HERITAGE INSTITUTE OF TECHNOLOGY, KOLKATA
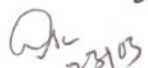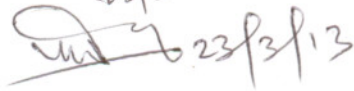
33rd Meeting of the Board of Governors
Date :Saturday, 23rd March, 2013   Time : 12.30 p.m.
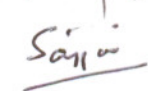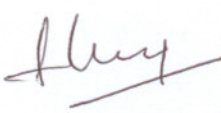### Venue: Conference Room of the Institute

ATTENDANCE SHEET

Name	Signature
1. Shri Vishambhar Saran, Chairman	*(signed)*
2. Shri Prahlad Rai Agarwala, Vice-Chairman	*(signed)*
3 Shri Sajjan Bhajanka	*(signed)*
4. Shri M. K. Jalan	
5 Shri Vikram Swarup	
6. Shri H. P. Budhia	
7. Dr. Sajal Dasgupta	
8. Dr. Biswapati Chatterjee	
9. Regional Officer, ERO, AICTE	
10. Prof. Sekhar Bhattacharjee	*(signed)*
11. Prof. B. R. Saha	*(signed)* BS
12. Prof. Sayantani Dutta	*(signed)* Sayantani Dutta
13. Dr. Pranay Chaudhuri, Member Secretary	

Special Invitees

Name	Signature
14. Shri H. K. Chaudhary	*(signed)*
15. Shri S. B. Ganguly	Leave of absence
16. Shri Probir Roy	*(signed)* P Roy
17. Shri P. K. Agarwal	*(signed)*
18. Prof. B. B. Paira	*(signed)* 23/3/13
19. Prof. (Dr.) D. C. Ray	Leave of absence
20. Prof. (Dr.) S. Biswas	*(signed)* 23.3.2013
21. Prof. (Dr.) Aloke Kumar Sen	*(signed)* 23/03
22. Prof. (Dr.) Sobhen Ray	*(signed)* 23/3/13

MINUTES OF THE THIRTYTHIRD MEETING OF THE BOARD OF GOVERNORS HELD ON SATURDAY, THE 23rd MARCH, 2013 IN THE CONFERENCE ROOM OF THE INSTITUTE

Members Present:

Shri Vishambhar Saran	in the Chair
Shri Prahlad Rai Agarwala	
Shri Sajjan Bhajanka	
Prof. (Dr.) Sekhar Bhattacharyya	
Prof. B.R. Saha	
Prof. Sayantani Dutta	
Prof. (Dr.) Pranay Chaudhuri	Member-Secretary

Leave of Absence was granted to:

Shri M. K. Jalan
Shri Vikram Swarup
Shri H.P. Budhia
Prof. (Dr.) Sajal Dasgupta
Prof.(Dr.) Biswapati Chatterjee
Regional Officer, AICTE

Special Invitees:
Shri H.K. Chaudhary
Shri Probir Roy
Shri P. K. Agarwal
Prof. B.B. Paira
Prof. (Dr.) Sambhunath Biswas
Prof. (Dr.) Aloke Kumar Sen
Prof. (Dr.) Sobhen Ray

After granting leave of absence as mentioned above, 'OM' was chanted for three times and the agenda items were then taken up for consideration as follows.

Agenda No. 1:	**Confirmation of the Minutes of the 32nd Meeting of the BOG held on 22.12.2012**
	Minutes of the 32nd Meeting of the BOG held on 22.12.2012 were duly circulated. Since no comments were received, these were confirmed.
Agenda No. 2:	**Welcome to new faculty representatives to the BOG**
	The Chairman welcomed new members (faculty representatives) nominated for a 2-year term w.e.f. 01.01.2013 and requested for their short self introduction.

He also wanted to place it on record the contributions made by the previous faculty representatives during their tenure in transacting the business of the house.

Agenda No. 3:   **Action taken report on the resolutions/decisions made in the last meeting**

The BOG noted and approved the ATR in respect of decisions taken in the previous meeting.

