

## **Minutes of 8<sup>th</sup> Board of Management meeting held on 29<sup>th</sup> March, 2016**

The 8<sup>th</sup> meeting of Board of Management was held on 29<sup>th</sup> March, 2016 in the Meeting Hall of Government College of Engineering, Karad at 2.300 pm. Following members were present for the meeting:

- 1) Dr. Ashok Khade
- 2) Shri. Narendra alias Eknath Kulkarni
- 3) Shri. Shahajirao Jagadale
- 4) Dr. S.M. Sawant
- 5) Prof. M.B. Kumthekar
- 6) Dr. S.S. Mohite
- 7) Dr. P. M. Khodke

Leave of absence was granted to Shri. Hanmant Gaikwad, Dr. Shivajirao Kadam, Dr. Sanjay Chahande, Principal Secretary, H&T, Mumbai, Dr. Kiran Patil, Dy. Secretary, H&T and Dr. S. K. Mahajan, Director, Technical Education. The key functionaries of the institute like various Deans and Heads of department were also invited for the meeting.

Member Secretary and Principal Dr. P. M. Khodke has welcomed Hon. Chairman and members of Board of Management. With the permission of the Hon. Chairman, Member Secretary gave a brief outline of agenda of meeting.

### **Item No. 8.1**

#### **To confirm the minutes of seventh Board of Management meeting held on 29.02.2016**

House confirmed the minutes of seventh BoM meeting held on 29.02.2016.

### **Item No. 8.2**

#### **To report actions taken on the minutes of seventh BoM meetings held on 29.02.2016**

House approved actions taken report on the minutes of seventh Board of Management meeting held on 29.02.2016.

### **Item No. 8.3**

#### **To discuss result analysis for Summer 2015 examination and corrective actions**

- Member Secretary presented the detailed result analysis of Summer 2015 examination received from respective departments. The discussion along with suggestions on the result analysis of each department is as below.
  - Hon. Chairman suggested to increase the targets for number of students with first class. Also, teachers should further try to create interest of students in respective subjects. He further suggested to be précised in mentioning the causes for poor performance.
  - Dr. S.S. Valunekar brought to notice of house about present assessment practices, nature of subjects. He has given assurance to house that department will take all possible measures for improving results.
  - Hon. Chairman suggested to give more tutorials to the students for improving writing skills of students. Hon. Shri. Shahajirao Jagdale insisted that teaching learning process in Environmental subject can be made more interesting as it is on current global issue and need of the time.
  - Hon. Chairman expressed dissatisfaction on poor result in Structural Mechanics III taught in sixth semester. Dr. S.K. Hirde informed the house that subject is mathematical nature and more basic concepts need to be cleared because it is linked with different prerequisite subjects like Engineering Mechanics, Structural Mechanics I and Structural Mechanics II. Hence, due care needs to be taken to have these subjects one after other in curriculum structure with least possible gap. Such care has been taken in revised curriculum under autonomy.
  - Hon. Member Shri. Kulkarni and Shri. Jagdale informed the house that discussion on result analysis is for deciding future line of actions for improvement of students performance rather than figuring out faculty. Hon. Shri. Kulkarni appealed all Deans



and Heads to suggest ideas and practices to be followed which would be beneficial for overall improvement of students performance.

- Heads of department brought to the notice of house that the institute is conducting two class tests for giving practice to the students. However, students are not serious about the tests because this performance is not counted in university marks. Member Secretary informed the house that such casual approach shall not be there in autonomous pattern as it is based on continuous evaluation. However, next two batches shall be with university pattern only. Hon. Chairman instructed to take appropriate action like not permitting such students to appear for placement, denying such students placement offers, not considering such students for representing in gymkhana council, Avishkar and other activities of the institute.
- Hon. Chairman suggested that the teacher should solve university examination paper (any one of previous examination) and display it on notice board as model answer sheet. It will help students to learn how to solve/write the question papers.
- Hon. Chairman expected to follow zero ATKT concept with simultaneous increasing percentage marks.
- All heads of departments have assured the house that all possible measures and corrective actions will be taken for improving the results. Similarly, due precaution shall taken ahead while designing course contents under autonomy.
- Member Secretary assured the house that comparative performance of students in 2014-15 and 2015-16 shall be presented before house in meeting which shall be scheduled in August 2016 after declaration of university results. This analysis shall also contain information on highest and lowest score of the students in respective subjects.

With above suggestions and discussion, house noted result analysis for Summer 2015 examination and corrective actions proposed by the departments.

