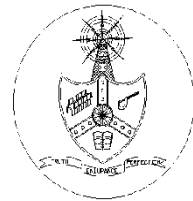


# GOVERNMENT COLLEGE OF ENGINEERING, KARAD

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## Minutes of 5<sup>th</sup> Board of Management meeting held on 29<sup>th</sup> January 2015

The 5<sup>th</sup> meeting of Board of Management was held on 29<sup>th</sup> January 2015 in the Meeting Hall of Government College of Engineering, Karad. Following members were present for the meeting:

- 1) Prof. Arun Nigavekar
- 2) Cdr. Anand Khandekar
- 3) Shri. Shahajirao Jagadale
- 4) Dr. N. D. Joshi
- 5) Dr. Y. M. Ghugal
- 6) Dr. S. S. Mohite
- 7) Dr. P. M. Khodke

Leave of absence was granted to Dr. Hooda D. S., Dr. S. K. Mahajan, Director, Technical Education, Dr. Abhay Wagh, Dy. Secretary and Dr. S. M. Sawant.

Member Secretary and Principal Dr. P. M. Khodke extended warm welcome to the Chairman and members of the Board and with the permission of the Chairman, gave a presentation on the activities done during last six months. During presentation following suggestions were made.

1. Hon. Chairman enquired about less admission in PG programmes in all departments in general and Electrical Engineering in particular. Member Secretary informed about shortage of faculty and less number approved PG teachers in departments. Hon. Chairman instructed to make it compulsory to seek PG recognition from the university. Additionally, university may also be requested to give approval to the industry people and other academicians associate with our college as PG teacher for teaching. The institute should also go for hiring outside guides.
2. Hon. Chairman enquired about the reasons for huge difference in highest and lowest CET score of the students admitted in various departments. Member Secretary informed about

- the statutory provisions in admission for various socially weaker groups. Hon. Cdr. Khandekar suggested to provide average score so as to indicate distributions of scores.
3. Hon. Chairman appreciated the efforts taken by students and institute in improving the performance in university examination, in spite of wide range of CET score of admitted students.
  4. Member Secretary informed the house about various student feedback systems in the institute during 2014-15. Dr. N.D. Joshi appreciated the system which helps to identify areas for improvement and attaining quality of education. Hon. Chairman, however, suggested to filter out and segregate the suggestions as academic, administrative, infrastructure, facilities, curricular and co-curricular, etc., before presenting to BoM. In case of serious discrepancy committee should be appointed at the institute level and matter may be for decision.
  5. Hon. Shri. Jagdale suggested to have a questionnaire containing questions about favourable and non favourable educational ambience in the departments/institute. Such questionnaire may be filled by the students in every semester.
  6. Hon. Chairman suggested to include number of students appeared for individual company and number selected. He also suggested to get feedback of industry about their expectations and extent to which they are met. He further suggested to request industry panel for interview to allow faculty of the concerned department to understand the industrial expectations. Based on these feedbacks, remedial measures are to be taken in teaching learning process and in curriculum and/or starting finishing courses for students. This information further can be used for introducing need based curriculum/ credit based system.
  7. The TPO should continuously acquire the information from industry on performance of students placed through campus recruitment.
  8. It was also suggested that specific inputs too can be given to the students opting for core and IT companies based on their choice.

#### **Item No. 5.1**

#### **To confirm the minutes of fourth Board of Management meeting held on 10.05.2014**

Hon. Cdr. Anand Khandekar brought to the notice of the house about corrections in the minutes of 4<sup>th</sup> BoM meeting in item No. 4.16, 4.20 and 4.23 as below.

Item No.	Present minutes of meeting	Minutes after corrections
4.16	With above suggestions, the house accepted the audit report for financial year 2006-07 to 2012-13 and approved appointment of M/s P.L. Kulkarni and Co.	With above suggestions and the corrections in the audit report for financial year 2006-07 to 2012-13, house approved appointment of M/s P.L. Kulkarni and Co., Karad.
4.20	The house approved creation of institute level posts, recruitment and appointment thereof and their emoluments as proposed by the Finance Committee.	The house approved creation of institute level posts under TEQIP, recruitment and appointment thereof and their emoluments as proposed by the Finance Committee.
4.23	The house approved the proposal for Appointment of Professor Emeritus and Adjunct Professor.	The house approved the proposal for Appointment of Professor Emeritus and Adjunct Professor under TEQIP.

With the above modifications, the minutes of the 4<sup>th</sup> meeting of Board of Management were confirmed.

### **Item No. 5.2**

#### **To report actions taken on the minutes of Fourth Board of Management meeting held on 10.05.2014**

Member Secretary presented action taken report on 4<sup>th</sup> meeting of BoM. Hon. Com. Khandekar made following suggestions.

1. Institute should launch a digital literacy programme as a community service under CSR in collaboration with industry. NASCOM shall be ready to assist institute for the same.
2. It is important for the institute to come up with center of excellence in all departments. All departments may be asked to declare the area of excellence, make budgetary provisions and prepare road map to achieve the target. This shall ultimately help to increase IRG through consultancy.
3. The vision document circulated was excellent. But the institute has to prepare time bound programme for achieving various targets mentioned in the documents.