Agenda No. 4:   **To consider a report on TEQIP-II**

The BOG approved the report regarding various programmes conducted under a) Faculty and Staff Development, b) Institutional Capacity Enhancement, c) Equity Assurance / Finishing School and

d) Institutional Reforms. The BOG also approved details of expenditure incurred up to 28.02.2013 and the following travels (within India) utilizing TEQIP grant against applications received from the respective members of faculty after the last meeting of the BOG:

1. Mr. Arup Jyoti Bhowal, Assistant Professor, ME Department
Name of the Conference: ICERTSD, 2013
Venue: BESUS, Howarh
Date: 7th to 9th February, 2013

2. Mr. Soumya Chatterjee, Assistant Professor, ECE Dept.
Name of the Conference: IEEE Indian Anetnna Week -2013
Venue: Marthwada Institute of Technology, Aurangabad
Date: 3rd to 7th June, 2013

3. Ms. Chandrima Roy, Assistant Professor, ECE Department
Name of the Conference: International Conference on Advances in Computer, Electronics And Electrical engineering
Venue: Universal Association of Computer and Electronics Engineers which is an associate network of Institute of Research Engineers and Doctors (IRED), Murnbai
Date: 27-28 April, 2013

The BOG also ratified rescheduling of (i) NATCONIC 2013 from February 21-22, 2013 to February 26-27, 2013 and (ii) Continuing Education Programme on "Machine Intelligence" by the Dept. of IT from June 24-28, 2013 to July 15-19, 2013 and constitution of the following Functional Units under TEQIP:

Finishing School

- Mousiki Kar, Assistant Professor, ECE Dept, (Nodal Officer)
- R.A. Swaminathan, Head, TPO (Member)
- Mohuya Byabartta (Kar), Assistant Professor, CSE Dept. (Member)
- Sangita Bhattacharjee, Assistant Professor, ChE Dept. (Member)
- Sudipta Bhadra, Assistant Professor, IT Dept. (Member)
- Arabinda Kumar Pal, Associate Professor, AEIE Dept. (Member)
- Sonali Hazra, Assistant Professor, BT Dept. (Member)

I-I-I Cell

- Alok Kumar Sen, Assistant Professor, ChE Dept, (Nodal Officer)
- R.A. Swaminathan, Head, TPO (Member)
- HOD, AEIE Dept. (Member)
- HOD, BT Dept. (Member)
- HOD, ChE Dept. (Member)
- HOD, CSE Dept. (Member)
- HOD, IT Dept. (Member).

The BOG adopted the various changes under permissible and non-permissible heads relevant to the Institute, as communicated by NPIU vide their mail dated 31.01.2013 regarding confirmation of clarifications on certain issues for implementation of TEQIP-II. Regarding Industrial visits, the BOG approved that expenses on account of 2nd Class Sleeper Railway Fare for students / hired transport (by bus) may be permitted; in case of night stay,incidental expenses in the form of dormitory accommodation, besides lodging expenses @ 100/- only per head per night may also be permitted.

Regarding qualification upgradation of members of faculty of Engg. disciplines, the BOG adopted the following clarification on Ph.D. Registration fees, as communicated by NPIU vide their mail dated 18.03.2013:

- If the faculty is enrolled in an institution other than the parent institution:
  - fee charged for course work, Registration fee etc
  - use of research facilities
  - consumables
  - expenses towards thesis printing and publication of thesis based research papers

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- If the faculty is enrolled within the parent institution (assuming that the parent institution will not change any course fee, Registration fee etc.)
  - consumables
  - expenses towards thesis printing and publication of thesis based research papers

Agenda No. 5 :   **To consider a report on various activities of the Institute since the last meeting**

The BOG noted and approved the activities of the Institute during the period under report.

While ratifying the composition of the Advisory Council, the BOG advised that prior approval of the Board should be taken in future for any change.

Agenda No.6 :   **To report on the appointments and resignations since the last meeting**

The BOG considered and approved (i) the appointment of 10 persons on the basis of recommendations of the respective Selection Committee(s) constituted for the purpose, (ii) cases of resignation/ retirement of 7 persons (along with reasons for their leaving) and (iii) Career Progression since the last meeting held on 22.12.2012.

Agenda No.7 :   **To consider a report on training and placement activities**

The BOG considered and approved the report of the Training & Placement Cell as also the note on student unrest regarding placement. The BOG appreciated the way in which the matter was tackled.

The Chairman opined that the outburst of students was perhaps not a demand but arose out of frustration. He pointed out that students should be made to realize the extremely slow growth and halt in the industrial scenario of the country.

Agenda No.8 :   **To consider a report on the progress of construction activities**

The BOG expressed satisfaction at the progress of construction activities.

Agenda No.9 :   **Miscellaneous**

(a) To consider a proposal for revision regarding Delegation of Financial Powers.

