

MINUTES OF THE THIRTYSIXTH MEETING OF THE BOARD OF GOVERNORS HELD ON SATURDAY, THE 22nd MARCH, 2014 IN THE CONFERENCE ROOM OF THE INSTITUTE

Members Present:

Shri Vishambhar Saran in the Chair
Prof. (Dr.) Sajal Dasgupta
Prof. (Dr.) Biswapati Chatterjee
Prof. (Dr.) Dilip Kumar Pal
Prof. B.R. Saha
Prof. Sayantani Dutta
Prof. (Dr.) Pranay Chaudhuri Member-Secretary

Leave of Absence was granted to:

Shri Prahlad Rai Agarwala
Shri Sajjan Bhajanka
Shri M. K. Jalan
Shri Vikram Swarup
Shri H.P. Budhia
Regional Officer, AICTE

Special Invitees:

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 35th Meeting of the BOG held on 30.11.2013

Minutes of the 35th Meeting of the BOG held on 30.11.2013 were duly circulated. It was pointed out by WBUT Nominee Dr. Dilip Kr. Pal that apart from NIT Durgapur, he had a brief stint at IIT Bombay and not at IIT Kharagpur. DTE pointed out that in the minutes it should be explicitly mentioned that Teaching Assistantship was provided to 1st year and 2nd year M.Tech. students. These were incorporated and then the minutes 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: **To consider a report on TEQIP-II**

The BOG approved the revised budget, as proposed, subject to its clearance from SPFU.

The BOG approved utilization of funds as on 28.02.2014 as under:

Sl. No.	Head	Rs. (in Lakhs)
1.	Unspent Balance as on date 28.2.2014	61.55
2.	Cumulative Expenditure incurred in the project as on date 28.2.2014	180.42
3a.	Committed expenditure for the month of March, 2014	19.29
3b.	Committed expenditure from April to June, 2014	93.00

The BOG further noted that 3rd instalment of grant was released by NPIU.

The BOG also approved the following:

1. *Procurement of software:*

Department	Total Amount (in INR)
CSE	2,14,500.00 (approx)
EE	3,25,000.00
IT	8,50,000.00 (approx)

2. *Procurement of hardware for QEEE Programme:*

Rs. 7,97,650.00

3. *Organizing Workshops / Conference:*

Programme	Duration	Approx Exp (in INR)
Workshop on "Professional Ethics: Honesty is still the best policy"	20.03.14	20,000.00
Workshop on "MATLAB and LABVIEW-Real time applications"	26 – 28.03.14	1,50,000.00
Workshop on "Industrial Safety & Occupational Health Hazards"	27.03.14	75,000.00
Workshop on "Disaster Risk Reduction"	04.04.14	50,000.00
National Conference on "Mathematical Trends in Physical Science (NCMTPS 2014)"	13- 14.08.14	2,70,000.00

4. Teaching Assistantship to M.Tech. students:

Teaching Assistantship to 4 (four) 1st year M.Tech. students against dropouts, as recommended by respective HODs

In this context, it was decided that henceforth prior to accepting Teaching Assistantship, all incumbents shall have to execute a bond (in a Non-Judicial Stamp Paper of Rs. 10/- only), duly authenticated by a Notary, with the undertaking to (i) complete the study, (ii) perform duties assigned to them and (iii) refund the amount received in case they leave prior to completion of the programme of study.

5. Participation in Conference / Workshop:

A. At National Level

Name & Designation	Name of the programme	Estimated Expenditure (in INR)
Mr. Samiul Alam Asst. Professor Dept. of AEIE	IEEE International Conference on Communication and Signal Processing at Adhiparasakthi Engg. College, Melmaruvathur, Tamilnadu from 3-5.04.14	19,800.00
Dr. Amal Kumar Ray Assoc. Professor Dept. of ME	Workshop on Industrial Engg. for National Development at IIT Bhubaneswar from 5-6.04.14	12,000.00
Dr. Srabanti Basu Assoc. Professor Dept. of BT	International Conference on Recycle and Reuse of Materials at Mahatma Gandhi University, from 11-13.04.14	28,500.00
Mr. Partha Basu Chaudhuri Asstt. Professor Dept. of CSE	2nd International Conference on Advanced Computing Networking and Informatics (ICACNI 2014) at St. Thomas College of Engg. & Tech, Kolkata from 24-26.06.14	10,300.00
Dr. Dinabandhu Bhandari Assoc. Professor Dept. of IT	2nd International Conference on Advanced Computing Networking and Informatics (ICACNI 2014) at St. Thomas College of Engg. & Technology, Kolkata from 24-26.06.14	8,000.00

