GAYA COLLEGE OF ENGINEERING, GAYA

Minutes of the Fourth Meeting of Board of Governors held on 01st September, 2018.

Minutes of the Fourth Meeting of the Board of Governors meeting of Gaya College of Engineering, Gaya held at 10 am on September 1, 2018.

On 1st September 2018, the BoG members assembled in the college auditorium at 10:00 am and interacted informally prior to the meeting which began at 10:30 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. B. D. Chaudhary, Member
4	Dr. M. P Jakhanwal, Member
5	Dr. L. B. Roy, Member
6	Prof. V. S. Thakur, Member
7	Prof. G. N. Sharma, Member
8	Dr. S. J. Ahmad, TEQIP Coordinator

Agenda 4.1: To confirm the minutes of the 3rd meeting of the BoG held on 2nd June, 2018.

The BoG resolved to confirm the minutes of the 3rd meeting of the BoG held on June 2, 2018.

Agenda 4.2 A: Action Taken Report (ATR) on decisions taken by the BoG in its third meeting held on 2nd June, 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 third meeting held on 2nd June 2018.

Agenda 4.2 B: To apprise with the present academic and administrative status of the college. Presentation by Mr. Vivek Upadhyay (Nodal officer, academics) and Md. Atiqur Rahman (Nodal officer, Procurement)

Mr. Vivek Upadhyay (Nodal officer, academics) and Md. Atiqur Rahman (Nodal officer, Procurement) presented the report.

Md. Atiqur Rahman presented the following report:

The present status of the procurement under TEQIP-III project of Gaya College of Engineering, Gaya was presented. In October 2017, TEQIP-III project was launched at GCE, Gaya. Since October 2017 till 1st September 2018, the expenditure of Rs. 1,24,70,8,93 has been spent under procurement (Equipment, Learning Resources, Furniture and Minor Civil work).The following Table summarizes all the procured assets and utilization:

(2)

S. No	Date	Items	Amount	Location	Utilization
1	31/03/2018	**Books** (TEQIP-III/BH/gceg/1)	10,48,427	Library	Books were purchased against the requirement given by each department. Now students can avail more reference books in same area. Library capacity has been increased to a great extent.
2	31/03/2018	**Computers** (Desktop,Laptop,UPS) TEQIP-III/BH/gceg/2	25,04,727	**Desktop(25):** CSE Department – 17 CE Department – 02 ME Department – 02 EEE Desktop – 01 Exam. Department – 01 ERP Cell – 01 Math. Department – 01 **Laptop(02):** Dr. Janak Pandey (Chairman, BoG) – 01 Dr. S.J. Ahmad (TEQIP Coordinator) – 01 **UPS(01)** CSE Department – 01	25 Desktops are given to different departments against the requirements given by them. One desktop is given to Exam Department to manage the examination process smoothly. One dedicated desktop is provided to run the ERP software. One laptop is dedicated for smooth running of BoG meeting and another laptop is provided to TEQIP co-ordinator to maintain all the project related activities in a single system. One UPS is purchased for CSE lab to maintain the continuous power supply, so that all the lab classes can run smoothly.
3	26/06/2018	**UTM** (TEQIP-III/BH/gceg/29)	21,71,200	ME Department	UTM is purchased against the requirement proposal given by ME department. This machine is used by the students to perform lab and project related works
4	27/06/2018	**Air conditioners** (TEQIP-III/BH/gceg/5)	18,35,520	Auditorium – 05 Room No. 101 – 03 Room No. 102 – 03 Room No. 103 – 03 Room No. 104 – 03 Room No. 01 – 02 Room No. 05 – 02 Room No.06 – 02 Principal Chamber – 01 Computer lab – 03 Circuit Lab – 02 Chemistry lab – 01 TPO – 01 TEQIP Cell – 01	6 ACs are installed in different labs so that cooling of machines will be easy and system life will be enhanced. 18 ACs are installed in the different classrooms. 5 ACs are installed in the Auditorium so that the entire seminar, workshop or other meetings can be organised in calm environment. 3 ACs are installed in the TPO office, TEQIP Cell and Principal Chamber so that all these can function in calm environment.
5	28/06/2018	**Mastersoft ERP** (TEQIPIII/BH/gceg/33)	4,13,000	ERP Cell	Mastersoft ERP is purchased, installed and related training is given to different employees, so

