Agenda

1) Confirmation of the minutes of the 28th meeting of the Board of Governors held on 3rd April, 2012 and actions taken.

2) **To report recommendation of the selection committee for appointment of:**

(i)	Associate Prof. (ECE)
(ii)	AR (Administration)
(iii)	AP in Chemistry
(iv)	AP in English
(v)	AP in Electrical Engineering
(vi)	AP in Mathematics
(vii)	AP in Mechanical Engineering
(viii)	TA in CSE/IT for Language Laboratory
(ix)	AP in EIE
(x)	AP in ECE
(xi)	TA in EI/EC dept.
(xii)	TA in Mech. Engg. Dept.

3) **To report recommendation of the selection committee for promotion under CAS:**

Sl No.	Name	Present Designation	Dept.	Present AGP	Recommended	New AGP	Effective date
1	Ms. Sucharita Maiti	Librarian	Admin	7000/-	Yes	8000/-	01.09.09
2	Dr. sharmistha Bose	Asstt. Prof.	BSH(Ch.)	7000/-	Yes	8000/-	01.07.11
3	Mr. Sourish Sanyal	Asstt. Prof.	AEIE	7000/-	No	-	-
4	Dr. Asish Mitra	Asstt. Prof.	BSH(Ph.)	7000/-	Yes	8000/-	01.10.11
5	Ms. Shobha Gupta	Asstt. Prof.	EE	7000/-	Yes	8000/-	01.06.11
6	Mr. Dilip Kr. Gayen	Asstt. Prof.	CSE	7000/-	Yes	8000/-	01.06.12
7	Mr. Hirak Kumar Maity	Asstt. Prof.	ECE	6000/-	Yes	7000/-	01.10.11
8	Mr. Sukanta Samanta	Asstt. Prof.	BSH (Math)	6000/-	Yes	7000/-	09.01.11
9	Ms. Seba Maity	Asstt. Prof.	ECE	6000/-	Yes	7000/-	09.01.11
10	Ms. Ananya Sarkar	Asstt. Prof.	ECE	6000/-	No	-	-
11	Ms. Lipika Datta	Asstt. Prof.	CSE	6000/-	Yes	7000/-	01.01.12
12	Mr. Uttam Kr. Mondal	Asstt. Prof.	IT	6000/-	No	-	-
13	Mr. Dilip Kr. Sonar	Asstt. Prof.	ME	6000/-	Yes	7000/-	07.04.09

4) To consider the creation of the post of AP (two) in Humanities:

(i) WBUT has introduced Engineering Economics from this session 2012-13 onwards. The college requires one faculty for the same. To start with a contractual faculty may be considered.

(ii)We also require an experienced person from Industry to give the necessary exposure to the students for facing GD/Seminars and also inculcating in them the necessary managerial skills.

The above two requirements are for both the even and odd semesters.

5) To Report the progress of TEQIP-II activities:

- To report about various committees
- To report the procurement calendar & detailed procurement plan
- To report fund utilization and forecast for the year 2012-13
- To report about the action plan III cell
- To report about the action plan on equity and inclusion
- To report about TNA of faculty and staff
- To report about Status of pending cases – Autonomy, New PG Course and NBA accreditation.

Procurement under TEQIP-II project has already been started.

The following requires BOG's Approval.

- Procurement Plan :
- **Delegation of Financial Powers:**

  Functionary (HODs)

  Limit for Consumables (Rs.):
  Limit for non-consumables(Rs.):
  Limit for Hiring Services(Rs.):

- Administrative Powers of Functionaries:

Activity	Approving Authority (Head of Institution/Head of Department/Dean/Other)	Date	Upload Circular /Order
Consultancy Services			
Continuing education programmes			
Deputing faculty members to attend conferences and training programmes (Abroad)			
Deputing faculty members to attend conferences and training programmes (Within India)			
Deputing staff members to attend training programmes			
Faculty development programmes			
Leaves (3 months or above) to faculty members for academic purposes			
Organisation of conferences and training programmes			
Staff development programmes			

6) Enterprises Resource Planning (ERP):

ERP is a powerful software tool that integrates all activities/information across an organization on a common platform. It also helps management in taking important decision based on various MIS reports. Discussed with various vendors i.e. Simoco, Jaypee, Embee, Data Core, & TCS. for understanding their offered products. Simoco, Embee and Data Core suggested to go for SAP based system. Others offered the product of their own. Our opinion is that the product internationally branded i.e SAP based System would be better from the long term point of view.

