

RAMGARH ENGINEERING COLLEGE

(Estd. By Govt. of Jharkhand & Run by Techno India under PPP mode)

P.O. - Barkipona ; Ramgarh ; Jharkhand; India

MINUTES OF THE MEETING OF BOARD OF GOVERNORS (BoG) OF RAMGARH ENGINEERING COLLEGE

Meeting No.	
Date & Venue	30th March 2019 at EM 4/1, Salt Lake, Sector V, Kolkata 700091, India
Start Time	10:00 am
End Time	12:00 pm
Discussion reference	As per Notice

MEMBERS / PARTICIPANTS

S.No.	Participants	Role
1.	Prof. Mohit Chatterjee	Chairperson Governing Body
2.	Prof. (Dr.) Gopal Pathak	JUT Nominee in Governing Body
3.	ABSENT	GOJ Nominee in Governing Body
4.	ABSENT	VBU Nominee in Governing Body
5.	Dr. M K Samanta	Member Governing Body
6.	Prof. Sudipta Chakraborty	Member Governing Body
7.	Dr. Nazmul Islam	Member Governing Body
8.	Dr. Aditya Kumar Singh	Member Governing Body
9.	Mr. Biswajit Dutta	Special invitee
10.	Dr. Sharbani Roy	Member Secretary

Absent Governing Body Members:

1. VBU Nominee in Governing Body
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.	Status of TEQIP phase III.	Discussed
4.	Review activity of OCT-NOV-DEC 2018 and JAN-FEB-MAR 2019 under TEQIP project	Discussed
5.	NBA Preparedness and status of SAR	Discussed
6.	Admission Issue of vacant seats	Discussed
7.	Status of Affiliation from VBU	Discussed
8.	Approval of TEQIP action plan Apr-May-June 2019.	Discussed
9.	Misc	Discussed

MINUTES OF MEETING




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Agenda Point Sl.No.	Minutes		
1.	Dr. Sharbani Roy (Member Secretary) briefed the committee about the meeting and delivered a 30 minute Power-Point presentations about Ramgarh Engineering College, highlighting its inception, vision, infrastructure, facilities, placement status, challenges, future plans and achievements.		
2	Review of previous meeting		
	Agenda and no.	Minutes	ATR
	1	Status of TEQIP Phase III	Working as previous BOG
	2	Action plan for April-May— June 2019	Working as previous BOG
	3	The chairman instructed the college authority that All department should follow a common stock register. Principal needs to see the check list of each procurement and should sign after verifying the checklist. If the technical is not present in quotation evaluation, no order will be given to any vendor. At least 3 months prior to the commencement of new semester, Hods should place the requisition to Teqip team.	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	Wi-Fi	Still pending
	6	Operating Software issue:	Complied
	7	MatLab software issue:	Complied
	8	Emergency cash:	Not received
	9	Seminar Hall	Not initiated
	10	CCTV:	Still pending .
	11	Maintenance issue:	Work is going on in hostel
	12	Playground facility	One badminton court
3	Status of TEQIP phase III :		
	Dr. Sharbani Roy (Member Secretary) informed the committee that the serval procurements have been made to set up new laboratories and upgrade existing Laboratories in several departments, Till date expenses are being made under the Institute Operational Cost, Procurement of Goods/Equipment and Academic Development.		
4.	Review activity of OCT-NOV-DEC 2018, and JAN-FEB-MAR 2019 under TEQIP Project: Dr. Sharbani Roy(Member Secretary) reviewed the teqip activities for OCT-NOV-DEC 2018, and JAN-FEB-MAR 2019.		
	The chairman instructed the college authority that		
	1. All departments should follow a common stock register.		
	2. Principal needs to see the check list of each procurement and should sign after		