					that all the attendance, admission, salary and other related components to run the institute can be handled by single software. Any required report can be generated anytime and system will become transparent.
6	26/06/2018	**Library Furniture** (TEQIPIII/BH/gceg/34)	41,53,519	**Book Shelf (125):** Library – 125 **Almirah (50):** EEE Department – 05 Physics Department – 05 ME Department – 06 CE Department – 06 Exam Department – 06 CSE Department – 05 Chem. Department – 02 Math Department – 02 Workshop – 05 Office – 06 TEQIP Cell – 02 **Visitor Chair (30)** Principal Room – 20 Auditorium – 10	Book shelves are purchased to accommodate the newly purchased books in the library. Almirahs are provided to different departments, Office, Workshop and TEQIP Cell against the requirement submitted by them, so that different files related to NBA or other committee work etc can be stacked in organised way. 30 Visitor chairs are purchased for office and auditorium so that sitting arrangement will be comfortable for all the meetings and related activities.
7	27/08/2018	**Construction of Women's and Men's toilets** (TEQIP-III/BH/gceg/31)	3,24,000	Academic Building	It was extremely required for the students, also the BoG had resolved for it on the urgent basis.
8	24/08/2018	**Tally software** (TEQIP-III/BH/gceg/39)	20,500	TEQIP Cell	SPIU suggested to purchase the Tally software so that the financial account details can be maintained and monitored smoothly

The Board was apprised with the fact that in the 1st quarter of the 1st year of project, the process of development was slow in general and therefore the overall achievements of the 1st four quarters have not been up to mark. The Board resolved that as the college has got faculty and staff, the process of development work should be taken up with all the earnestness to meet the target. The Board further directed that the efforts should be made to maximize utilization of facilities for academic purpose.

Mr. Vivek Upadhyay presented administrative and academic ,training ,and other activities held during June 2018 to August 2018.

1. A one day **"review meeting on procurement"** was attended by Prof. Monjeet Kakati (Procurement coordinator representative) at Patna on 14 June – 2018.
2. A one week **"Professional Development Program (PDP)"** was attended by Prof. Monjeet Kakati at IIM Shillong during 18 – 22 June 2018.

3. Visit of Director, Dean Academics and TEQIP - III Coordinator VJTI, Mumbai to **"Initiate twinning activities"** to Gaya College of Engineering from 22 – 24 May 2018.

4. A three days "**Faculty Development Program (FDP) for Student Induction Program"** was attended by Prof. Bhawesh Kumar , Prof. Suryakant Kumar and Prof. Kailash Kumar Mahto during 4 – 6 June 2018 at BIT Sindari (Jharkhand).

5. A one week **Pedagogical training at IIT Kanpur** was attended by Prof. Ranjeet Choudhary , Prof. Manoj Kumar, Prof. Ajit Kumar, Prof. Mrinal Ranjan, Prof C.B Yadav, Prof. Ashish Kumar and Prof. Santosh Kumar during 2 – 6 June 2018 & Prof. Atiqir Rahman and Prof. Saeb Sufyan was attended during 2 – 6 July 2018.

6. A one week **visit to mentor institute VJTI Mumbai** was attended by Dr. Anil Kumar, Prof. Ashish Ranjan, Prof. Onkar Singh, Prof. Ruby Arya, Prof. Prashant Singh Chouhan, Prof Sanjeev Ranjan, Prof. Prabhakar Kumar and Prof. Rajeev Kumar during 11 – 18 June 2018 For **twinning arrangement**.

7. A two day **"Training Programme on Financial Management and PFMS"** was attended by Mr. Hars Ranjan (Office Asst) and Mr. Rajnish Kumar (Account Asst.) at Patna during 29 – 30 June, 2018

8. A one week **"summer training program on active learning"** was attended by Prof. Atiqur Rahman and Prof. Saeb Sufyan at IIT Kanpur during 2 – 6 July 2018.