It was felt that in view of high rise in price index, quantum of financial powers to various authorities, as per Purchase Manual earlier approved by the Trust, should be revised. Furthermore, delegation of adequate powers to senior functionaries is a requirement for proper implementation of TEQIP Project. As a measure of financial reforms, it is hereby resolved that the following proposal regarding revision of Delegation of Financial Powers of senior functionaries be forwarded to Kalyan Bharti Trust for approval.

Level of Pur-chase	Value of Purchase Order	Mode of Purchase	Composition of Purchase Committee	Sanctioning Authority
A	Up to Rs.1,00,000/-	Limited Tender for purchase beyond Rs. 10,000/-	1. Representative of Purchase Dept 2. Representative of Indenting Dept	HOD
B	Rs. 1,00,001 to Rs.50,00,000	Limited Tender up to Rs.10,00,000/- Public Tender above Rs.10,00,000/-	1. Head of Purchase 2. Head of Accounts 3. HOD	Principal
C	Above Rs. 50,00,000/-	Public Tender	1. Principal 2. Chief Executive Officer 3. Executive Director 4. Trustee-in-Charge of Finance 5. Secretary, Kalyan Bharti Trust	Chairman, Board of Governors

(b) To consider signing Indemnity Bonds for various purposes

Resolved that Indemnity Bonds be executed for various purposes, as required, in connection with applications to be submitted to various funding agencies such as UGC, DST, AICTE, WBUT etc. for release of grants-in-aid under various Schemes.

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

Confirmed

Vishambhar Saran   31.8.2013 .
Chairman
Board of Governors

Prof. (Dr.) P. Chaudhuri
Member Secretary
Board of Governors
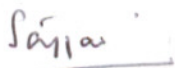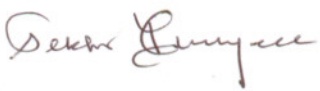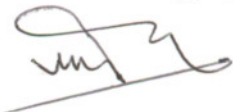
HERITAGE INSTITUTE OF TECHNOLOGY, KOLKATA

34th Meeting of the Board of Governors

Date :Saturday, 31st August, 2013 Time : 11.00 a.m.
Venue: Conference Room of the Institute

ATTENDANCE SHEET

	Name	Signature
1.	Shri Vishambhar Saran, Chairman	*(signed)*
2.	Shri Prahlad Rai Agarwala, Vice-Chairman	Leave of absence
3	Shri Sajjan Bhajanka	*(signed)*
4.	Shri M. K. Jalan	Leave of absence
5	Shri Vikram Swarup	
6.	Shri H. P. Budhia	Leave of absence
7.	Dr. Sajal Dasgupta	Leave of absence
8.	Dr. Biswapati Chatterjee	*(signed)*
9.	Dr, P. K. Sahoo (R.O., AICTE, E.R.)	
10.	Dr. Sekhar Bhattacharjee	*(signed)*
11.	Prof. B. R. Saha	*(signed)*
12.	Prof. Sayantani Dutta	
13.	Dr. Pranay Chaudhuri, Member Secretary	*(signed)*

Special Invitees

	Name	Signature
14.	Shri H. K. Chaudhary	Leave of absence
15.	Shri S. B. Ganguly	
16.	Shri Probir Roy	
17.	Shri P. K. Agarwal	*(signed)*
18.	Prof. B. B. Paira	*(signed)*
19.	Prof. (Dr.) D. C. Ray	*(signed)*
20.	Prof. (Dr.) S. Biswas	*(signed)* 31.8.2013
21.	Prof. (Dr.) Sobhen Ray	*(signed)*

MINUTES OF THE THIRTYFOURTH MEETING OF THE BOARD OF GOVERNORS HELD ON SATURDAY, THE 31st AUGUST, 2013 IN THE CONFERENCE ROOM OF THE INSTITUTE

Members Present:

Shri Vishambhar Saran   in the Chair
Shri Sajjan Bhajanka
Prof.(Dr.) Biswapati Chatterjee
Prof. (Dr.) Sekhar Bhattacharyya
Prof. B.R. Saha
Prof. (Dr.) Pranay Chaudhuri   Member-Secretary

Leave of Absence was granted to:

Shri Prahlad Rai Agarwala
Shri M. K. Jalan
Shri Vikram Swarup
Shri H.P. Budhia
Prof. (Dr.) Sajal Dasgupta
Regional Officer, AICTE
Prof. Sayantani Dutta

Special Invitees:
Shri P. K. Agarwal
Prof. (Dr.) Dulal Chandra Ray
Prof. (Dr.) Sambhunath Biswas
Prof. (Dr.) Sobhen Ray

After granting leave of absence as mentioned above, 'OM' was chanted for three times and the agenda items were then taken up for consideration as follows.