#### **Item No. 8.4**

#### **To discuss and approve document prepared by Prof. A R Acharya for resource mobilization policy**

Member Secretary presented the document for resource mobilization policy and also invited Prof. M.B. Kumthekar, Dean, Resource Mobilization for presentation on policy document.

Dr. Sawant instructed to mention bank account details for getting online funds directly. Hon. Chairman instructed to remove cost in all points. He further suggested to add research laboratories, industry sponsored R&D major projects in final document on resource mobilization policy and put before next meeting for approval.

**Item No. 8.5**

**To note and approve minutes of 5<sup>th</sup> Finance Committee meeting held on 19.03.2016**

House approved minutes of 5<sup>th</sup> Finance Committee meeting held on 19.03.2016.

**Item No. 8.6**

**To discuss and approve the expenditure incurred on purchases of equipment above Rs. 5 lacs during 2015-16**

- Member Secretary presented a list of equipment costing more than 2 lacs. He further informed the house that the list was presented in 5<sup>th</sup> Finance Committee meeting held on 19.03.2016, vide item no. 5.3. Finance Committee approved the items at Sr. No. 1, 2, 3, 6, 7, 8 and 11.
- Finance Committee also resolved that the approval for the items costing more than 2 lacs must be taken by circulation (by providing information in a standard format) before placing the purchase order. Hon. Chairman instructed that the same procedure should be adopted for items costing more than 5 lacs except the items under proprietary and RC. However, the house approved the expenditure incurred on purchases of equipment (Sr. No. 4, 5, 9, 10, 12 and 13) costing above Rs. 5 lacs during 2015-16.

**Item No. 8.7**

**To discuss and recommend annual report on Receipt & Payment for financial year 2015-**

**16**

- Member Secretary has given presentation on annual report on receipt & payment for financial year 2015-16 which includes budgeted amount, sanctioned amount and the actual receipts under various heads. Similarly, budgeted and actual expenditure on salary, non-salary recurring, the equipment under different schemes like non-plan, plan, central assistance and institutional funds was presented. He further brought to notice of house that



under PLAN, institute didn't receive funds for building as Government decided to provide funds for incomplete buildings of other institutes.

- Hon. Chairman stressed the need to pursue the building proposals with Hon Ministers and Secretary and assured the house that we will succeed during financial year 2016-17 in getting funds.

With above discussion, house approved annual report on Account & Finance for financial year 2015-16.

### **Item No. 8.8**

#### **To discuss and recommend Budget for financial year 2016-17**

- Member Secretary gave a brief presentation on progress of institute in last two years in terms of parameters like academic, R&D, infrastructure, finance and administration. The house appreciated the efforts taken by faculty and staff for accreditation, autonomy, filing patents, decentralization of administration and making financial processes simpler. House also suggested to make tie up with industry for patenting, industry sponsored laboratories and projects.
- Member Secretary further presented gap analysis based on which budget for 2016-17 is prepared. Hon. Chairman expressed deep concern on poor position of regular faculty. Member Secretary also brought to the notice of house the difficulties of institute as faculty are transferred without giving replacement, government yet not sanctioned faculty for EnTc department, the institute has applied for new course in Computer Science and Engineering inspite of having huge vacancies. Dr. Mohite informed the house that PG teacher posts are never filled by Government. Hon. Shri. Kulkarni stressed the need for increasing regular faculty strength and enquired about the procedure for getting vacant faculty positions filled. Member Secretary informed the house that Government yet not bifurcated the faculty by giving options and hence, respective autonomous institute can not prepare their roster. The MPSC shall not appoint faculty for autonomous institute unless the roster is ready. However, till fresh appointments happen we can take strong follow up with the Government to get few faculty in forthcoming transfers in May-June, 2016. Similarly, institute could not succeed in getting faculty position sanctioned for EnTc inspite of strong follow up with Higher & Technical and Finance department.



- Member Secretary further highlighted budgetary provision under different heads. Hon. Chairman enquired about whether inputs have been taken from all departments with involvement of faculty in preparation budget. Member Secretary explained detailed procedure adopted by the institute while preparing the budget. Hon. Chairman suggested to prepare a note on building works for further follow up to Government.
- Hon. Shri. Kulkarni suggested to focus on rural development projects like food technology, agro processing units, water supply and watershed management, biogas for sustainable development.
- Hon. Chairman advised to introduce additional courses for the students like piping technology, SAP etc. The institute has to take response from other institute where such courses have been offered. Hon. Chairman voluntarily accepted to provide equipments for running piping technology course.
- Hon. Chairman suggested to make budgetary provisions of Rs. 30 lacs for biogas, solar energy, landscaping, rainwater harvesting and recycling of water for making campus eco friendly.

