee members was granted. Quorum formed . Chairman called the meeting in order.

BOG will have to be reconstituted as per the UGC norm. The following members are to be inducted in the BOG.

Three (3) nominees from the University in which one (1) will be nominated by Academic Council/ Executive Council of WBUT and two (2) will be nominated by the Vice Chancellor of WBUT.

Agenda No. 1.01: Confirmation and approval of the minutes of the last Board of Governors (BOG) meeting.

The proceedings of the 3rd meeting of 2013 were circulated and Board confirmed the proceedings of the 3rd meeting.

Agenda No. 1.02 Action Taken Report (ATR) on the resolutions taken at the 3rd BOG Meeting of 2013.

The Board discusses the action taken on the resolutions and decisions taken in the 3rd meeting and approves them.

Agenda No. 1.03 Assessment of Academic Performance based on Odd Semester Results.

The Board Considers the results of the students for the odd semester examination. The 1st & 3rd semester results are of Autonomous status and 5th & 7th are of WBUT conducted examination results.

The board approves these results and resolves that:

- (a) All the results are to be discussed and analyzed by the Academic Committee and there after the measures to be taken.

The proceedings of the Academic Committee in this regards will be sent to the BOG for consideration.

- (b) The results should be compared with the H.S. results on % basis .

Agenda No. 1.04: Achievements in the current academic year and projection for the next academic year.

- (a) The Board discussed the achievements of the current academic year of the college and approves them.
- (b) The projection for the next academic year approved.
The board approves the introduction of a new M.Tech Course in Renewable Energy.
- (c) The proposal for organizing the 3rd International Conference on “ Advancement of Medical Electronics” approved.
- (d) Construction of New Civil Engineering building is approved
- (e) Supply of power from solar energy to the Basic Electrical Engineering Laboratory approved.

Agenda No. 1.05: Approval of Holiday List.

Academic calendar for the year 2014 approved. The teaching days will be of 180 days and working days will be 259 days.

Holiday List for the year 2014 approved.

Agenda No. 1.06: Best Practices Adopted.

The Director presented that the following practices which are adopted at JIS College of Engineering:

- (a) Objective driven Learner Centric Method of Teaching.

Process Oriented Guided Inquiry Learning (POGIL) technique adopted.

A POGIL class room or Lab consists of any number of students working in Small groups on specially designated inquiry materials. POGIL is a research based learning environment where students actively engaged in mastering course content and developing essential skill by working in self-managed team on the guided Inquiry activities.

POGIL is based on:

- Teaching by Telling does not work for most students
- Knowledge is personal and students enjoy themselves more and develop great ownership over the material when they are given the opportunity to construct their own understanding.
- The students will acquire the confidence and ability to learn on their own.

- The students learn not only how to acquire existing knowledge but also to create it for themselves by asking right question and finding the right answers. So he becomes a self directed independent learners.
- The students should have critical thinking.
- The student also have active learning
- The student should have problem solving skill.
- The student should have communicating , making connection and aviating and expressing on self in a variety of ways.

(b) Evaluation Machinery through Continuous Evaluation System.

Continuous Evaluation Diary is maintained by the faculty members which contains:

- i. Tutorial hours with the name of the students
- ii. Monitor the curricular and co curricular activities of the student
- iii. Lesson Plan
- iv. Study Objectives
- v. Results of the tests.

Academic audit is performed regularly and noted.

Internal Quality Assessment Cell (IQAC) conducts the academic audit and prepares the report (AQAR)

(c) Induction programmes for the students:

The Board appreciates the effort made by the College for introducing different club activities and resolves to continue the effort.

(d) The Board approves the effort of the college in Green Audit which will see how far environmentally sound and beneficial systems can be implemented. The board approves the use of solar energy as far as practicable.

Agenda No. 1.07: Functionality of G.B as per new guidance of UGC/MHRD/AICTE.

The BOG , Academic Council, Board of Examination, Departmental Council these bodies are formed and statues & regulations made and approved by BOG in meeting No.23rd .Agenda No 23.06 dt 4th July, 2012

These Boards and Committees are functioning regularly.

The powers and functions of the Director, Principal, Dean, HODs have been adopted at the BOG meeting and consequently approved by the Trust.

The financial power of Principal, HODs and other functionaries have been adopted and approved by BOG and Trust.

Agenda No. 1.08 Presentation of Budget.

Considering 5% increase recurring expenditure forwarding budget has been prepared and presented. The Board approves the proposals.

Agenda No. 1.09: Miscellaneous if any.

- (a) The proposal for introduction of On line examination system discussed. The Board in principle approves the new system. The Board advises to introduce the on line examination system for the two slot tests and continuous evaluation. If the system works the college can proceed to introduce the on line system for final year examination.
- (b) The college proposes to involves a on line examination system for blind students. The Board approves the proposal and the corresponding software development is recommended.

Book II

Agenda No. 1.10: Report on TEQIP II.