B. At International Level

Sl. No.	Name & Designation	Name of the programme	Estimated Expenditure (in INR)
1	Sabyasachee Banerjee Assistant Professor, CSE	ISVLSI 2014 from 9 th to 11 th July 2014 at University of South Florida Campus, Tampa, Florida, USA	1,70,000/-

2	Arup Jyoti Bhowal Assistant Professor ME Dept.	18 th ETH Conference on combustion generated nano particles from 22 nd to 25 th June, 2014 at ETH, Zurich, Switzerland	1,13,000/-
3	Mohuya Byabartta (Kar) Assistant Professor CSE Dept	The 7 th International Joint Conference on Computational Sciences and Optimization (CSO 2014) , from 4 th to 6 th July, 2014 at Beijing University of Chemical Technology, Beijing, China and visit as a visiting Professor in the Department of Mathematical Science, Uncertainty Theory Lab, at Tsinghua University, Beijing, China from 7th July to 11th July, 2014	94,600/-

6. Expenditure to be incurred for conducting workshop

Particulars	Amount (in INR)
Honararium and travel expenses to 26 external experts for their guidance in conducting the workshop (to be held during 21.05.2014 to 30.05.2014) for finalization of curricular structure of 1 st year B.Tech. and M.Tech. courses	60,000.00

7. Faculty & Staff Development:

(i) Participation of 25 members of faculty to various programmes for attending Seminars / Workshops / Conferences etc. in India

(ii) 2 International Conferences, 1 FDP and 1 Workshop organized by the Institute

8. Following expenses that have already been incurred:

Particulars	Amount (in INR)
Ph.D. Registration and Publication	69,400.00
Industrial visit by students	64,488.00
Payment of NBA fees	1,50,000.00 (Fees) + 18,540.00 (Service Charge)
Attending QEEE workshop at IIT Madras	24,205.00
Attending workshop by 3 (three) 3rd year CSE students organized by Microsoft at Gurgaon	16,500.00
Paper Presentation by a student	1,750.00

Hospitality expenses for campus recruitment drive for 2014 passout in respect of Linde Group (BOCI)	2,194.00
Reimbursement of article processing charge for the paper entitled "MMCC Based Electronically Tunable Allpass Filters using Grounded Synthetic Inductor" to Mousiki Kar for publication in the International Journal of Circuits and Systems	26,686.00
Industrial visit by students (69-3 rd yr) of CE Dept. to a plant of M/s. Railway Bridge Project, Belur, Howrah	13,600.00
Workshop on C & Embedded C Programming Language (IT) organized for 21 weak students under the aegis of Finishing School	42,430.00
Presentation of a paper entitled "RFID based Smart Cash System" at JIS College of Engg, Kalyani, Nadia by a PG student of ECE Department	789.00
Expenditure for attending MIS Training workshop by Mr. Sudipta Bhadra, Asstt. Prof., IT organized by NPIU at Veermata Jijabai Technological Institute, Mumbai	26,256.00
Miscellaneous expenses (Salary, Consumables, Hospitality, Bank Charges etc.) towards incremental operating cost	3,32,000.00

9. Extension of services of Mr. Subhajyoti Dutta, Office Assistant:

Extension of services of Mr. Subhajyoti Dutta, Office Assistant, TEQIP-II project for a period of 6 (six) months w.e.f. 24.01.2014 on a consolidated salary of Rs. 8,000.00 p.m. on satisfactory performance.

