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Ramgarh Engineering College

(Estd. By Govt. of Jharkhand & Run by Techno India under PPP mode)
Ramgarh - 825101; Ranchi; Jharkhand; India

MINUTES OF THE MEETING OF BOARD OF GOVERNORS (BoG) of Ramgarh Engineering College

Meeting No.	REC/BOG/16092020
Date & Venue	16 th Sept 2020 through Physical & Online Video Conferencing mode
Start Time	10.00 AM
End Time	12 Noon
Discussion reference	As per Notice

MEMBERS / PARTICIPANTS

S.No.	Participants	Role
1.	Prof. Mohit Chatterjee	Chairperson Governing Body
2.	Dr. Gopal Pathak	GOJ Nominee in Governing Body
3.	ABSENT	VBU Nominee in Governing Body
4.	Dr. Sudipta Chakraborty	Member Governing Body
5.	Dr. Nazmul Islam	Member Governing Body
6.	Dr. Aditya Kumar Singh	Member Governing Body
7.	Dr. Bishnu Brata Chattopadhyay	Member Governing Body
8.	Mr. Anit Adhikari	Member
9.	Mr. Kunal Gangulli	Member
10.	Dr. Sharbani Roy	Member Secretary

Meeting was conducted through Physical & Online Video Conferencing mode

Absent Governing Body Members:

1. VBU Representative
2. Representative from BVB Hubli
3. AICTE Representative

AGENDA:

Sl.No.	Topic	Status
1.	Presentation of the College	Discussed
2.	Review of Previous Meeting	Discussed
3.	Review of the completion of procurement under TEQIP fund	Discussed
4.	Approval of Expenditure in Academic activities (Webinars) and IOC	Discussed
5.	Academics in view of COVID 19 outbreak	Discussed
6.	Review of NBA preparedness and planning for the NBA expert visit	Discussed
7.	Admission 2020 and planning to improve the admission of the college	Discussed
8.	Pending fees collection during COVID- 19	Discussed
9.	Budget and Audit Report	Discussed
10.	Administrative approval during lockdown period.	Discussed
11.	Final year examination and measurement of social distancing in hostel	Discussed
12.	Safety and security during COVID-19	Discussed
13.	Changes of leave structure due to COVID- 19 for this year	Discussed
14.	Miscellaneous Points	

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MINUTES OF MEETING

S.No.	Minutes	
1	Dr. Sharbani Roy (Member Secretary) briefed the committee about the meeting and delivered a Power-Point Presentation about Ramgarh Engineering College, highlighting its inception, vision, infrastructure, facilities, placement status, challenges, future plans, achievements and shared the AICTE approval to the members of the BoG.	
2	Review of Previous BOG meeting:	
	S.No.	Agenda
		ATR
	1 & 2	About College & Review of Previous meeting
		Not Applicable
	3	Status of TEQIP Phase III
	4	Review activity of April-May-June 2020 under TEQIP Project:
		Working as per the approval of BOG
	5	Academics in view of COVID-19 outbreak:
		Working as per the approval of BOG
	6	NBA Preparedness and Status of SAR
		Working as per the approval of BOG
	7	Admission related matter:
		Working as per the approval of BOG
	8	Safety and security during COVID-19:
		Working as per the approval of BOG
	9	Approval of the Service Rule:
		Working as per the approval of BOG
	10	Various Webinar approval and other
		Working as per the approval of BOG
	11	Academic in view of the COVID 19 outbreak:
		Working as per the approval of BOG
	12	Pending fee collection during COVID 19:
		Working as per the approval of BOG
	13	Approval of the Service Rule:
		Working as per the approval of BOG
	14	Miscellaneous Points
		Wi-Fi
		Gate Class
		Maintenance issue
		Not Done
		Not started
		Not started