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Agenda Point Sl.No.	Minutes
	verifying the checklist. 3. If the technical person is not present in quotation evaluation, no order will be given to any vendor. At least 3 months prior to the commencement of new semester, HoDs should place the requisition to Teqip team.
5.	NBA Preparedness and Status of SAR: Dr. Sharbani Roy(Member Secretary) informed the BOG members that the NBA core team have made several internal audits for the five departments and she is recommending three departments- ECE,ME and CE to apply for NBA in June 19. The college informed the chair that the college invited the mentor and completed the external audit for all five departments.
6.	Admission issue of vacant seats has been discussed
7.	Status of Affiliation from VBU: Member Secretary informed the BOG members that have received provisional year 2019-2020. However, affiliation for the academic years 2016-17 and 2017-18 are still from VBU.
8.	TEQIP action plan AMJ 2019 has been approved. Recruitment drive is going on.
9.	Miscellaneous point: A. Wi-Fi Dr. Sharbani Roy (Member Secretary) informed the committee that the replacements of damaged/missing Wi-Fi are not installed till now. Hostel students are repeatedly asking to install Wi-Fi in the hostel and also in the campus. 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 campus. B. Set up of Gymnasium: We got the proposal of a multi gym for installing gym in our hostel common room at free of cost. The college needs not to pay anything to the gym vendor. They charged directly to the student and students are also agreed to pay the gym charge which will be decided mutually by BOG for approval. The chair approved the proposal. C. Emergency cash: Dr. Sharbani Roy(Member Secretary) informed the committee that the College does not have any emergency cash and facing lots of problem regarding emergency procurements. The Chairman assured the college authority that he will look after matter. D. Problem to conduct seminar workshop etc: College is facing problems to conduct the seminars workshop etc due to proper instructions what is allowed and not allowed expenditure? Also some advance fund is required to conduct such activities. The Chairman assured the college authority that he will look after the matter. E. Seminar Hall: Dr. Sharbani Roy (Member Secretary) informed the committee that the College has no Seminar hall. We are facing lots of problem to conducted the seminars, workshop and placement. The chairman approved the procurement of the seminar hall in next quarter.



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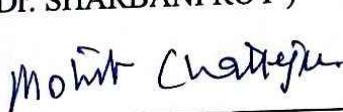
Agenda Point Sl.No.	Minutes
	<p>F. CCTV: Dr. Sharbani Roy(Member Secretary) informed the committee that the CCTV surveillance room and the replacement of damaged/missing CCTV surveillance room and sufficient camera we cannot show them the proof.</p> <p>The Chairman instructed the Principal to submit an undertaking that the college authority should take-care the CCTV Cameras and other necessary equipment.</p> <p>The Chairman instructed Dr. Sudipta Chakraborty to look after matter.</p> <p>G. Maintenance issue: Dr. Sharbani Roy(Member Secretary) informed the committee that the college is thankful to Techno India management for proving necessary support/action taken to maintain the infrastructural facilities of the college. However, the vendors are not getting payments in regular basis/as indicated in their Work order.</p> <p>The Chairman assured the college authority that he will look after matter.</p> <p>H. Playground facility: The College is thankful to Techno India management for proving necessary support/action taken to provide two playground(One football ground and one Kabadi ground) and one court for basketball. We are requesting to provide some fund (Rs. 30000/-) for up gradation purpose.</p> <p>The Chairman approved the fund and instructed Dr. M.K.Samata, OSD to look after the matter.</p>

ADJOURNMENT:

The meeting concluded at 12 PM with thanks to the Chairperson.

Prepared By:  Date: 30/3/2019
(Dr. NAZMUL ISLAM)

MINUTES APPROVED BY:  (SECRETARY)
(Dr. SHARBANI ROY)

MINUTES APPROVED BY:  30/3/2019
(CHAIRPERSON)
(MOHIT CHATTERJEE)

TEQIP-III Annual Action Plan: 2019-20

Subcomponent 1.1: Institutional Development Grants to Institutes in focus States & Faculty Reforms

Name of the Institute : RAMGARH ENGINEERING COLLEGE(ESTD. BY GOVT. OF JHARKHAND & RUN BY TECHNO INDIA UNDER PPP)