Agenda No. 1:   **Confirmation of the Minutes of the 33rd Meeting of the BOG held on 23.03.2013**

Minutes of the 33rd Meeting of the BOG held on 23.03.2013 were duly circulated. Since no comments were received, these were confirmed.

Agenda No. 2:   **Action taken report on the resolutions/decisions made in the   last meeting**

The BOG noted and approved the ATR in respect of decisions taken in the previous meeting.

Agenda No. 3:   **Consideration of the letter of resignation submitted by Prof. Sekhar Bhattacharjee, Member BOG**

The BOG considered the resignation letter of Prof. Sekhar Bhattacharjee as Member, BOG submitted by him on attaining the age of 60 years. The Chairman wanted to put it on record the contributions made by Prof. Bhattacharjee during his tenure in transacting the business of the house.

Agenda No. 4:   **To consider a report on TEQIP-II**

The BOG approved the budget, as appended (vide Appendix-A), revised in tune with resolutions of the meeting of NPIU held on 19.06.2013

The BOG also approved the following actions taken under TEQIP-II:

A. Teaching Assistantships

→ Provided to 42 students amounting to Rs. 36.56 Lakhs for the period August, 2012 to June, 2013.

→ To be provided for the session 2013-14 as follows.

(i) M.Tech 2nd year -21 (unreserved) + 2 (merit-cum-means for poor and meritorious students)

(ii) M.Tech 1st year -21 (unreserved) + 7 (merit-cum-means for poor and meritorious students)

(Teaching Assistants under merit-cum-means category will have to satisfy the rules framed by Academic Committee).

B. UG / PG students presenting papers in conferences in India be reimbursed the registration fees, train fare (sleeper class) and incidental charges as per revised guide lines of NPIU.

C. A total of 150 applications for participating in various Seminars / Conferences / Workshops by members of faculty as per TNA (Training Need Analysis) including following foreign travels.

Name & Designation	Programme	Duration	Trainer Organization
Dr. Subhashis Majumder, Professor & HOD, Dept. of CSE	16th Japan Conference on Discrete & Computational Geometry and Graphs (JCDCG 2013)	Sep 17-19, 2013, 3 days	Tokyo University of Science, Tokyo, Japan (cost involved-108000/-)
Ms. Rumpa Hazra, Asstt. Professor, Dept. of CSE	IEEE TENCON,2013	Oct 22-25, 2013, 4 days, China	IEEE (cost involved-150000/-)
Prof.(Dr.) Madhurima Chattopadhyay, Professor, Dept. of AEIE	The 15th International Conference on Biomedical Engineering	Dec 4-7, 2013, 4 days, U-Town Singapore	Dept. of Bioengineering, National Univ. of Singapore and the Biomedical Engg. Society (Singapore) (cost involved-145000/-)
Dr. Aniruddha Dasgupta, Assoc. Professor, Dept. of CSE	PRIMA 2013	Dec 3-6, 2013, 4 days, New Zealand	University of Otago, NZ, (cost involved 1,50,000/-)
Mr. Partha Basuchowdhuri, Asstt. Professor, Dept. of CSE	Data Mining, SIAM Intl Conference on Data Mining	April 24-26, 2014, 3 days, Philadelphia, USA	SIAM (cost involved-1,30,000/-)

Dr. Anindya Jyoti Pal, Assoc. Professor, Dept. of IT	2014 IEEE International conference on Robotics and Automation (ICRA 2014)	May 31-June 5, 2014, 6 days, Hong Kong, China	City University of Hong Kong (cost involved 1,50,000/-)
Mr. Atanu Kundu, Asstt. Professor, Dept. of ECE	IEEE	Dec 12-13, 2014, Singapore	Institute of Electronics and Electrical Engineers (cost involved 65000/-)

D. A total of 37 applications for participating in various Seminars / Conferences / Workshops by members of faculty for Enhancement of Domain knowledge, as per TNA

E. A total of 15 applications received from various academic departments of HITK for organizing of National / International Conferences / Workshop / Faculty and Staff Development Programme.

