

College of Engineering & Management, Kolaghat

[Affiliated to West Bengal University of Technology, Kolkata & approved by AICTE]

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No.CEM/D/NOTICE/23/2013

1st Mar., 2013

NOTICE

The 30th meeting of the Governing Body of the College of Engineering & Management, Kolaghat will be held on 7th Mar. 2013, Thursday at 4:00 pm sharp, at M/s DCPIS, Park Centre, 5th Floor, 24, Park Street, opposite to Park St. Post Office. Kolkata 700016. The Agenda is enclosed.

All the members are requested to kindly make it convenient to attend the meeting.

N N Jana

(N N Jana)

Director & Member secretary

Encl: As above

Sponsored by : **Vidyasagar Society for Integrated Learning**

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A g e n d a

1) Confirmation of the minutes of the 29th meeting of the Board of Governors held on 3rd Sept. 2012 and actions taken.

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

- (i) Associate Prof. (CSE)
- (ii) Associate Prof. (Physics)
- (iii) Assistant Professor in Mathematics
- (iv) Assistant Professor in ME
- (v) Assistant Professor in ECE
- (vi) Jr. Engineer – Electrical Maintenance

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

3.1 To create a position of

- (a) Dean - Academic
- (b) Dean – Research
- © Dean – Student Affairs
- (d) Controller of Examinations

In all academic Institutions the post of Dean – Academic, Dean – Research and Dean – Student Affairs are generally selected from the Existing faculty members.

However, the position of Controller of Examinations is to be filled up through open advertisement.

3.2 To consider the proposal for restructuring of the following statutory bodies

- (a) Governing Body
- (b) Academic Council
- (c) Board of Studies
- (d) Finance Committee

Proposed Constitution of the above Bodies

Governing Body: In addition to the existing setup of the Governing Body the body needs to be strengthened by inducting at least three members from the academic field.

Academic Council:

- (a) All HODs
- (b) Dean-Academic
- (c) Dean-Research
- (d) Min. 4 experts covering, CS/IT, EE, EIE/ECE and ME disciplines from the reputed institution of the state.



Prof. (Dr.) Narendranath Jana
Director
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Dean – Academic be the Member Secretary of the above body.

Board of Studies: This Body will be at the Departmental Level and shall comprise of (1) Respective HOD (2) 3 or 4 senior faculty of the department.

Finance Committee:

- 3.3 **To report the recommendation of the selection committee for appointment of Data Entry Operator and Financial Assistant for TEQIP II Project.**

The SPFU – WB representative visited the college recently and strongly recommended to recruit a person to be designated as Data Entry Operator & another Personnel as Financial Assistant on contractual basis for the project duration. Both the Posts have been filled up and placed for approval of BOG.

- 3.4 **To appraise the progress of following activities of TEQIP-II**

- i. Procurement
- ii. Faculty and Staff Development
- iii. Remedial Coaching
- iv. Activities under Industry Institute Interaction Cell(IIC)

- 3.5 **To obtain approval of BOG for 2(f) application to UGC with regard to Autonomy.**

This approval is pre-requisite for obtaining Autonomy. The form 2(f) among other details requires submission of an Indemnity Bond along with the resolution of the Governing Body.

- 4) **Construction of NGH and Academic Building**

Two member Committee had a meeting with M/s Calcutta Engineers on 18th Sep. 2012 and subsequent meeting on 10th January wherein the committee decided to cancel both the work orders on M/s Calcutta Engineers and go for fresh tender. Cancellation of work order has already been issued.

Fresh Tender for completing left out work of NGH has already been issued to promising and limited bidders. Once the work on NGH starts, the formalities for the Academic Building will also be taken up.

- 5) **Construction of New truss type structure on the existing Building.**

In-order to overcome the deficiency in the instructional area it is proposed to construct tubular structure, housing various labs other instructional areas over the OLD COLEGE BUILDING and ANNEX BUILDING. Since both the old building as well as annex



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building is of old construction and we do not have consultant's drawing/design it would not be prudent to construct masonry building over the existing one. Tubular MS structure will be relatively simple easy to construct and can be executed in a short span of time.