One Crore Thirty Two Lakhs Thirty Thousand Only

Heads	Component Code	Sub-Heads	Quarter-1						Total Expenditure Estimates
			April, 2019		May, 2019		June, 2019		
			Specific Activities	Estimated Exp.	Specific Activities	Estimated Exp.	Specific Activities	Estimated Exp.	
Procurement of Goods	1.1.1.1	Equipments (for hostel, sports and any non academic activity not permitted)	Lab development as per AICTE mandate	21,60,000.00	Lab development as per AICTE mandate		Lab development as per AICTE mandate	1500000	36,60,000
	1.1.1.2	Learning resources (e-books, e-journals, text book etc.)	Software, books and e-books			Software, books and e-books	2,00,000.00	2,00,000.00	4,00,000
	1.1.1.3	Furniture (for hostel, sports and any non academic activity not permitted, but allowed for TEQIP Cell)	Development of Seminar Hall			Development of Seminar Hall	400000	4,00,000.00	8,00,000
	1.1.1.4	Minor civil works (for hostel, sports and any non academic activity not permitted, no new building), (repair, maintenance & extension allowed)	Repairing and maintenance of Academic building			Setting up the material to be brought apart from whatever given	100000	2,00,000.00	3,00,000
	1.1.2.1	Improve student learning (The activities include: IT/ NIT training to students at IIT/NIT or in parent Institute; Induction Training; GATE Preparation Classes; Career Counselling, Student Counselling; Psychometric/ Diagnostic Test; Remedial Classes; Peer Learning; Registration Fee (only for final year students); Institutional memberships for professional societies eg. IEEE, ACM, IETE, CSI, Automotive Engineering, ISTE, IETI), ASCE, ASME, for student chapters; Sponsorship of 20% on academic activities in Tech Fest; Registration Fees and TA/DA for students participating in Tech Fest of IIT/NIT; GATE Orientation Programme, etc.)	Induction Training; GATE Preparation Classes; Career Counselling, Student Counselling; Psychometric/ Diagnostic Test; Remedial Classes; Peer Learning; Student Visits to IIT & R&D organizations; sponsorship of 20% on academic activities in Tech Fest; Registration Fees and TA/DA for students participating in Tech Fest of IIT/NIT; GATE	100000	GATE Preparation Classes; Career Counselling, Student Counselling; Psychometric/ Diagnostic Test; Remedial Classes; Peer Learning; Student Visits to IIT & R&D organizations; sponsorship of 20% on academic activities in Tech Fest	100000	7,00,000.00	9,00,000.00	
	1.1.2.2	Research Assistantships (The activities include: Research Assistantship for full time Ph.D. students excluding QIP candidates, etc.)	Research Assistantship for full time Ph.D. students excluding QIP candidates	50000	Research Assistantship for full time Ph.D. students excluding QIP candidates	25000	Research Assistantship for full time Ph.D. students	50000	125000
	1.1.2.3	Graduates employability (The activities include: Start up activity; Soft Skill training (Industry Readiness); Finishing Schools, etc.)	Start up activity; Soft Skill training (Industry Readiness); Finishing Schools,		Start up activity; Soft Skill training (Industry Readiness); Finishing Schools,	400000	Start up activity; Soft Skill training (Industry Readiness); Finishing Schools,	7,00,000.00	11,00,000.00
	1.1.2.4	Faculty/Staff Development and motivation (The activities include: Short Term Training Programmes (STTP) in house; Registration fee and TA/DA for STTP in other reputed institutes; IIT training to faculty at IIT or in parent institute; Attending Conferences/ Seminars/Workshops; Qualification Upgradation; Support Staff training, etc.)	Short Term Training Programmes (STTP) in house; Attending Conferences/ Seminars/Workshops; Qualification Upgradation; Support Staff training, etc.	200000	Short Term Training Programmes (STTP) in house; Attending Conferences/ Seminars/Workshops; Qualification Upgradation; Support Staff training, etc.	200000	Short Term Training Programmes (STTP) in house; Attending Conferences/ Seminars/Workshops; Qualification Upgradation; Support Staff training, etc.	4,00,000.00	8,00,000.00

OK: A

Academic Processes

1.1.2.5	<p>Research and development (The activities include: Attending Conferences/ Seminars/ 2. Workshops for UG/PG/Ph.D students within or outside Institute; Spares and consumables for UG/ PG student research project; Seed Money for R & D for faculty research projects; Publication in peer reviewed journals having citation & impact factor and scopus index; Fees for patent filing for faculty and students, etc.)</p>	<p>Attending Conferences/ Seminars/ Workshops for UG/PG/Ph.D students within or outside Institute; Spares and consumables for UG/ PG student research project; Seed Money for R & D for faculty research projects; Publication in peer reviewed journals having citation & impact factor and scopus index; Fees for patent filing for faculty and students, etc.</p>	100000	<p>Attending Conferences/ Seminars/ Workshops for UG/PG/Ph.D students within or outside Institute; Spares and consumables for UG/ PG student research project; Seed Money for R & D for faculty research projects; Publication in peer reviewed journals having citation & impact factor and scopus index; Fees for patent filing for faculty and students, etc.</p>	100000	<p>Attending Conferences/ Seminars/ Workshops for UG/PG/Ph.D students within or outside Institute; Spares and consumables for UG/ PG student research project; Seed Money for R & D for faculty research projects; Publication in peer reviewed journals having citation & impact factor and scopus index; Fees for patent filing for faculty and students, etc.</p>	1,00,000.00	300000
1.1.2.6	<p>MOOCs and digital learning (The activities include: Certification fees for online courses (MOOC's); Development of MOOC's/ Online courses, etc.)</p>	<p>Certification fees for online courses (MOOC's); Development of MOOC's/ Online courses</p>	50000	<p>Certification fees for online courses (MOOC's); Development of MOOC's/ Online courses</p>	50000	<p>Certification fees for online courses (MOOC's); Development of MOOC's/ Online courses</p>	50,000.00	150000
1.1.2.7	<p>Mentoring/Twinning system (Should at least spend 3% of the PLA, include non- remunerative activities like: Two way faculty, staff and student exchange programs for training and academic activities; Joint R & D; Arranging seminars, academic meetings and conferences for students and faculty; Organising industry partnerships for joint R&D, Internship and placement activities; Learning forums for improving governance practices, institutional management and reforms; Joint Advisory or consultancy services; any other activities as deemed mutually appropriate)</p>	<p>Two way faculty, staff and student exchange programs for training and academic activities; Joint R & D; Arranging seminars, academic meetings and conferences for students and faculty; Learning forums for improving governance practices, institutional management and reforms;</p>	100000	<p>Two way faculty, staff and student exchange programs for training and academic activities; Joint R & D; Arranging seminars, academic meetings and conferences for students and faculty; Learning forums for improving governance practices, institutional management and reforms;</p>	150000	<p>Two way faculty, staff and student exchange programs for training and academic activities; Joint R & D; Arranging seminars, academic meetings and conferences for students and faculty; Learning forums for improving governance practices, institutional management and reforms;</p>	1,50,000.00	400000
1.1.2.8	<p>Reforms, governance (The activities include: Academic Reforms (ICC, BoS, Academic Council/ Senate, BoG); Accreditation & UGC Autonomy; Student Feedback & Faculty Appraisal, etc)</p>	<p>Academic Reforms (ICC, BoS, Academic Council/ Senate, BoG); Accreditation & UGC Autonomy; Student Feedback & Faculty Appraisal, etc</p>	25000	<p>Academic Reforms (ICC, BoS, Academic Council/ Senate, BoG); Accreditation & UGC Autonomy; Student Feedback & Faculty Appraisal, etc</p>	50000	<p>Academic Reforms (ICC, BoS, Academic Council/ Senate, BoG); Accreditation & UGC Autonomy; Student Feedback & Faculty Appraisal, etc</p>	25,000.00	100000