F. A total of 12 applications received for upgradation of qualifications of members of faculty.

G. A total of 58 applications received from Technical and support staff for various training programmes.

H. A total of 27 applications received from members of faculty and staff for development of Managerial Skills.

I. 6 programmes conducted on faculty and staff development, Industry-Institute-Interaction, Industry visits by students and Remedial classes.

J. Disbursement of Registration Fees for Ph.D. to four members of faculty from various departments involving a total amount of 88,000/-.

K. Revision of TA/DA for faculty members participating in seminar / conferences workshops etc. to the extent of allowing air fare for members of faculty with Grade Pay of Rs. 6,000/- and above as per guide lines of NPIU and road kilometerage @ Rs. 12.50 / km.

L. Appointment of Mr. Subhajyoti Dutta as Office Assistant @ Rs. 8000/- per month on a temporary basis w.e.f. 24.07.2013.

M. Reimbursement of expenses for mobile phone up to a maximum amount of Rs. 300/- p.m. has been allowed to those Nodal Officers who require the same for official work in connection with TEQIP-II Project.

N. Reimbursement of INR 5100, equivalent to 65 EURO, paid by Shri Rajib Biswas, Assistant Professor, Department of IT for registration for publishing a paper in IJSER having Impact Factor 1.4

O. Procurement plan for purchase of books, software, e-journals and services amounting to Rs. 97.93 Lakhs, as uploaded in PMSS (Procurement Management System Software) on 31st July, 2013 for approval from SPFU & NPIU.

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P. Sanction of an estimated cost of Rs. 5,82 lacs towards purchase of equipment utilizing *Institute's own fund* for setting up facilities for ICT modern class room through V-SAT, Audio / Video Conferencing in order to enhance technology enabled teaching-learning, as instructed by NPIU vide mail from Prof. A. U. Digarskar, Central Project Advisor, NPIU duly forwarded by SPFU dated 16.8.2013.

Agenda No. 5 :

To consider a report on various activities of the Institute since the last meeting

The BOG noted and approved the activities of the Institute during the period under report.

Regarding admission, the BOG suggested that the Institute should try to improve the quality of intake to the extent possible for which BOG agreed to provide full support. Better input quality would result in better output and help in building brand image. In this context, the BOG suggested that details of achievements of the Institute should be reported to news agencies rather than publishing ads. The BOG further suggested that there should be scope for Facebook connectivity through the new website and that the website should also include a column "Hall of Fame", against which achievements of the Institute should be posted. Regarding retention of good faculty, the BOG suggested that star faculty should be identified and provided additional incentive.

The BOG congratulated the student achievers and debate winners. Prof. (Dr.) Biswapati Chatterjee suggested that tracer study in respect of students should be conducted for keeping track of such achievers.

Agenda No.6 :

To report on the appointments and resignations since the last meeting

The BOG considered and approved (i) the appointment of 38 persons on the basis of recommendations of the respective Selection Committee(s) constituted for the purpose, (ii) cases of resignation/ retirement of 6 persons (along with reasons for their leaving) and (iii) Career Progression in respect of 3 members of faculty since the last meeting held on 23.03.2013.

Agenda No.7 :

To consider and approve the audited income and expenditure account for the FY 2012-2013 and approve the budget for the FY 2013-2014

The BOG considered and approved the audited income and expenditure account for the FY 2012-2013 and approved the budget for the FY 2013-2014, as proposed.

Agenda No.8 :

To consider a report on training and placement activities

The BOG considered and approved the report of the Training & Placement Cell.

Agenda No.9 :   **To consider a report on the progress of construction activities**
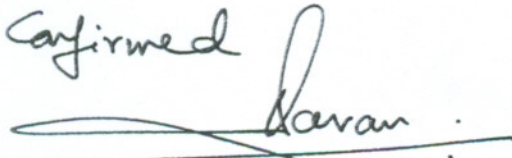
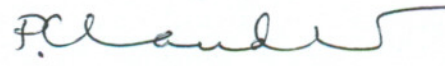The BOG expressed satisfaction at the progress of construction activities.

Agenda No.10 :   **Miscellaneous**

(a) Prof.(Dr.) Biswapati Chatterjee suggested that a report on Anti Ragging measures taken by the Institute should be placed in the next meeting of the Board of Governors.

(b) It was proposed to hold the next meeting of the Board of Governors on 30.11.2013 at 11:00 a.m.

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

Confirmed

Vishambhar Saran
Chairman
Board of Governors

Kolkata 30.11.2013.