With above discussion and suggestions, house approved the budget for 2016-17.

#### **Item No. 8.9**

##### **To discuss and approve the structure of accounts department**

- Member Secretary informed the house about present position of staff in office and account section which is very crucial as we are retaining all fees being autonomous. He further brought to notice of house that Shri. S.N. Patil, Administrative Officer is retiring on 31<sup>st</sup> May, 2016 and the post of Registrar is lying vacant. Therefore, the institute shall be in difficult situation to handle Accounts section. The institute has already written a D.O. letter to DTE, Mumbai for filling vacant position or replacement as there will be vacant post of Administrative Officer and Registrar.
- Hon. Chairman suggested to take rigorous follow up on this issue and look up matter seriously as institute has to handle many financial issues under autonomy. He further suggested to take personally follow up for filling vacant position of office administration. House unanimously resolved to retain Shri. S.N. Patil services on contract basis for smooth conduction of administration and account system till filling of vacant position.



With above suggestions and discussion, house approved the organization structure of account department.

### Item No. 8.10

#### To discuss and approve revision in Purchase Rules & Financial Powers

Member Secretary presented revision in Purchase Rules & Financial powers. He informed the house the item was approved and recommended to BoM in 5<sup>th</sup> Finance Committee meeting held on 19.03.2016, vide item no. 5.11 and revisions are as follows:

| Rule No. | Existing Rule  | Proposed Rules   |
|----------|--|--|
| 9        | <p><b>Tenders</b> will invariably be invited by HOD/All Deans/Administrative Officer/ Registrar on behalf of the Board of Governors through publication of tender notice in at least one National Daily e.g. Times of India, Indian Express, etc., one in Local Daily e.g. Sakal, Lokmat etc. and on the Institute Website in the following cases where:</p> <p>(a) The cost of a single item of equipment is more than Rs. 2,00,000/- (Rs. Two lakhs).</p> <p>Note: Nil</p> | <p><b>Tenders</b> will invariably be invited by HOD/All Deans/Administrative Officer/ Registrar on behalf of the Board of Governors through publication of tender notice in at least one National Daily e.g. Times of India, Indian Express, etc., one in Local Daily e.g. Sakal, Lokmat etc. and on the Institute Website in the following cases where:</p> <p>(a) The cost of a single item of equipment is more than <b>Rs. 3,00,000/-</b> (Rs. Three lakhs).</p> <p>Note: 1. Single item means an equipment of same specifications.</p> <p>2. Single item does not mean single quantity.</p> <p>3. In a given financial year, purchase of single item through quotation shall not exceed Rs. 3,00,000/- (Rs. Two lakhs).</p> |
| 9        | ii) c) Nil   | ii) c) In case of insufficient response (less than three), the written extension in the date of submission of quotation/ tender shall be notified. Even after giving such extension twice, if the response is still not sufficient then the comparative statement may be prepared with at least TWO quotations. Such extension shall be for atleast 10 days.   |
| 13       | <p><b>DELEGATION OF POWERS</b></p> <p>There shall be following delegation of Powers:</p> <p>(i) <b>Purchase of items proposed in approved budget</b> including consumables, services, labour charges and job works (fabrication, repairs, printing, civil and electrical works etc.) up to Rs.3,000/- (Rs.</p>   | <p><b>DELEGATION OF POWERS</b></p> <p>There shall be following delegation of Powers:</p> <p>i) <b>Purchase of items proposed in approved budget</b> including consumables, services, labour charges and job works (fabrication, repairs, printing, civil and</p>   |