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S.No.	Minutes
3	<p>Status of TEQIP Phase III:</p> <p>Dr. Sharbani Roy (Member Secretary) informed the committee that the procurement has been completed as per the NPIU allocation for the procurement and some academic activities such as workshop, Conferences were organized.</p>
4	<p>Review activity of July to September 2020 under TEQIP Project:</p> <p>A. Status</p> <p>Dr. Sharbani Roy (Member Secretary) presented the progress of the TEQIP activities for July to September 2020.</p> <p>Board was informed that the total allocation to Ramgarh Engineering College in TEQIP Project is Rs. Ten Crores and total expenditure till August 2020 is [REDACTED]</p> <ul style="list-style-type: none"> • Expenditure on Procurements [REDACTED] • Expenditure on Academic Activities [REDACTED] • Expenditure on IOC [REDACTED] <p>It was informed to all board members that all important & planned sections have already been covered following all statutory norms & guidelines.</p> <p>Board appreciated the statistics presented</p> <p>B. Approval of Expenditure/ Procurement under TEQIP made in 1st quarter (Apr-May-June,2020):</p> <p>Due to lack of available fund in the Procurement section all expenses made/booked were from Academic Section & IOC section</p> <p>After a detailed review of the expenditure board approved the Expenditure.</p> <p>C. Approval of plan & action for 2nd Quarter under TEQIP (July-aug-Sept,2020)</p> <p>Plan & Action for 2nd financial quarter (JAS,2020) which was approved in the last BOG, placed again with some modification before board members.</p> <p>After a thorough review board approved the plan & action for 2nd Financial quarter without any Change.</p> <p>D. Approval of action plan for 3rd Quarter under TEQIP (Oct – Nov- Dec,2020)</p> <p>Action plan for 3rd financial quarter (OND,2020) was discussed and approved. Procurement and other action will be taken on priority basis by the colleges after receiving funds from TEQIP</p> <p>After a thorough review board approved the action plan for 3rd Financial quarter without any Change.</p>

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5	<p>Academics in view of COVID-19 outbreak:</p> <p>Physical academic activities have been stopped due to nationwide lockdown amid COVID-19 outbreak. Though it is instructed to continue academic activities online, it is getting disrupted in some cases due to limited internet facilities. However, we are conducting the same via online. It was also emphasized to conduct laboratory classes by online mode. It is informed that in previous semester, 100% syllabus for each subject have been covered through online classes by our faculty members.</p> <p>Board instructed to follow the existing Goal Sheet System for teaching</p> <p>The board appreciated the initiative.</p>
6	<p>Review of NBA preparedness and planning for the NBA expert visit:</p> <p>Dr. Sharbani Roy (Member Secretary) informed the BOG members that the NBA core team had made several internal audits for the five departments and she also informed the committee members that the final visit of NBA team would have been conducted during 7th March 2020 to 9th March 2020 but the aforesaid program was postponed owing to the outset of COVID 19.</p> <p>It was also informed to the board that Institute has been preparing to apply for remaining two departments sometime in 2020-21 based on COVID situation. All necessary actions have been initiated for the same.</p> <p>Board took a note of the same & appreciated the effort put in place by Institute for other non-applying departments.</p>
7	<p>Admission related matter:</p> <p>For the admission of the college, different committees have been formed they are making a call to the students and parents for the counselling purpose. The committee members are also striving to take the assistance of consultants for the admission.</p> <p>Board had emphasized of fulfilling 100% seat of the college and ready to provide all the reasonable assistance asked for by the Principal.</p>
8	<p>Pending fee collection during COVID 19:</p> <p>As per the Chairman, students fee is an important part of the organisation, it must be collected to run the college smoothly. So, for the collection of the fee, parents must be informed to deposit the fee.</p> <p>Board is alarmed of very High outstanding of the college which does not reflect good administrative performance of the college.</p> <p>Board had given complete authority to the Principal to take all necessary steps to collect all outstanding before next BOG meeting.</p>