9. A one day **"MIS Training Programme of TEQIP-III Academic MIS"** was attended by Prof. Onkar Singh at Jadavpur University, Kolkata on 3rd July 2018.

10. A one day **"orientation workshop"** was attended by Mr. Hars Ranjan (Office Asst.) and Mr. Bipin Kumar (Messenger cum helper) on 6th July 2018 at Vatika Premier Hotel, Bailey Road, Patna.

11. A one day meeting on **"Performance Auditing and Mentoring"** was attended by Dr. Anil Kumar, Mr. Om Prakash Sudhanshu (NBA Coordinator), Mr. Monjeet Kakati (Procurement Coordinator Representative) and Mr. Hars Ranjan (Office Asst), at Vatika Premier Hotel, Bailey Road, Patna on 06th July 2018.

12. A one day meeting on **"Induction Program for 1st year students"** was attended by Mr. Prabhakar Kumar (Asst. Prof. Civil Engg.), Mr. Suryakant Kumar (Asst. Prof. Mech. Engg.), Mr. Bhawesh Kumar (Asst. Prof. CSE) and Mr. Ashish Ranjan (Asst. Prof. EEE) at SPIU Bihar office, Technology Bhawan, Patna on 16th July 2018.

13. A 2 – Day workshop on **"Exam Reforms and OBE Integration and Blooms Taxonomy"** was attended by Prof. G.N Sharma (Controller of Examination, HoD Mathematics Department), Mr. Ranjeet Kumar Choudhary (Asst. Prof. Civil Engg.), Mr. Pushpraj Singh (Asst. Prof. Mech. Engg), Mr. Vibhav Praksh Singh (Asst. Prof. CSE) and Mr. Kailash Kumar Mahto (Asst. Prof. EEE) at AKU Patna during 19 – 20 July 2018.

14. A 4 – week "**vocational training"** program was attended by fifteen students of final year (Civil Engineering branch) at IRI Roorkee.

15. Management Information System (MIS) data audit training was conducted by the data auditor **'Dr. Anugrah Narayan Singh'** assistant professor M.C.E Motihari (Bihar) during 16 – 18 August 2018.

16. A performance audit was conducted by the auditor **Dr. K. Mallikharjuna Babu**, Principal BMS College of Engineering, Bengaluru during 17 – 19 August 2018.

17. A meeting on **"Vision and Mission"** was held on 31 August 2018 under supervision of Dr. B.D Chaudhary, member BoG.

Agenda 4.3: To discuss the report of the committee on the Vision & Mission statement of the college

The board considered the recommendation of the Committee constituted for developing the vision and mission statement of the college and resolved to approve the following vision & mission statement of the college.

<u>Vision of the college:</u>

Gaya College of Engineering, Gaya aims to be a premier technical institution through pursuit of excellence in teaching, research and innovation for inclusive and sustainable development of the nation and the region in particular by nurturing and developing competent technical man power.

<u>Mission of the college:</u>

1. To impart quality education in engineering and emerging disciplines.

2. To encourage the faculty for enhancing their capabilities.

3. To inculcate sprit of entrepreneurship and innovation.

4. To achieve excellence in emerging technologies.

5. To continuously strive for professional ethics and social values.

   The Board resolved that the above should be widely publicized through various documents and the college website.

Agenda 4.4: Reporting of construction of toilets.
The BOG was appraised with the construction of toilets for male and female.

Agenda 4.5: To discuss and progress in of "NPIU GATE Training" for final year students.
The Board was apprised regarding the "NPIU sponsored GATE Training" arrangement made as per earlier decision of the Board. The Board directed that a constant monitoring of performance of each teacher engaged in this training should be done by the Committee of the college constituted for the purpose. The Committee should remain in constant contact with the students and may organize time to time structured response on the feedback sheets prepared by it. The agency must be informed that the college expects that a good number of students, who are enrolled in the gate classes, should qualify GATE examination successfully. The final appraisal of the agency will be based upon the success ratio of the students, who are going through such classes.

Agenda 4.6: To discuss Annual Report for April 1st 2017-March 31st 2018

The Board suggested the following for improving the Annual Report.

