

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/27032020
Date & Venue	27 th March 2020 through Video Conferencing
Start Time	10.30 AM
End Time	12 Noon
Discussion reference	As per Notice

MEMBERS / PARTICIPANTS

S.No	Participants	Role
1.	Prof. Mohit Chatterjee	Chairperson Governing Body
2.	ABSENT	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

Absent Governing Body Members:

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

AGENDA:

S.No.	Topic	Status
1.	Presentation of the College	Discussed
2.	Review of Previous Meeting	Discussed
3.	Review of preparation for the NBA visit	Discussed
4.	Review of the completion of procurement under TEQIP fund	Discussed
5.	Approval of Action Pan for the quarter April to June 2020	Discussed
6.	Approval for Modified HR Policy	Discussed
7.	Approval Modified Service Rule	Discussed
8.	Discussion and approval of College Budget for FY 2020-21	Discussed



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9.	Approval of Modified Annual Report	Discussed
10.	Planning and approval for the academic activities for the quarter April-May-June 2020 and upcoming academic year	Discussed
11.	Planning to improve the admission of the college	Discussed
12.	Method to increase the revenue	Discussed
13.	Academics in view of COVID-19 outbreak	Discussed
14.	Miscellaneous Points	Discussed

MINUTES OF MEETING

S.No.	Minutes	
1	Dr. Sharbani Roy (Member Secretary) briefed the committee about the meeting and delivered a 30 minute Power-Point Presentation about Ramgarh Engineering College, highlighting its inception, vision, infrastructure, facilities, placement status, challenges, future plans, achievements and shared the preparation of NBA for three departments to the members of BoG.	
2	Review of Previous BOG meeting:	
	Sl .No.	Minutes
		ATR
	1	Status of TEQIP Phase III:
		Working as per previous BOG
	2	Action Plan for January-February-March 2020:
		Working as per previous BOG
	3	The chairman instructed the college authority that All departments should follow a common stock register. Procurement of TEQIP fund has been complete, Principal needs to see the working condition of all lab items procured through the TEQIP fund and if some items required AMC after completing the warrantee, it may be initiated.
		Communicated to all departments
	4	The chairman instructed the college that they should invite the mentor and complete the external audit for all five departments within 15 days.
		External audit conducted
	5	NBA prepared
		reviewed



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	6	Operating Software issue:	complied
	7	Gate classes	under process
	8	Employability Skill Classes	Under process
	9	Maintenance issue: Principal requested for the coloring of remaining part of the academic building	Work is going on in academic building
3	Status of TEQIP Phase III: 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.		
4	Review activity of JAN-FEB-MAR 2020 under TEQIP Project: Dr. Sharbani Roy (Member Secretary) reviewed the TEQIP activities for JAN-FEB-MAR 2020. Action plan of TEQIP for the first quarter 2020 (April to June 2020) was placed for the approval before the BoG members and it has been approved by the committee. The chairman instructed the college authority that all the departments should organise webinar during the lockdown as per the departments' subjects or associated with COVID 19.		
5	NBA Preparedness and Status of SAR: 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 7 th March 2020 to 9 th March 2020 but the aforesaid program was postponed owing to the outset of COVID 19.		
6	Admission related matter: For the admission of the college, chair suggested to call a separate meeting of admission core and make a new plan to enhance the admission of college. It has also been decided that all the TA would be included in admission core team and they will make to call the students who are eager to take admission in engineering.		
7	Approval of the Service Rule: Modified service rule was presented before the committee members and it has been approved .		
8	Planning of Academic activities for the during Lockdow: Principal Dr Sharbani Roy made acquainted with the status of syllabus of all the departments. Chair suggested the HoDs and faculty members to organise webinars for their departments and get it registered for the online courses during the lockdown period. Faculty members have been instructed to keep in touch with the students and students must be motivated during this lockdown period by their		