|    |   |   |
|----|---|---|
|    | <p>Three Thousand), for each purchase printing, through bill or against cash may be made without calling quotations and without placing formal purchase orders by the Principal Investigator for purchases related to consultancy and research project, and by Head of the Department from funds under his/her operation. Further, any teacher/officer may also make such purchases with the approval of Head of the Department or the Principal Investigator as applicable. Further Administrative Officer/ Registrar of the Institute and all Deans are also empowered to make such purchases.</p> <p>(ii) In special circumstances, purchase including consumables, services, labour charges and job works (fabrication, repairs, printing, civil and electrical works etc.) through cash or credit at site may also be made above Rs.3,000/- (Rs. Three Thousand). Unless such a purchase is made on the basis of approved rate contract, or from Govt./Public sector undertaking. Otherwise, at least three written quotations be obtained by a Committee to be constituted as given below at (a) and (b):</p> | <p>electrical works etc.) up to <b>Rs.5,000/- (Rs. Five Thousand)</b>, for each purchase printing, through bill or against cash may be made without calling quotations and without placing formal purchase orders by the Principal Investigator for purchases related to consultancy and research project, and by Head of the Department from funds under his/her operation. Further, any teacher/officer may also make such purchases with the approval of Head of the Department or the Principal Investigator as applicable. Further Administrative Officer/ Registrar of the Institute and all Deans are also empowered to make such purchases.</p> <p>(ii) In special circumstances, purchase including consumables, services, labour charges and job works (fabrication, repairs, printing, civil and electrical works etc.) through cash or credit at site may also be made above <b>Rs.5,000/- (Rs. Five Thousand)</b>,. Unless such a purchase is made on the basis of approved rate contract, or from Govt./Public sector undertaking. Otherwise, at least three written quotations be obtained by a Committee to be constituted as given below at (a) and (b):</p> |
| 13 | <p>iv)b For purchases beyond Rs. 10,000/- (Rs. Ten thousand) and up to Rs. 2,00,000/- (Rs. Two lakhs), with at least three quotations or on the basis of rate contract approved by Central Government or from a Government or Public Sector Undertaking/Organization, or on rate Contract approved by the Institute. HOD/All Deans/Administrative Officer/ Registrar will initiate the case and then sent to the IPC/SPC for approval. Purchase Order (copy enclosed) will be signed by the <b>competent authority</b>. Also Performance Bank Guarantee and Agreement be obtained from the supplier for orders exceeding Rs. One lakh in value .</p>  | <p>For purchases beyond Rs. 10,000/- (Rs. Ten thousand) and up to Rs. <b>3,00,000/- (Rs. Three lakhs)</b>, with at least three quotations or on the basis of rate contract approved by Central Government or from a Government or Public Sector Undertaking/Organization, or on rate Contract approved by the Institute. HOD/All Deans/Administrative Officer/ Registrar will initiate the case and then sent to the IPC/SPC for approval. Purchase Order (copy enclosed) will be signed by the <b>competent authority</b>. Also Performance Bank Guarantee and Agreement be obtained from the supplier for orders exceeding Rs. One lakh in value .</p>  |
| 14 | <p>In case of Non-Recurring Items: After receiving material in good condition, satisfactory checking/installation/training 85% payment will be released within one week from the date of working- trials/demonstration and balance 15% within next two weeks from the date of working- trials/demonstration.</p>  | <p>In case of Non-Recurring Items: After receiving material in good condition, satisfactory checking/installation/training 90% payment will be released within one week from the date of working- trials/demonstration and balance 10% within next two weeks from the date of working- trials/demonstration.</p>  |

House approved revision in Purchase Rules & Financial Powers and shall be made applicable from 2016-17.



**Item No. 8.11**

**To discuss and approve study tour of faculty to Nanyang Technological University,  
Singapore**

- Member Secretary presented the proposal for study tour of faculty to Nanyang Technological University, Singapore. He further informed the house that with the inception of autonomy, it becomes necessary to provide global exposure of world renowned universities to faculty for improving institute infrastructure and adapting best practices in teaching learning system. Hon. Chairman expected that faculty shall get more exposure through such visits which ultimately result in further progress of the institute. However, he suggested to select 20 such faculty members who will stay with the institute for longer duration.
- Hon. Shri. Jagdale suggested that faculty shall submit visit report and give presentation after such visits.

With above discussion, house approved study tour of 20 senior faculty for NTU, Singapore along with required expenditure.

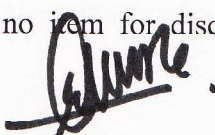
**Item No. 8.12**


**To discuss approve proposal for establishment Center of Excellence**

- Member Secretary invited Dr. P.M. Joshi to give presentation on establishment of Center of Excellence on Multidisciplinary Graphical System Design. Hon. Chairman suggested to involve concerned department and faculty in this Center of Excellence as it is interdisciplinary.
- Hon. Shri. Jagdale suggested to ask industry for participating and sponsoring the Center of Excellence.
- Hon. Chairman observed that the proposal is excellent and many such center of excellence should be established in the institute. However, he suggested to get commitment from the departments involved mentioning what output and outcome shall among in next five years. He instructed to resubmit the proposal in next meeting with this information.

With above suggestion house noted the proposal.

As there was no item for discussion, the meeting ended with vote of thanks by Member Secretary.

  
Dr Ashok Khade  
Chairman

  
Prof. Dr P.M. Khodke  
Member Secretary & Principal

Board of Management  
Government College of Engineering,