1. A good introduction of the college including its historical background should be presented.
2. The message of the Principal may briefly include the present status with development work done and the way the college is facing challenges,. It should be inspirational in nature.
3. The administrative structure of the college should be presented. A brief description regarding administrative relationship with State government and funding by the State should be presented.
4. The academic structure and its relationship with AKU Patna, AICTE New Delhi and NPIU, New Delhi should be included. Description of department, Program etc.
5. List of faculty with photographs and their academic background.
6. Academic and extracurricular activities.
7. Facilities for students
8. Students' enrolment and other related statistics.
9. Students extra – curricular activities, details of academic programs and activities
10. Research activities.
11. Future Plan

Agenda 4.7: To report the Management information system (MIS) data audit report.

The Board was informed that MIS system has been acquired and NPIU expert conducted training for the staff.

Agenda 4.8: To report the purchase of TALLY software for financial accounting

The Board was apprised that the tally software for financial accounting has been acquired.

Agenda 4.9: Apprising with the performance audit done by Dr. K. Mallikharjun Babu.

The Board was apprised that Dr. K. Mallikharjun Babu completed the performance audit of the college. The report is awaited.

Agenda 4.10: To discuss the payment of TA, DA and registration fee for vocational training to be attended by final year students and accompanying faculty members.

The Board considered the payment of TA, DA and registration fee for vocational training of the final year students and accompanying faculty members. The Board resolved that this payment should be made as per rule. The Board further resolved that all steps should be taken to encourage and support vocational training for the final year students.

Agenda 4.11: Reporting of the amount reimbursed for the set up box to the faculty for installing SWYAM channel.

The Board was appraised regarding NPIU approved reimbursement of the set up box to the faculty for installing SWYAM channel.

Agenda 4.12: Reporting of Employability test for all students.

The Board was appraised regarding the employability test for all students.

Agenda 4.13: Reporting of "NPIU Employability Skill training" for pre final year students.

The Board was appraised with the step taken for "NPIU Employability Skill training" for pre final year students. The Board resolved that appropriate training should be imparted for preparing bio-data and skill for facing interview.

Agenda 4.14: Reporting of the purchased library furniture with cost of Rs 4615021/-

The Board was appraised with purchased library furniture.

Agenda 4.15: Reporting of the purchase of 32 Air Conditioner which has cost Rs 1835520/-

The Board was appraised with the purchase of 32 Air Conditioner.

Agenda 4.16: Discussion on action plan to be submitted to TEQIP- III, for quarter – 03 (October – December) of the college.

The Board considered action plan to be submitted to TEQIP- III, for quarter – 03 (October – December 2018) of the college and approved the action plan related to hydrology lab (50 lacks) and weather work station (10 lacks). The Board further resolved that the proposal to be submitted for the fourth quarter (Jan 2019 to March 2019) should be prepared in term of teaching and research need and a comprehensive requirements for labs for four quarters of the year 2019 – 2020 be prepared and presented on Performa showing detail of each lab before the Board in its next meeting. The Board expects that any expansion of labs must state well stated objectives in terms of teaching, training and research. The Board resolved to ask each Department to prepare a report on the existing lab facilities and future requirements.

Agenda 4.17: Discussion on inclusion of one member from the mentor institute – Veermata Jijabai Technological Institute (VJTI), Mumbai as the BOG members.

The Board considered the proposal for inclusion of one member to the Board representing the mentor institute. The Board resolved that the Board is constituted by the Government of Bihar and this Board does not have authority to change its own constitution except to invite someone as "special invitee". As and when there is a need of a representative of the mentor institution, request should be made to send a representative as Special Invitee. The Principal may contact the Mentor Institute and request them to send their report for inclusion in the BOG agenda and also attend the next meeting of the Board as a Special invitee and present the Report.

Agenda 4.18: Discussion on the Nomination of the mentor Prof. N.C. Shivaprakash as a BOG Member.

The Board resolved that Prof. N.C. Shivaprakash may be invited as a special invitee when the Board is to consider his report and recommendations. He should be requested to submit his Report for inclusion in the BOG agenda.

Agenda 4.19: Reporting of the ongoing Induction Program for the 1st year students.