The DTE, West Bengal pointed out that academic support for weak students should be provided by internal members of faculty and should be reported to the BOG.

10. Approval of TORs in respect of Procurement of Services

The BOG ratified the TORs for procurement of the following services with funding from TEQIP-II as per proposal approved by the Principal & TEQIP-Head on 05.03.2014.

- TEQIP-II/ WB/ WB1P02/31: Workshop on Java
- TEQIP-II/ WB/WB1P02/32: Workshop on database administration
- TEQIP-II/ WB/WB1P02/33: Workshop on PHP
- TEQIP-II/ WB/WB1P02/34: Workshop on Android
- TEQIP-II/ WB/WB1P02/38: Workshop on Open Source Software
- TEQIP-II/ WB/WB1P02/39: Workshop on Web Technology

- TEQIP-II/ WB/WB1P02/41: Workshop on Distributed Control System and PLC
- TEQIP-II/ WB/WB1P02/42: Workshop on Cloud Computing
- TEQIP-II/ WB/WB1P02/43: Workshop on Application of MATLAB in Electronics and Communication
- TEQIP-II/ WB/WB1P02/44: Pre-placement grooming and personality development
- TEQIP-II/ WB/WB1P02/68: Enhancement of Communication Skills
- TEQIP-II/ WB/WB1P02/81: Workshop on MATLAB

Agenda No. 4 :

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 expressed satisfaction that the period of validity for accreditation in respect of B.Tech. in CSE had been revised from 2 (two) years to 5 (five) years w.e.f. 04-02-2014 in response to appeal submitted to NBA.

The BOG appreciated the views expressed by the UGC Expert Committee on Autonomy during the Exit Meeting. Regarding the suggestions made by the Expert Committee, the Chairman suggested that emphasis should be given on Faculty and Staff related issues. The Member Secretary explained the following actions that had already been taken in this regard, which the BOG noted and approved.

- *Application for NBA / NAAC:* Process already initiated by concerned departments for submission of applications to NBA for accreditation of eligible M.Tech. programmes first, followed by preparation for NAAC.

In this context, DTE West Bengal pointed out that accreditation of technical colleges by NAAC / NBA had been made mandatory by UGC in terms of the latest notification.

- *QIP:* A policy for sponsoring members of faculty for pursuing Ph.D. under QIP would be evolved and placed before the BOG in its next meeting for consideration.
- *Budget for research:* It was decided that some provisions to allocate certain percentage for research would be made during preparation of the Annual Budget. In this context, the Chairman suggested that such an allocation should be based not arbitrarily but on receiving a specific proposal from the Member Secretary. The DTE, West Bengal further suggested that members of faculty eligible to bring funds from outside might be provided matching grant from the Institute as an incentive and this might be taken into consideration during fund allocation.

PK

[Signature]

- *Medical Insurance:* A possibility for introducing a Group Medical Insurance for members of faculty and staff was being explored and the report would be placed before the BOG in its next meeting. In this context, the Chairman pointed out that the report should also include the scope of the Institute to act as a facilitator for insurance of students' Laptops / Mobiles at a nominal cost to be borne by the students.

- *Career Advancement Scheme:*

-- For members of faculty:

In response to a query made by DTE, West Bengal regarding status of implementation of CAS for members of faculty, it was reported that in absence of certain clarifications by the AICTE, the relevant order could not be implemented, although all the regular erstwhile Lecturers were re-designated as Assistant Professors in terms of the said AICTE notification. However, since UGC guidelines in this regard were clear, it was decided that CAS would be implemented accordingly on acquiring autonomous status

-- For members of staff other than faculty:

The BOG noted that promotion in this category was being accorded to deserving members on a case-to-case basis depending on their performance. In this context, the WBUT nominee pointed out that unless there was a policy, there would be scope for discrimination. It was then decided that a uniform policy for promotion of various categories of staff other than faculty would be formulated and placed before the next meeting of BOG, for consideration and approval on acquiring autonomous status.