I. Achievements:

- (a) **Financial achievement & (b) Achievement under various Soft Component activities** up to 15.03.2014 were placed in the meeting; and these were approved after detailed discussion.
- (c) It was noted that the **2nd Mentoring** of the institute during 7-10 January 2014 by Dr. K C Patra, Mentor has already been conducted. Mentor's report and Action Taken Report (ATR) were placed in the meeting for perusal and it was discussed.
- (d) It was also noted that the **2nd Performance Audit** along with **Data Audit** has been completed during 29-31 January 2014; though Performance Audit Report was yet to receive from the Auditor. However Action Taken Re[port (ATR) on 1st Performance was placed in the meeting for perusal and it was discussed.
- (e) Latest position of the procurement of Goods and Consultancy Services were placed and discussed. Execution for **procurement of Goods** for most of the approved packages was initiated. Out of the approved 33 packages for Goods Purchase Order (PO) has been issued for 22 packages involving an amount of **Rs. 98.63 lakhs** and rest packages were in process/pipeline.

For **Consultancy Services** after due approval of TOR advertisement was issued in (i) The Times of India & (ii) The Bartaman in respect of 6 (six) packages inviting EOI. The EOIs of the respective packages have been opened in presence of the members of the Purchase/Procurement Committee and the Bidders present. Now these are under process of Technical and Financial evaluation.

II. Approval sought for and accorded:

(a) Further Revision TEQIP Budget:

In view of permission received for procurement of Goods (viz. Text-books, e-Journals and Software) and Consultancy Services under soft component activities and also considering the flow of expenditure in different activities the **TEQIP budgetary plan** has been revised as follows; and the same was approved by the members after discussion.

Revised TEQIP Budget

(Rs. in lakh)

Sl. No.	Activities	Project Life Allocations (As approved in BOG on 20.08.2013)	Further Revision of Allocation Proposed	Fund utilized (up to 15.03.2014)	Allocation to be spent during rest of the project period up to Dec. 2014
1	Improvement in Teaching & Learning facilities	-	98.00	-	98.00
2	Teaching & Research Assistantships	115.00	135.69	79.53	56.16
3	R&D and Consultancy Activities	90.00	31.00	29.99	1.01
4	FSD	40.00	40.00	21.33	18.67
5	Interaction with Industry	60.00	32.31	30.97	1.34
6	Management	10.00	5.00	2.46	2.54

	Capacity enhancement				
7	Institutional Reforms	35.00	20.00	19.57	0.43
8	Academic support for weak students	10.00	8.00	3.91	4.09
9	Incremental Operating Cost	40.00	30.00	16.62	13.38
	Total	400.00	400.00	204.38	195.62

(b) Procurement Plan:

The already approved plan for procurement of Goods viz. Software, Text Books and e-Journals under Soft component activities and plan for procurement of consultant Services was uploaded through PMSS. Thereafter according to the direction of NPIU as also the necessity of the Institute some packages had to be eliminated to minimize plan size and some new packages had to be incorporated in the plan subject to approval of the BOG. The revised Plan size was:

- (i) For procurement of Goods - Rs. 116.72 lakhs
- (ii) For Consultancy Services - Rs. 61.55 lakhs

After discussion the revised Procurement Plan was approved.

(b) International visit of the faculty members:

- (i) In earlier BOG meeting it was approved for **International travel** to USA to attend Conference 'NAFSA-2013' from 21-31 May 2013 in respect of (1) Mrs. S S Ghosh, Nodal Officer, IIIPC and (2) Dr. S S Gupta, Nodal Officer (Academic) & HOD (IT).

But that time SPFU's approval was required on the issue. It was reported for information that no approval for them was received from SPFU at that point of time.

Now SPFU's observation in the matter was necessary before taking any decision.

- (ii) Proposal of **Dr. P K Bardhan, HOD (ME)** for International Travel for paper presentation in the 14th International Foundry men Conference during 13-19 May 2014 at Opatija in Croatia with an estimated expenditure of Rs. 1,74,000/- was approved.
- (iii) Proposal of **Shri Tanmoy Bhattacharya, HOD (IT)** for International Travel for paper presentation in the International Conference ICCCV-2014 during 2-3 June 2014 in London, UK with an estimated expenditure of Rs. 1,97,000/-was approved.

(c) Pedagogy Training for the Faculty members:

Regarding Pedagogy training of the faculty members in Basic module after due approval of TOR EOI was invited through advertisement in the Newspaper as stated above. But no bid has been received from any bidders.

In the meanwhile the initiative taken by the institute for Pedagogy training of the faculty members (both in Basic and Advance module) in batches in-house involving NITTTR, Kolkata as agreed upon by sending their experts on payment of expert fees as prescribed by NPIU was approved. As decided on the request of NITTTR, Kolkata, the payment of expert fees is to be made through issue of cheque in favour of the Director of NITTTR, Kolkata.

Urmilrata Bandyopadhyay

(U.Bandyopadhyay)
Principal, JISCE
Member Secretary, BOG