Minutes of 3rd Board of Governors Meeting of TEQIP-III Held on 03.11.2018

3.0   Welcome Address by the Principal

At the outset, Principal welcomed Hon'ble Chairman and the members present in the 3rd BOG meeting of the TEQIP-III and thanked them for attending it with a short notice of one week.

3.1   Confirmation of Proceedings of 2nd Board of Governors Meeting held on June 05, 2018

The proceedings of the 2nd Board of Governors Meeting held on June 05, 2018 (attached as **Annexure I** of the agenda notes) was circulated among all members, since no comment was received from any member the proceeding of 2nd BOG is confirmed.

3.2   Action Taken Report on Proceedings of 2nd Board of Governors Meeting held on June 05, 2018.

The Action Taken Report (attached as **Annexure-II** of the agenda notes) on the decisions/recommendations of the of 2nd Board of Governors Meeting held on June 05, 2018 is reviewed and confirmed.

3.3   Ratification of the Activities carried out under TEQIP-III so far.

Principal appraised the Board about various activities carried out under TEQIP-III under different components and sub-components till 30.10.2018 (attached as **Annexure-III** of the agenda notes)

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towards quality improvement in Technical Education in the college and placed the same for approval of BOG.

BOG approved the same.

3.4   Ratification of the Expenditures incurred under TEQIP-III so far.

Principal appraised the Board about the expenditures of Rs.3.11 crore incurred on various activities till 30.10.2018 in TEQIP-III (attached as **Annexure-IV** of the agenda notes) towards quality improvement in Technical Education in the college and placed the same for approval of BOG.

BOG approved the same.

3.5   Approval of the Action Plan for the remaining period of TEQIP-III i.e. October, 2018 to March 2020

Principal apprised the Board about the broad Action Plan of TEQIP-III activities to be done for remaining period i.e. Overall October, 2018 to March, 2020 for a timely completion of different activities (attached as **Annexure V** of the agenda notes) and placed the same for approval of BOG.

BOG approved the same.

3.6   Approval of the Procurement Activities

Principal apprised the Board about the broad Procurement Plan of TEQIP-III activities to be done for remaining period i.e. Overall

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October, 2018 to March, 2020 for timely completion of procurement activities (attached as **Annexure VI** of the agenda notes) and placed the same for approval of BOG.

BOG approved the same.

3.7 **Approval of the Quarterly Action Plan (Action Plan of NPIU)**

Principal apprised the Board about the Quarterly Action Plan of TEQIP-III activities being done for October-December, 2018 which was submitted to NPIU (attached as **Annexure VII** of the agenda notes) and placed the same for approval of BOG.

BOG approved the same.

3.8 **Approval of the Twinning Activities**

Principal appraised the Board about the Twinning Activities carried out till 30-10-2018 and further planned with the mentor Institute, i.e. JNTU, Kakinada (attached as **Annexure VIII** of the agenda notes) and placed the same for approval of BOG.

BOG approved the same.

3.9 **Any other points with permission of the Chair**

BOG recommended on the following:

(a) Young faculty members should attend the both GATE and Soft Skill classes along with students for evaluating the teaching methodology of external agency and learn the teaching process so that they can take leading part to continue this type of in house coaching/training.

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(b) Question bank may be prepared as per GATE pattern question by the faculty members in each subject and most of the questions should be set from the question bank in both semester and midterm examination to facilitate familiarity of the students with GATE system of examination.

(c) The engagement period of contractual faculty members should be 11 months instead of the present 6 months. It may be renewed after due review of their performances and the approval of Governing Council.

(d) The super computer PARAM is recently installed in the college by C-DAC, Pune. The training may be given to all the faculty members regarding its operation and functionality. Different nearby organizations may be contacted regarding the commercial use of this super computer. C- DAC, Pune, may be asked to give different live projects to students and faculty members familiar with real life problems solved by PARAM. A report should be furnished in the next BOG regarding the utility of super computer PARAM. Any one of the BOG member may be invited to interact with the members of super computer team regarding its functionality, scope of work, and how its use will maximize for benefit of society.

(e) Board has approved the work order placed in favour of M/s GATE Academy, Bengaluru for imparting GATE training to the students of pre-final year and final year (which was started from 25.09.2018) on the lowest quoted basis @ Rs. 18000/- plus GST (18%) per student from among the NPIU empaneled

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service provider. However, the guest house charges for the faculty members of GATE Academy imparting GATE training in the college as requested by the agency should not be waived off.

(f) Outcome from the different FDP programmes conducted in the college may be analyzed and followed up.

(g) A detail report regarding the physical progress of the college in every respect must be presented in the beginning of the next BOG meeting on wards. A format may be prepared on which the report will be prepared and presented.

(h) Applying for SPARK program (like GIAN) may be explored through IITB Professors.

(i) Distinguished Alumni Lecture day may be conducted preferably on Alumni Day and also one Distinguished Alumni Award should be introduced which should be given on that day to give due respect and care to alumni so that they are attracted to come to their alma mater.

(j) The contractual faculty members may be allowed for attending different TEQIP programmes like FDP/STC/Conferences etc with TEQIP III funding based on their satisfactory performance and seniority. They may be entitled to get to and fro train fare 2nd class AC in shortest route and other facilities as admissible as TEQIP III norms.

(k) Annual performance report in a suitable evaluation format may be done for the contractual faculty and staff. A contractual

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faculty member can be eligible to avail the TEQIP facility and renewal of the service if he or she secures good performance Grade.

(l) Prof. Swarup Kumar Mohapatra of IIT, Bhubaneswar and BOG member is requested to facilitate the activities of start-up cell. Initially an amount of approximately Rs. 8.5 lakh is approved for setting up the startup cell.

(m) Board of Studies (BOS) meetings may be facilitated through skype wherever applicable.

(n) Fibre optics laboratory of the I&E Department may be included in procurement plan of the TEQIP III. The detail proposal along with list of equipment with technical specification and approximate rate will be submitted by HOD, I&E.

(o) BOG approved the proposal for establishing Living Laboratory by placing work order to Centre for Agriculture Management, Utkal University, Vani Vihar, Bhubaneswar.

(p) As part of library reform, the following are suggested:
  ➤ Library committee may scrutinize and recommend the type and year of subscription of the journals, books etc.

  ➤ Negotiate about the rate with the different journal publishers or aggregators

  ➤ Diversified books like story books, high class novels, General knowledge books, auto biography, World class journals and general purpose books & Journals like Time magazine etc

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may be included in the library to make it attractive for students.

- ➤ Approximately Rs. 2.0 to Rs. 3.0 lakh from library budget may be allotted for purchasing General purpose books & Journals to enhance the overall knowledge of the students.

- ➤ Life story of successful persons may be included to encourage the students for growing their inherent capability.

- ➤ Establishment of hostel library in each hostel and some college books may be transferred to hostel library which is to be managed by the boarders with proper guidelines.

- ➤ No. of books issued to students may be increased from 2 to 4 or 5 to maximize the use of books by the students.

- ➤ Progress report of the service given by the publishers may be examined before renewal of subscription of those journals given by publishers.

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