Prof. (Dr.) P. Chaudhuri
Member Secretary
Board of Governors

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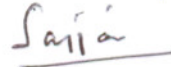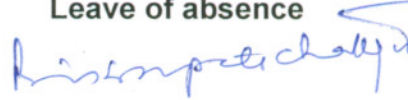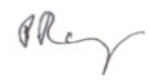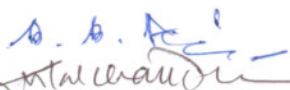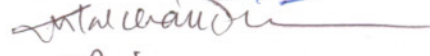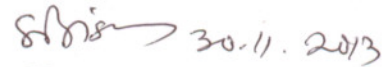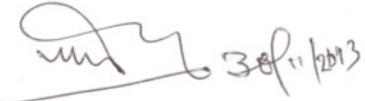
HERITAGE INSTITUTE OF TECHNOLOGY, KOLKATA

35th   Meeting of the Board of Governors

Date :Saturday, 30th November 2013   Time : 11.00 a.m.

Venue: Conference Room of the Institute

ATTENDANCE SHEET

	Name	Signature
1.	Shri Vishambhar Saran, Chairman	*(signed)*
2.	Shri Prahlad Rai Agarwala, Vice-Chairman	*(signed)*
3	Shri Sajjan Bhajanka	*(signed)*
4.	Shri M. K. Jalan	Leave of absence
5	Shri Vikram Swarup	
6.	Shri H. P. Budhia	
7.	Dr. Sajal Dasgupta	*(signed)*
8.	Dr. Biswapati Chatterjee	Leave of absence
9.	Dr, P. K. Sahoo (R.O., AICTE, E.R.)	
10.	Dr. Dilip Kr. Pal	*(signed)*
11.	Prof. B. R. Saha	*(signed)*
12.	Prof. Sayantani Dutta	Leave of absence
13.	Dr. Pranay Chaudhuri, Member Secretary	*(signed)*

Special Invitees

	Name	Signature
14.	Shri H. K. Chaudhary	*(signed)*
15.	Shri S. B. Ganguly	Leave of absence
16.	Shri Probir Roy	*(signed)*
17.	Shri P. K. Agarwal	*(signed)*
18.	Prof. B. B. Paira	*(signed)*
19.	Prof. (Dr.) D. C. Ray	*(signed)*
20.	Prof. (Dr.) S. Biswas	*(signed)* 30-11. 2013
21.	Prof. (Dr.) Sobhen Ray	*(signed)* 30/11/2013

MINUTES OF THE THIRTYFIFTH MEETING OF THE BOARD OF GOVERNORS HELD ON SATURDAY, THE 30ᵗʰ NOVEMBER, 2013 IN THE CONFERENCE ROOM OF THE INSTITUTE

Members Present:

Shri Vishambhar Saran   in the Chair
Shri Prahlad Rai Agarwala
Shri Sajjan Bhajanka
Shri H.P. Budhia
Prof.(Dr.) Biswapati Chatterjee
Prof. (Dr.) Dilip Kumar Pal
Prof. B.R. Saha
Prof. (Dr.) Pranay Chaudhuri   Member-Secretary

Leave of Absence was granted to:

Shri M. K. Jalan
Shri Vikram Swarup
Prof. (Dr.) Sajal Dasgupta
Regional Officer, AICTE
Prof. Sayantani Dutta

Special Invitees:

Shri H.K. Chaudhary
Shri Probir Roy
Shri P. K. Agarwal
Prof. B.B. Paira
Prof. (Dr.) Dulal Chandra Ray
Prof. (Dr.) Sambhunath Biswas
Prof. (Dr.) Sobhen Ray

After granting leave of absence as mentioned above, 'OM' was chanted for three times and the agenda items were then taken up for consideration as follows.

Agenda No. 1:   **Confirmation of the Minutes of the 34ᵗʰ Meeting of the BOG held on 31.08.2013**

Minutes of the 34ᵗʰ Meeting of the BOG held on 31.08.2013 were duly circulated. Since no comments were received, these were confirmed.

Agenda No. 2:   **Action taken report on the resolutions/decisions made in the last meeting**

The BOG noted and approved the ATR in respect of decisions taken in the previous meeting.

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| Agenda No. 3: | **Welcome to Dr. Dilip Kumar Pal, Ex-Professor, Dept. of ME, NIT Durgapur as a new nominee of WBUT** |

The Chairman welcomed Dr. Pal on behalf of all the Trustees and members of the BOG. The Principal also welcomed him on behalf of HIT and his personal behalf and requested Prof. Pal for a brief self introduction. Dr. Pal informed the house that he had spent most of his time at NIT, Durgapur, except for a brief stint at IIT ~~Kharagpur~~. He also intimated about his close association with Jadavpur University.