The Board appreciated the induction program organized by the college. The Board resolved to suggest the following to strengthen the program.

1. The faculty members may identify particularly those students who are weak in fundamental subjects and help them to overcome their academic deficiencies.
2. Some inspiring speakers should be invited for lectures and interaction with the students.
3. The training should also include lectures on social ethics, responsibility, democratic rights and duties.

Agenda 4.20: Discussion on the new proposals

　　　(a) Setting up of CAD/CAM lab

The Board considered the idea of setting up of CAD/CAM lab. The Board resolved that the proposals in future for setting up new labs or extension of existing labs should be submitted on a Performa showing need of such labs in teaching, training and research. The Board requested Prof B D Chaudhary to prepare a Performa for lab development.

Agenda 4.21: Any other matter

　　(a) To consider erratic power supply to the college

The Board was apprised regarding the erratic power supply which has serious negative effect on the functioning of the college. The Board advised the Principal to take up the matter with South Bihar Power Distribution Company Limited (SBPDCL).

　　(b) To discuss the issue of transfer of NPIU appointed faculty. On 29th August 2018, the NPIU website is showing that the following faculty members appointed by NPIU, who joined the college in the first week of January 2018 and who are teaching courses in the ongoing semester, are transferred in the middle of the semester to some other institutions.

　　Computer Science and Engineering:-
　　1. **Bhawesh Kumar**
　　2. **Shailendra Pratap Singh**
　　3. **Onkar Singh**
　　4. **Vibhav Prakash Singh**

　　Mechanical Engineering
　　1. **Pushpraj Singh**
　　Civil Engineering
　　1. **Monjeet Kakati**
　　2. **Muhammad Aslam**

The Board considered sudden transfer of NPIU appointees 8 faculty members by NPIU, creating an unprecedented situation for the college, disrupting teaching of the present ongoing semester. The Board noted that no prior consultation was made with the college

administration. Four out of seven faculty members are from the Computer Science & Engineering department. The Principal reported that a number of students met him and shared their anxiety regarding their classes. In the interest of students and for smooth running of the classes, the Board resolved to request to NPIU to postpone such transfer till the end of the semester and if any transfer is necessary immediately, NPIU may kindly send suitable substitute immediately. The Board also advised the Principal to take up the matter with the SPIU and DST Bihar to intervene into the matter, so that any untoward and uncalled for situation does not arise.

(C) Discussion on the recommendation letter for Mr. Hars Ranjan for the post of Program Manager in TEQIP cell by Dr. S.J Ahmad.

The Board discussed the letter dated August 28, 2018 of the TEQIP III Co- Ordinator Dr. S.J Ahmad regarding the difficulties in running the program in absence of the Program Manager. Considering all the facts regarding Mr. Ranjan that he is a B.Tech in electrical engineering and M.Tech serving as office assistant in TEQIP III but in reality he is performing most of the work of the program including of the program manager.

The Board considered all the facts and resolved to appoint Mr. Hars Ranjan temporarily as the program manager for the period of 3 months or till the joining of a Program Manager on regular basis after approval of the SPIU. The Board further resolved that efforts should be made to select a qualified and competent fellow who could provide efficiency to the TEQIP III Program.

The meeting ended with vote of thanks by the Chairman to the members for attending the meeting and to the Principal for organizing logistics and hospitality. The Principal extended thanks on the behalf of the College and his own behalf.

(Dr. Anil Kumar, Secretary)   **(Dr. Janak Pandey, Chairman)**
 01 September, 2018   01 September, 2018

Foot Note;

In the Second BOG meeting held in Feb, 2018 schedule all other three meetings was decided and accordingly the fifth BOG was proposed to be held on Dec 8, 2018 as following stated in the minutes :

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

Some members in the last meeting were not comfortable with this date. The State level representatives did not attend the 4th meeting due to state level preoccupation. For me any date after December 10 would be difficult due to Kumbh in Allahabad.

The Principal is advised to consult the State and SPIU representatives and BOG members to decide the date well in advance for the Fifth Meeting of BOG.

Janak Pandey , Chairman ,BOG ,GCE Gaya.