The estimated cost would be approx. 11.0 Lacs.

(1) The recurring cost would be @ 17% of License fee i.e..around Rs. 50,000/- per year (optional i.e this charge is applicable for continuous upgradation of SAP.)
(2) AMC by the vendor would be around 1.0 lac per year. This cost would be reduced if we have a system of the charge as per the number of call attended.

The budgetary proposal is placed before the Board for their approval if deemed fit.

7) Strengthening of Estate Office:

As it is known that PDCL has already withdrawn of some services like Civil/Electrical maintenance, sweeping and cleaning and in the near future they will be withdrawing the Electrical power supply and water supply system also. Thus it will be extremely difficult to maintain the above services for the college Hostels and residential complexes. The current agitation by the students also pointed out deficiencies in cleaning and sweeping services.

In view of the above it is strongly felt that the supervisory staff and as well as ground staff need to be strengthened.

8) Semester and Hostel Room Rent(for non hosteller) of the students taken admission in first year in the academic year 2010-2011:

a. Semester fees of Rs.1000.00/- per year was being introduced from the students (current third year) right from the year 2010-11. This charge was decided by the then Director to meet the expenses towards four class tests conducted in a year. No approval of the BOG was there for introduction of the same. Their tuition fees was Rs. 55,000.00/per year. Subsequently it was enhanced to Rs. 70,000.00/- per year. Moreover, it may be noted that the same is also not being charged from the current 2nd year and 1st year students as per the Govt. Notification. The proposal for abolishing the Semester fee of Rs. 1000/- is placed for approval.

b. With the introduction of new Branch, Mech. Engg. in the year 2010-11, we have put a restriction of providing the hostel accommodation to the students because of space crunch. Once the college put this restriction, the room rent @ Rs. 250.00/- per month should not be charged from the students who have opted out the facility.

The above two points were raised by the agitating students and if approved in the BOG meeting, the same already charged for the year 2012-13, to be refunded or adjusted as communicated to the agitating students. The copy of the settlement had with the students may please be referred to.

9) Scholarship for the year 2011-12

In the 20th BOG meeting held on dated 3rd April 2012, it was resolved that:
The institute would reintroduce the institute's scholarship from academic session 2012-13 with modification as under:

a) 5% of the students would be offered Rs. 2000/- per month scholarship for those students whose parental income is below Rs. 75000/- per annum.
b) 5% of the students would be offered Rs. 1000/- per month scholarship whose parental income is between Rs. 75000/- to Rs. 100000/- per annum.

The above scholarship would result in financial implication of Rs. 27,00,000/- per annum for the institute.

However, there are some cases for financial assistance which are pending. Such Cases are mentioned below.

Sl.	Name	Roll No.	Year and Branch
1	Pritam Sinha	CSE/10/L/71	3rd year CSE
2	Gouranga Prasad Dey	ME/11/L/68	2nd year ME
3	Abhisek Hati	EE/10/46	2nd year EE
4	Pallab Kolay	EI/10/59	3rd year EIE
5	Subham Ghosh	CSE/10/15	2nd year CSE
6	Ritesh Bhakat	CSE/11/52	1st year CSE
7	Prasenjit Nandi	EE/09/25	3rd year EE

These cases have been reviewed once again and it is felt that the above cases are genuine and in dire need of financial assistance without which they may not be able to pursue their studies.

Therefore it is proposed that above mentioned seven (7) cases may be considered for granting Institute's Scholarship @ Rs. 2000/- per month for twelve(12) months i.e. Rs. 24000/- p.a. for the academic session 2011-12. This would cost around Rs. 1,68,000/- (Rupees One lakh Sixty Eight thousand) only, expenditure for the college, for this year only. With the grant of the above scholarship no other back log cases shall be re-opened.

The note is put up for approval of the Chairman.

9) Enhancement of mess charges from the academic session 2012-13:

Currently, the college has 8 hostels (including two girls' hostels) and 5 canteens which cater the food requirements of 1500 students approx. All these days the mess workers around 81 nos. were being paid their salary on daily wages basis. Since for quite some time the mess workers were agitating to enhance their conditions at par with other industrial establishment like PDCL. The matter went up to the Asst. Labour Commissioner, Tamluk. After a series of meeting along with representatives of mess workers, agreed to meet the certain basic benefits like Gratuity, Bonus, PF. etc. The financial impact is getting substantially enhanced than the existing.