Thus an area of approximately 1032.12 sq. m. shall be created by constructing the above structure. An estimated of Rs. 80 Lakhs is envisaged. Since the college will be eligible for a grant of Rs. 24 Lakhs out of TEQIP-II Project, the balance amount to be borne from the college fund.

The proposal is being placed before BOG for approval.

6) To report incidence of Ragging/ Indiscipline during the Period Sept. 2012 to Feb. 2013.

During the above period one case of Ragging and two incidence of Indiscipline have been dealt by the college. With ref. to ragging, a case has been registered under relevant IPC and is under progress with the Dist. Court of Tamluk.

As regards to the other cases of indiscipline, the College authority has suspended altogether six students for a period of 15 days with an intimation to the University.

7) Any other item with the permission of the Chair.



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MINUTES OF THE 30TH MEETING OF THE GOVERNING BODY OF THE COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT HELD ON THURSDAY, THE 7TH MARCH 2013 AT 4:00 P.M. AT M/s DCIPS, PARK CENTRE, 5TH FLOOR, 24, PARK ST. , KOLKATA 700 016.

Members present:

1. Prof S R Deb - Chairman
2. Mr. B K Paul - Member
3. Mr A Bhattacharjee - Secretary, VSIL & Member
4. Mr. S Mahapatra - Member
5. Mr Sajal Dasgupta - Director of Technical Education(DTE)
6. Dr. Syd Rafikul Islam - Member (Nominee of WBUT)
7. Prof. P Mandal - Member
8. Prof N N Jana - Member Secretary

Prof S R Deb, Chairman of the Governing Body took the Chair.

At the outset the members of the Governing Body were introduced by Prof. N N Jana, Director & Member Secretary to Prof. S R Deb, Chairman-Governing Body.

DTE asked for the structure of existing Governing Body before formal opening of the agenda items. The director explained as below:

Number	Category	Nature
1 member	Chairman	Nominated by the Society
4 members	Management	Nominated by the Society
1 member	DTE Nominee	
1 member	State Govt. Nominee	
1 Member	University Nominee	
1 member	AICTE Nominee	
1 member	Sabhadipati - Purba Medinipur Zilla Parishad (Ex officio)	
2 members	Regular faculty of the College	
1 member	Director of the College	Member Secretary

DTE has also expressed his displeasure over the progress of the TEQIP-II activities. To begin with Prof. Sajal Dasgupta, DTE explained in brief the whole concept of TEQIP-I and TEQIP-II Project, and the purpose and implication of the World Bank aided TEQIP-II Project. He also explained the Board the ultimate benefit, the college would gain if the project is implemented successfully.

Naveendra

Item-wise agenda were discusses as under:

Agenda-1

Minutes of proceedings of the 29th Board Meeting held on 3rd Sep. 2012, copy of which was placed on the table were taken as read and confirmed.

Agenda-2

The registrar of the WBUT present in the meeting raised objection regarding the members of the selection committee since the selection committee was not as per the AICTE guidelines. Director assured the members that in future the college will strictly follow selection guidelines of the AICTE. The registrar, WBUT and the Chairman thereafter have agreed to approve the proposal for the following cases of appointment

- (1) Assistant Professor in Mathematics
- (2) Assistant Professor in ME
- (3) Assistant Professor in ECE
- (4) Associate Professor in CSE
- (5) Associate Professor in Physics

Agenda-3 (3.1 & 3.2)

Director explained the necessity of creating the position of Dean(Academic), Dean(Research), Dean(Students affair) & Controller of Examinations as well as restructuring of Statutory Bodies like Governing body, Academic Council, Board of Studies etc, once the college is conferred with autonomy status by UGC/University.

The members agreed in principle the creation of above positions as well as restructuring of Statutory Bodies.

The Director was asked to start preparation for the above and be prepared with all relevant documents as evidence to be produced to the UGC/University Inspection Team for conferring autonomy.