1.1.2.9	Management Capacity development (The activities include: Management Capacity Building programmes at IIM; NPIU workshops, etc.)	Management Capacity Building programmes at IIM; NPIU workshops	100000	Management Capacity Building programmes at IIM; NPIU workshops	100000	Management Capacity Building programmes at IIM; NPIU workshops	100000	300000
1.1.2.10	Hiring Consultancy Services It does not require activity plan (it will be required for all above activities for which the methods given in procurement shall be adopted)	Hiring Consultancy Services for implementation of AICTE model curriculum		Hiring Consultancy Services for implementation of AICTE model curriculum		Hiring Consultancy Services for implementation of AICTE model curriculum		
1.1.2.11	Industry-Institute Interaction (The activities include: Internships; Industry expert lectures; Placement Activities & Hospitality; Industry Visits, etc.)	Internships; Industry expert lectures; Placement Activities & Hospitality; Industry Visits, etc. to incorporate AICTE 10 point mandatory programme in existing curriculum	150000	Internships; Industry expert lectures; Placement Activities & Hospitality; Industry Visits, etc. to incorporate AICTE 10 point mandatory programme in existing curriculum	150000	Internships; Industry expert lectures; Placement Activities & Hospitality; Industry Visits, etc. to incorporate AICTE 10 point mandatory programme in existing curriculum	1,00,000.00	400000
1.1.3.1	Consumables	Consumables items for lab, office etc	30000	Consumables items for lab, office etc	30000	Consumables items for lab, office etc	15,000.00	75,000.00
1.1.3.2	Operation and maintenance of equipments	maintenance of equipments and operation cost	15000	maintenance of equipments and operation cost	15000	maintenance of equipments and operation cost	10,000.00	40000
1.1.3.3	Office expenses (The activities include: stationary; printing, etc.)	Stationary items, printing cost etc	10000	Stationary items, printing cost etc	10000	Stationary items, printing cost etc	10,000.00	40000
1.1.3.4	Meetings (only project related meetings)	refreshment	20000	refreshment	20000	refreshment	20,000.00	60000
1.1.3.5	Hiring of Vehicles (only for project activities)	Hiring of Vehicles	10000	Hiring of Vehicles	10000	Hiring of Vehicles	10,000.00	30000
1.1.3.6	Travel Cost (only for project activities)	Travel Cost	40000	Travel Cost	40000	Travel Cost	20,000.00	100000
1.1.3.7	Salary (for TEQIP office staff)	Office Staff for TEQIP assistance		Office Staff for TEQIP assistance		Office Staff for TEQIP assistance		0
1.1.3.8	Salary (Quality Teachers)	Salary (Quality Teachers)	10,50,000	Salary (Quality Teachers)	10,50,000	Salary (Quality Teachers)	10,50,000	31,50,000
(C.F.)								

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