The approval is being sought to increase the mess charges from the academic session 2012-13 Rs.1800/-in lieu of Rs.1500/- per student per month so that extra expenditure can be covered.

10) Construction of the Girls' Hostel and Academic Building:

The college would be in deep trouble for renewal of approval for the academic year 2013-2014 if the deficiency in Space area is not met. Hence construction work has to be resumed immediately. AICTE Deficiency report (enclosed herewith) may be referred to in this regard.

11) Construction of extension of WORKSHOP (Machine shop)

With the introduction Mech Engg., we need to install new Machineries as per syllabus 6th Sem. ME.
The existing area of Machine Shop is very congested. Hence extension is required.
The plan for the extension of the above machine shop of area 19.7m x 10.7 m is being place for the BOG Approval. The details are enclosed.

12) Allotment of Quarters:

As there is no guidelines for allotment of quarters a guideline is being proposed for endorsement of the board.

<u>Guidelines for allotment of quarters</u>

1) All new entrants (newly appointed/promoted) shall be given the ground floor of any type of quarters (C, FH and F).

2) Whenever there is a vacancy either in 1st or 2nd floor, preference will be given among those who are already occupying a particular quarters in the same type.

   The seniority in a particular cadre of the college will be taken into account while allotting the quarters which has fallen vacant. The seniority shall be determined by the length of continuous service in a particular cadre in the institute.

   a) In case, the date of appointment of two or more faculty/staff members is same, the seniority shall be determined on the basis of the order of the merit as recommended by the Selection Committee.
   b) In case two or more candidates having same date of joining does not fall under the above mentioned (a) Director shall use his/her own discretion.

13) Pay fixation of directly recruited experienced faculty/staff :

In the past, it has been observed that there are some cases where the faculty recruited directly has been given additional increment which has seriously affected the morale of the existing faculty having the same or more length of continuous service in the institute. In order to protect the interest of the existing faculty vis a vis directly recruited faculty, the proposed guidelines is as follows:

At the entry level, the minimum basic and AGP as per UGC/AICTE shall be given for any cadre.

However, for any experienced faculty, the additional increment if recommended by the Selection Committee shall not be such so as to affect the pay of the existing faculty having the same or more length of continuous service in the Institute.

In order to fix the additional increment, the following two limits to be considered.

Upper Limit

Had the candidate joined in our Institute from the date he has been working in his/her present institute what would have been his total emoluments.

Lower Limit

The present emoluments of the candidate as evident from his/her pay slip.

The Director, as the Chairman of the Selection Committee will have to ensure that the two limits are taken into consideration before fixing the pay of the candidate.

14) Requirement of Additional Quarters :

With the introduction of new branch/discipline i.e. Mechanical Engg. from the academic session 2010-11, the total requirement of faculty in the college has gone up from 70 to 90 as per AICTE guidelines from the academic session 2012-13. Consequently, with the increase of faculty, the requirement of supporting staff i.e. Technical Asst. would also go up proportionately. Hence there is an additional requirement of FH type and F type. The details are enclosed in Annexure-IV. This proposal is being put up to the board for taking up the issue with the General Manager, KTPS, who is also a member of BOG.

Sl.	Designation	Current Availability	Projected Requirement	Difference/Additional Requirement
1.	Faculty	70	90	20
2.	Tech.& Lab Asst.	32	36	04
3.	Administrative staff	19	25	06
	Total	121	151	30

Availability of Quarters
Currently the college has the following numbers of quarters
C - 30
FH -55   = Total 135 nos.
F - 50

Our requirement of FH type quarters will be 15 and that of F-type will be 6 nos. Thus in total, we will be requiring around 21 number additional quarters to accommodate the additional faculty/ staff .

15) Imposition of fine for act of indiscipline :

Till 2006 we had a system of imposing fine for poor attendance (less than 75%) and any act of indiscipline like damaging institute property and hooliganism outside the college campus.

Due to absence of the above provision it is has been observed that the students are indulging themselves in such acts of violence. It is felt that reintroduction of the above fine system would act as deterrent.

16) Miscellaneous, if any, with the permission of the Chair.
(Pay of SNB, Mr. DR Sengupta, Increment committed by earlier Director for Mr Suman Bhowmik, Asst. Prof(CSE) & students' meeting with BOG)