Agenda-3.3

The Board has approved the recruitment of two personnel (1) Data Entry Operator and (2) Financial assistant purely on contractual basis and for the project duration only.

Noted

Agenda - 3.4

The director presented the following data for opening of discussion on the progress of TEQIP-II

Budget and Expenditure up to 31st March, 2013

SL	Heads	Budget (Crores)	Committed Expenditure up to March 31st, 2013
1	Procurement including Minor Civil Work and Expansion of LAN	5.30	133.0 L
2	Faculty & Staff Development	1.10	4.5 L
3	Scholarships to increase enrolment in PG Programmes	1.04	-
4	Enhanced Interaction with Industries	0.40	3.5 L
5	Academic Support to Weak Students	0.45	4.5 L
6	Institutional management capacity enhancement	0.30	-
7	Implementation of institutional reforms	0.20	5.0 L
8	R&D	0.21	-
9	Incremental Operating Cost	1.00	3.5 L
	TOTAL BUDGET	10.00 Cr	154.0 L

Prof. Sajal Dasgupta, DTE expressed his concern about the poor fund utilization for the project as a whole and stressed the need to accelerate the process so as to achieve the target as stipulated. Prof. NN Jana, Director & Member Secretary explained the members about the initial hurdles in implementing the project. After appointment of two assistants, and several interactions with SPFU officials, it is hoped the college will be able to fulfill the targeted fund utilization. However, Prof Sajal Dasgupta requested the members of the Governing Body to closely monitor the progress.

Agenda - 3.5

The members approved submission of application form 2(f) to UGC for obtaining Autonomy.

Agenda - 4

The Board has cleared inviting fresh tenders for construction of New Girls Hostel (NGH) and Academic Building. The Director informed that the tender for NGH has already been issued. The tender for academic building is under preparation and will be issued shortly.

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Agenda – 5

The board has agreed to go ahead with the construction of New Truss Type structure on the existing building so as to create additional instruction area to meet the requirement of AICTE.

Agenda-6

The director has reported the cases of ragging and indiscipline during the session 2012-13 to the board. Both DTE and University Representative has advised to maintain the file of such cases, should there be a need to produce such files before the competent authority.

Agenda – 7

Any other items with the permission of the Chair

7.1 Upward Wage Revision of Security

The Board has agreed in principle upper revision of pay as per the Govt. of WB Notification of Minimum wages Act. The impact will be in the tune of Rs. 80,000/- per month. However the college has to verify and ensure that the benefits are actually are passed on to the employees.

The same benefit can be extended to the sweeping personnel also.

7.2 Consideration of Date of effect of Promotion of Prof. Hirak Maity

Prof. Hirak Maity, faculty of ECE joined on 1/10/2005 with additional three increments for his past experience. As per the norms of AICTE, he was considered to be eligible for next promotion after 6 years (BE qualification). Most of the members are of the opinion that any experience of the previous organization not to be considered while considering for promotion on Career Advanced Scheme (CAS). Hence it is rejected. For a candidate to be made eligible for next promotion on CAS his/her contribution or experience in the serving organization is to be considered. Past experience if any shall not be considered under CAS.

7.3 Disposal of obsolete items like Computer Hardwares/Books/other items.

The board has approved in principle. The director has been asked to make a policy and accordingly the items would be disposed off.

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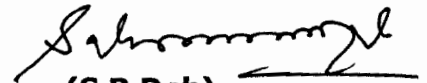
7.4 Approval of Institutional Membership of Institution of Engineers (India)

DTE has enquired about the benefits the college would get if it get membership of IE(I). The director has explained the benefits, for example, IE(I) would sponsor for organizing various workshops/seminars, life time subscription of all journals published by IE(I); even the college would get preference for awarding projects and etc.. The college has to mobilize a fund to the tune of Rs. 1,00,000/-9 (one lakh only) which is one time subscription. The board has approved the above proposal.

There being no other business to be transacted, the meeting ended with a vote of thanks to the Chair.



(N N Jana)
Member Secretary



(S R Deb)
Chairman