Regarding implementation of autonomy it was discussed that as per UGC guideline, the following 4 (four) Statutory Bodies would be required to be constituted:

- (i) Governing Body / Board of Governors
- (ii) Academic Council
- (iii) Board of Studies
- (iv) Finance Committee

As per new guideline of the UGC, the BOG would have to be reconstituted for which the Principal, as the Member Secretary of the BOG was empowered to write to appropriate authorities for sending nominations. It was further resolved that other statutory bodies would be duly formed and placed before the newly constituted BOG for consideration and approval. In this context, the Chairman suggested that the Member Secretary should go ahead, in the mean time, to observe all other formalities as required for smooth implementation of autonomy.

Regarding reporting of University Examination results, the Chairman suggested that an analysis should be made at the Institutional Level to make a comparative analysis with other institutions and reported to the BOG. The difficulty in making such an analysis because of problem of having access to results of other institutions affiliated to WBUT was pointed out by the Member Secretary. However, he said that he would refer the matter to the Academic Council, once constituted.

The BOG appreciated that the Institute entered into a MOU with Sun Oil Company Pvt. Ltd. (SOC) for bridging the Industry and the Academia as an Industry-Institute-Interaction activity and conduct collaborative R&D programmes on topics relevant to both the organizations. Interaction would include cooperation in a variety of activities such as;

- Formation of a Joint Technical Team for the proposed R&D area
- Laboratory Development works and Plant level testing and applications
- Code of practice and intellectual property right
- Organizing conferences, symposia and seminars
- Summer training and project work for engineering students of the Institute at SOC
- Any other collaborative efforts deemed fit from time to time.

The BOG also expressed satisfaction in respect of the following :

- Organizing 2 (two) International Conferences; ICAA 2014 and ICECI 2014 successfully during the month of January 2014
- Commendable activities by the Rotaract Club.

Agenda No.5 : To report on HR related matters since the last meeting

The BOG considered and approved (i) the appointment of 03 persons on the basis of recommendations of the respective Selection Committee(s) constituted for the purpose, (ii) cases of resignation/retirement of 04 persons (along with reasons for their leaving) and (iii) Career Progression in respect of 04 members of faculty since the last meeting held on 30.11.2013.

Agenda No.6 : To consider a report on training and placement activities

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



Agenda No.7 : To consider a report on the progress of construction activities

The BOG expressed satisfaction at the progress of construction activities.

Agenda No.8 : To consider the policy for harassment against women

The BOG approved the policy and the composition of the Internal Complaints Committee as under :

1. Dr. Sulagna Chatterjee, Professor, Dept. of ChEChairperson
2. Dr. Siuli Roy, Professor & Director, CAC,..... Member (Faculty)
3. Dr. Prabir Banerjee, Assoc. Prof. & HOD, Dept. of ECE,
.....Member (Faculty)
4. Dr. Sukanta Sarkar, Assoc. Prof. & DC, Dept. of ME
..... Member (Faculty)
5. Dr. N. P. Nayak, Assoc. Prof. & HOD, Dept. of Physics
.....Member (Faculty)
6. Ms. Madhubanti Dutta, Dy. Manager – HRMember(Admn)
7. Rtn. Mrs. Gomathy Venkateswar, Centre for Ecological Movement
.....Member (NGO Representative)

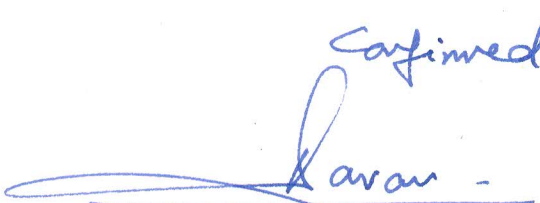
In this context, the Chairman suggested that the Complaint Box should be kept in a well accessible place and that all allegations, even if unsigned, should be investigated.

Agenda No.9 : Miscellaneous

(a) Resolved that existing fee structure for E&T courses would continue unless there is a change in the prevailing Govt. Order.

(b) The next meeting of the BOG was tentatively fixed on 14.06.2014

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

Confirmed.

Vishambhar Saran
Chairman
Board of Governors

5/7/2014


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