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| Agenda No. 4: | **To consider a report on TEQIP-II** |

The BOG noted that MIS Data Entry Job for 2010-11, 2011-12 and 2012-13 was successfully completed within the due date (i.e., 31.10.2013).

The BOG approved utilization of funds on 31.10.2013 as under :

Sl.No.	Head	(Rs. in lacs)
1.	Unspent Balance as on date (31.10.2013)	25.99
2.	Cumulative Expenditure incurred in the project as on date 31.10.2013	115.98
3a.	Committed expenditure for the month of November, 2013	29.72
3b.	Committed expenditure from December to February, 2014	115.57

The BOG further noted that NPIU was duly requested for release of 3rd installment of grant.

The BOG appreciated the views of Central Project Advisor (CPA) of NPIU, Prof. A.U. Digraskar, for hailing HIT as No. 1 amongst private unaided institutions in India, in terms of Institutional Development Plan submitted as well as in terms of progress made, as expressed during the TEQIP Project Review Workshop held on 23.09.2013 at Bengaluru,

The BOG approved the following activities undertaken:

1. Procurement of following software:

Sl. No.	Name of the Software	Dept.	Total Amount (in Rs.)
i.	MDFEA Bundle plus MD ADAMS Bundle	ME	942880.00

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ii.	BeCN Global Structural Bundle (STAAD.Pro Vsi & STAAAD Foundation Advanced with Indian Code of Design Software	CE	867138.00
iii.	Selection subscription charge for 3(three) years of STAAD. Pro & STAAD Foundation Advanced	CE	121349.00
iv.	Local Guru-Annual License Fee (NPTEL)	HIT (Lib)	50000×4= 200000.00
v.	Premium Local Guru Content (Pro-one Gate Material) i) Computer Science and Engineering ii)Electronics and Communication Engineering (NPTEL)	HIT (Lib)	40000X2= 80000.00

2. Teaching Assistantship to 27 1st year M.Tech students & 23 2nd year M.Tech students of AEIE, BT, CSE, ECE, ECE (VLSI) & IT for the academic year 2013-2014

3. The BOG approved the expenditure incurred against participation of 17 members of faculty and staff in various Conferences / Workshops / Seminars / Training Programmes utilizing TEQIP fund

4. The BOG approved the expenditure incurred against organizing 6 (six) FDP / Refresher Course / Workshop during the period under report utilizing TEQIP fund

5. The BOG approved the participation of members of faculty in 5 (five) different programmes (including one International Travel) as under:

SI. No.	Name of the members of Faculty	Name of the seminar/ workshop / conference/ training programmes with venue and date	Total Expenditure (in Rs.)
i.	Ms. Prativa Agarwalla, Assistant Professor, ECE	Presentation of Paper in 17th International Workshop on The Physics of Semiconductor Devices (IWPSD-2013) at **Amity University, Noida** from 10-13.12.2013	12570/-
ii.	Mr. Dip Prakash Samajdar, Assistant Professor, ECE	Presentation of Paper in 17th International Workshop on The Physics of Semiconductor Devices (IWPSD-2013) at **Amity University, Noida** from 10-13.12.2013	12570/-

Sl. No.	Name of the members of Faculty	Name of the seminar/ workshop / conference/ training programmes with venue and date	Total Expenditure (in Rs.)
iii.	Prof. Surajit Bagchi, Assoc. Prof., AEIE	Short course on "Microcontrollers and Embedded Systems including PIC" at **IIT, Kharagpur**, from 16-21.12.2013	18000/-
iv.	Dr. Sarmila Sahoo, Assoc. Professor, CE	Presentation of Paper in International Conference on Advances in Engineering and Technology (ICAET-2014) at Anjuman College of Engg. & Tech., **Nagpur** from 8-9.01.2014	20000/-
v.	Prof. Siladitya Sen, Assoc. Professor, ECE	Presentation of Paper in International Conference on Advances in Computer Science, Engineering & Technology (ICACSET-2014) at Royal Orchid Sheraton Hotel & Towers, Bangkok, **Thailand** from 13-14.01.2014	67816/-