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9	<p>Budget and Audit Report:</p> <p>A. Modification and Approval of non TEQIP Budget for 2020-21</p> <p>Due to COVID the activities of College was practically suspended. The Activities are going on mostly on line and physical activities are kept at the minimum as per the Govt guideline. In view of that the earlier non TEQIP Budget was put for modification.</p> <p>After a thorough review board approved the Modified Non TEQIP College Budget</p> <p>B. Audit</p> <p>The Audit of the college could not be completed due to COVID. TEQIP Audit was conducted as per norm.</p> <p>Board advised to complete the Audit as soon as possible as per the GOI guideline.</p>
10	<p>Administrative approval during lockdown period.</p> <p>It was stated that Institute will abide or follow MHA, GOVT of India & Govt. of Jharkhand Guidelines regarding the same</p> <p>Following additional Proposed actions are placed for approval;</p> <ol style="list-style-type: none">Weekly thermal screening of the students residing in the hostel to find out symptoms of COVID-19 on the basis of temperature. Regular tracking of students with high temperature for at least 14 daysFaculty & students will be asked to use face mask while attending classes.Students Movement will be closely monitored through a tracking sheet at the main gate.Institute will provide one Help line number for any emergencySeveral Posters & banners will be placed at campus to make students aware about the COVID-19 spread & Symptoms.In case of any symptoms discovered or reported students will be sent to COVID-19 test centre to do the testing with the help of Dist. Administration.One Institute level task force will be constituted to monitor & manage COVID-19 preventive arrangement. <p>Board appreciated some proposed activity for reopening the Institute as & when it will open. Board also approved the planned activity & instructed principal to look after the whole initiative.</p> <p>Keeping current financial situation in mind following Operational & Cost Reductions were proposed before Board;</p> <ol style="list-style-type: none">Reduction of number of All outsourced personal to the minimum required number in the view of college not working in physical mode.Reduction of Regular monthly Recurring Expense (Petty cash) to curtail of Non-Essential ExpensesOptimization of Toilet cleaning staffs as hostels are currently closed. <p>Board found the proposal reasonable enough to implement. However, Board advise to consider all prospect. Finally, Board approved all cost reduction proposal.</p>

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11	<p>Final year examination and measurement of social distancing in hostel.</p> <p>The Examination will be conducted as per the University and COVID Norm. The College had asked the permission of procuring certain PPE material.</p> <p>Board approved the procurement of the COVID-19 Precautionary material. However the Board had suggested to write to the University for reimbursement of the cost of those materials from the University, as it is University Examination.</p>
12	<p>Safety and security during COVID-19:</p> <p>Member Secretary presented that in order to maintain the safety in the campus, sanitization in campus and social distancing and other necessary steps have been taken.</p> <p>Board members appreciated the initiative. Board had suggested strictly to follow all the norms of the GoJ & GoI regarding COVID.</p>
13	<p>Changes of leave structure due to COVID- 19 for this year.</p> <p>Considering the pandemic situation relaxations were provided to all faculty & staffs on yearly cap of their allowed leaves. Some additional leave was provided to faculty & staff to visit their home town. All leaves sanctioned were paid leave.</p> <p>Board approval was sought as post facto approval</p> <p>Board had discussed the point and it was decided that as the competent authorities has been entrusted to grant leave as per the Approved Leave Rule, which can covers the existing situation, Intervention of the Board is not needed and matter left to the competent authority to grant Leave as per the Approved Leave Manual.</p>
14	<p>Miscellaneous Points</p> <p>A. Wi-Fi: Dr. Sharbani Roy (Member Secretary) informed the committee that the installation of Jio Wi-F in whole college is about to complete but LAN connection is still pending owing to problems created by nearby villagers and as per the inform of Authority of Jio company, it will be completed by July 2nd week 2020. However, till date it is not completed.</p> <p>B. Gate Classes: Dr. Sharbani Roy (Member Secretary) informed the committee that the college wants to initiate the GATE Classes of 2017-21 batch students. All the departments have submitted the students list of their department who are eager to be registered. NPIU impaneled Gate Coaching have submitted their quotations but due to the outbreak of COVID 19 it has been postponed.</p> <p>C. Additional Revenue Generation</p> <p>For improving the revenue generation the introduction of the various other courses as per Concession Agreement Clause 9.3 (e) was discussed. Academic Related Activities including but not limited to industry-interaction cells, industry incubation centre, training related workshops, industry consultancy, book stores selling books etc are permitted.</p>

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The board had to apply for BBA, BCA & MCA course immediately for starting the same from 2021-22.

So the Board directed the Principal to apply to DHTE (S&D) and JUT for introduction of such courses.

D. Filling up the Vacant position

It was earlier decided to fill up all the vacant position as per AICTE norm at the earliest. However due to COVID-19 it become difficult to fulfil the same. College will take all initiatives to fill up the vacant position as per AICTE norm.

ADJOURNMENT

The meeting concluded at 12:00 pm with thanks to the chairperson.

Prepared By :

Dr. Nazmul Islam

[Signature]

Date : 10.06.2020

MINUTES VERIFIED BY:

S. Roy
(Dr. S. Roy)

(MEMBER SECRETARY)

MINUTES APPROVED BY:

[Signature]

(Prof. Mohit Chatterjee)

(CHAIRPERSON)