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	respective faculty members for their bright future.
9	<p>Academics in view of COVID-19 outbreak and lockdown: Principal Dr Sharbani Roy informed the committee members that all the students and maximum number of faculty members vacated the hostels and respective quarters as per the instruction of Government and district administration. Chair instructed all the faculty members that the classes must be taken in Zoom and upload the video lectures and lecture notes on google classroom. As per the instruction, every faculty member will be provided a goal sheet which will be filled by the faculty members about their weekly load. Faculty members and nonteaching staff of the organizations have also been instructed to stay in home, maintain a social distancing and work from their home or quarter as per their assignments during the lockdown.</p>
10	<p>Planning and approval for the academic activities for the quarter April- May-June 2020 and upcoming academic year and Academics in view of COVID-19 outbreak:</p> <p>It is a difficult time for all. Difficult for us, our family, & the organization, nation and the total mankind.</p> <p>It seems that this lockdown will continue for some more time and the life will not be the same again after COVID-19. The Prime Minister said. "Massive behavioral, social and personal changes will have to take place,"</p> <p>There is possibility that the effect of Lockdown will change the mode of teaching and education in near future, and it is expected that the contactless education will continue for long and will replace part of traditional chalk and talk teaching.</p> <p>Principal mentioned that online goal sheet management will be implemented. Preparation for this online system is under way. When done, it will be implemented. It is good that we have started online classes by Zoom, Microsoft team etc. Also the lecture materials are uploaded via Google Class rooms / Moodle based teaching, LMS etc</p> <p>Most of the faculties have been enrolled and taking active participation in the above.</p> <p>In view of the expected scenario, All faculties must keep a regular date wise personal diary and record his date wise activities, which will be reviewed subsequently.</p> <p>Now there are two parts of the daily performance</p> <p>Part A : Faculties are required to produce proof that they have worked and of actual work output, it will be considered that he has not worked for that period and his / her leave will be adjusted.</p> <p>The following will be covered under weekly performance</p>



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	<p>a. Google Classroom Interaction with students (Proof to be shown)</p> <p>b. Original Course Content Upload</p> <p>c. Original Video Lecture</p> <p>d. Online Quiz Question Upload</p> <p>Part B : The following will NOT be covered under weekly performance but the faculties are expected to do in remaining weekly official time.</p> <p>a. Any Self Study</p> <p>b. Original Course Content Creation Time</p> <p>c. Original Video Lecture Creation Time</p> <p>d. Online Quiz Question Creation time</p> <p>e. Uploading existing Course Content, Video Lecture and Quiz Questions, assignments from any third-party source.</p> <p>f. Research Activities, Self-update courses in NPTEL, MOOCS, Swayam etc.</p> <p>However, the attendance of a faculty will be calculated based on the contribution made in Part A only. In case there is no tangible output in a week, it will be considered that the faculties have not attended their work from home and on leave. In case of partial fulfillment, proportionate leave will be deducted.</p> <p>All faculties must keep touch with the existing students over email. Each student without exception should be contacted at least twice a week.</p> <p>The record should be maintained.</p> <p>Wish to reiterate that in view of this unknown time we must do our best and should not take this absence as a casual vacation time.</p> <p>So let us currently focus on Quality teaching</p> <p>And it seems that all other academic activities under TEQIP III will go on by the way as NPIU suggested.</p>
11	<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 2019.</p> <p>The Chairman instructed the principal to take the assurance from the students that they will not damage the Wi-Fi system and after that he instructed Dr.Sudipta Chakraborty, Dy. Director to complete the installation of Wi-Fi in the campus.</p> <p>B. Gate Classes: Dr. Sharbani Roy (Member Secretary) informed the committee that the TEQIP Cell initiated for the GATE Classes of 2017-21 batch students. All the departments have submitted the students list of their department who are eager to be</p>



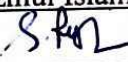
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	<p>registered. NPIU impaneled Gate Coaching have submitted their quotations but due to the outbreak of COVID 19 it has been postponed.</p> <p>C. Maintenance issue: Dr. Sharbani Roy (Member Secretary) informed the committee that the honorarium should be provided to the internal external faculty members for their remedial classes of the students in accordance with the guidelines of NPIU.</p> <p>The Chairman assured the college authority that he will look after the matter and but at the cost of honorarium of remedial classes regular class should not be damaged/ hampered.</p>

ADJOURNMENT: The meeting concluded at 12:00 noon with thanks to the Chairperson.

Minutes Prepared By:  Date: 27/03/20
(Dr. Nazmul Islam)

Minutes Verified By:  27/03/2020 Date: 27/03/2020
(Dr. Sharbani Roy)

MINUTES APPROVED BY:   Date: 30/3/20
(CHAIRPERSON)
(Prof. Mohit Chatterjee)