6. The BOG approved the following programmes, proposed to be conducted utilizing TEQIP fund:

Sl. No.	Name of the FDP, Workshop, Seminar, Training Courses	Estimated Expenditure (in Rs.)
i.	FDP on Pedagogical Training to be conducted by NITTTR, Kolkata during 07-09.01.2014	73,000/-
ii.	**Change in Schedule** National Conference on "Recent Trends of Power Engineering (NCRTP-2014)" for members of faculty of HIT during 13-14.03.2014 (previously scheduled to be held during 16-17.01.2013)	300000/-
iii.	1-day Seminar / Workshop on "Industrial Safety & Occupational Health Hazards" for members of faculty of HIT in March 2014	75000/-

7. The BOG approved various expenses incurrent in connection with (a) Industrial Visits by students,
(b) Hospitality for campus recruitment drive for 2014 passout batch

(c) 6 (six) bridge courses / workshop organized for providing academic support for weak students

8. The BOG also approved the following rate of honorarium for taking remedial classes for Lateral Entry students on Saturdays

A. For Members of Faculty :
   (i)   Rs. 300/- per hour for lecture classes
   (ii)   Rs. 400/- for 3-hour lab classes

B. For TAs
Rs. 250/- for 3-hour lab classes.

Agenda No. 5 :   **To consider a report on various activities of the Institute since the last meeting**

The BOG noted and approved the activities of the Institute during the period under report. The BOG congratulated the Institute for receiving prestigious ITRA project and also better rank for MCA admission.   Mr. V. Saran, Chairman, BOG hoped that certification of Microsoft would certainly help in value addition of students.

However, BOG suggested that there should be no place for complacence and senior members of faculty should try for research project funding, in response to which the Principal informed that the process had already started. For enhancing industry-institute partnership, Mr. Sajjan Bhajanka, Secretary, KBT suggested that the Institute might explore the possibility of collaborating with Sun Oil Company Pvt. Ltd. in the same manner as that done with Vikram India Ltd.

Mr. H.K. Chaudhary, Chairman, KBT emphasized the need for R&D, on one hand, and continuing improvement of curriculum, matching with employability, on the other. For making up the mismatch, he suggested that the initiative should start from the first year involving not only the T&P Cell but also all the academic departments. He also suggested that a report on new ideas / new visits / new developments should be sent to Trustees at regular intervals. He further suggested addition of common courses in engineering involving development of entrepreneurial skill, accounting skill, financial skill etc., in the curriculum, which MIT, USA had started long back.

In this context, Mr. P.R. Agarwala, Vice Chairman, BOG emphasized the need for development of entrepreneurship mentality in students. Mr. V. Saran, Chairman, BOG also expressed his views that this should be of utmost importance

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because of a drop in employment generation, for which students would be required to fight for survival. Prof. B.B. Paira, Advisor, Higher Education, KBT suggested that we might explore the possibility of introducing multi-point entry credit system (MPECS) after acquiring autonomous status.

Agenda No.6 :   **To report on HR related matters since the last meeting**

The BOG considered and approved (i) the appointment of 02 persons on the basis of recommendations of the respective Selection Committee(s) constituted for the purpose, (ii) cases of resignation/ retirement of 03 persons (along with reasons for their leaving) and   (iii) Career Progression in respect of 03 members of faculty since the last meeting held on 31.08.2013.

Agenda No.7 :   **To consider a report on training and placement activities**

The BOG considered and approved the report of the Training & Placement Cell.

Agenda No.8 :   **To consider a report on the progress of construction activities**

The BOG expressed satisfaction at the progress of construction activities.

Agenda No.9 :   **To consider a report on various anti ragging measures taken for 2013-2014**

The BOG expressed satisfaction about the anti ragging measures taken and also that there had been no reported incident of ragging during 2013-2014.
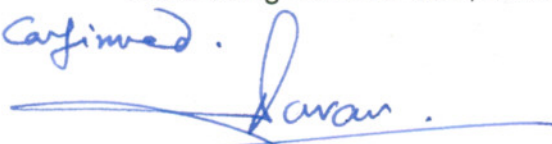
Agenda No.10 :   **Miscellaneous**

(a) Shri H.K. Chaudhary, Chairman, KBT suggested that out of 30 applicants received for undergoing Summer Research Training at NJIT, an attempt should be made to send as many students as possible.

(b) Shri V. Saran, Chairman, BOG suggested that the Institute should frame a policy for harassment against women.

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

Confirmed.

Vishambhar Saran   Kolkata 22.3.2014.   **Prof. (Dr.) P. Chaudhuri**
Chairman   **Member Secretary**
Board of Governors   **Board of Governors**

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