4. It is good to create and appoint faculty at institute level. However, institute has to learn lesson from the problems faced by COEP. He further suggested to get roster sanctioned from competent authority. Member Secretary informed the house that the posts created and appointed in GCOE Karad are contractual. Still the institute prepared the roster but did not asked for approval as the appointments are on contract basis. Member Secretary further informed that the procedure for approval shall be followed after getting faculty positions detached from Government posts.
5. Hon. Dr. N.D. Joshi informed the house about cost effective refurbishment work carried out at institute level in a short period of time. House appreciated the efforts taken by the institute.
6. While noting down administrative approval for the building library and Electronic & Telecommunication Department, Hon. Dr. N.D. Joshi suggested to construct the building at institute level so as to achieve quality, cost effectiveness and adherence to time line. Member Secretary informed the house about the standard Government procedure through PWD. The house, however, resolved to write to Government allowing institute to construct building with Government funds at institute level. The letter shall be addressed to Hon. Minister with a copy to Hon. Chief Minister and shall be signed by Hon. Chairman of BoM.

With above discussion/ suggestions, the house approved actions taken report on the minutes of Fourth Board of Management meetings held on 10.05.2014.

#### **Item No. 5.3**

##### **To accept minutes of Building Works Committee meeting held on 29.12.2014**

The house accepted the minutes of 2<sup>nd</sup> Building works Committee meeting held on 29.12.2014.

#### **Item No. 5.4**

##### **To accept minutes of Finance Committee meeting held on 17.01.2015**

The house accepted the minutes of 2<sup>nd</sup> Finance Committee meeting held on 17.01.2015.

## **Item No. 5.5**

### **To discuss and approve the financial status as on 31.12.2014 and details of expenditure under various budget heads**

Member Secretary presented a detailed picture on financial status and details of expenditure. It includes receipts during financial year 2014-15 under various grants and student fees and corresponding expenditure. The house has given following suggestions.

1. Hon. Cdr. Khandekar suggested to carry out hostel development/refurbishment work through development fee. He further expressed surprise over less expenditure incurred under faculty development fund as well as faculty and staff development component of TEQIP. He stressed the need for concerted efforts for faculty development activities.
2. Hon. Shri. Jagdale suggested to make realistic budget by adopting correct budget procedure. He observed that the expenditure is very low as compared to budgeted amount in certain heads of expenditure, viz, TPO, internet, staff development, etc.
3. Hon. Chairman expressed deep concern on very low expenditure in many components in general and TEQIP in particular. He informed that house that system in the institute responsible for handling the project is not working right way and pace is also not matching with the expectation. He suspected that there is little involvement of faculty in TEQIP activities. He further doubted about awareness of TEQIP among faculty members. The faculty may not be realizing what efforts others have taken to get funds under TEQIP in this institute. He further questioned participation of faculty in preparation of budget and relevant activities. All heads and faculties should be made aware about their responsibility and accountability to spend grants and conduct different activities effectively. He further instructed Member Secretary to evolve system to create awareness among faculty about their role and responsibility for institute building.
4. Hon. Chairman suggested to conduct frequent meetings of faculty, head, nodal officers/coordinators to expedite various projects/activities.
5. The house unanimously resolved that Member Secretary should submit the resolution of heads within 15 days for spending grants and completing the projects in time frame. Member Secretary assured to conduct meeting of all faculty as well as separate meeting of heads of department within a week and submit the resolution within time frame.
6. House further resolved to inform Government about the participation/performance of every individual faculty member in TEQIP and institutional development activities and considering his/her performance for further financial/administrative benefits like

promotion, increment, salary etc. House further instructed to write confidential reports and faculty appraisal based on their performance in development of institute and participation in TEQIP.

7. In view of less expenditure in industry institute interaction, Hon. Dr. N.D. Joshi suggested to take up industry interaction (internship, industrial visits etc.) activities in more proactive manner.
8. House further resolved that faculty interaction meeting with BoM members should be arranged in morning session of day of next meeting proposed in April 2015. Prof. P.A. Kulkarni, mentor may also be invited during interaction meeting with faculty.
9. Hon. Cdr. Khandekar suggested to create in-house learning resources by using advanced technologies like “k-point” for recording the lectures and making them available through the server. Hon. Chairman added that technological solutions be explored in teaching-learning process to overcome the shortage of faculty.
10. Dr. Mohite assured the house, on behalf of entire faculty, that all comments and suggestions will be taken in right earnest and seriousness.

With above serious comments and suggestions the house is approved the financial status and expenditure as on 31.12.2014 under various budget heads.

#### **Item No. 5.6**

##### **To discuss and approve the expenditure on non budgeted items**

In view of the necessity, the house approved the expenditure on non budgeted items.

#### **Item No. 5.7**

##### **To discuss and approve appointment of Auditor for auditing accounts for 2006-07 onwards**

Member Secretary brought to the notice of the house that the appointment of M/s. Anil S. Kulkarni & Co. as auditor was made on urgent basis due to withdrawal of M/S. P. L. Kulkarni & Co. on eleventh hour. Member Secretary also presented a draft balance sheet and audit statement of 2013-14 to the house. Hon. Cdr. Khandekar suggested to appoint separate staff for handling accounts of the institute in line with COEP. He suggested to appoint finance manager or accountant having knowledge of accountancy and double entry accounting system.

While approving appointment of auditor M/s Anil S. Kulkarni for conducting the audit, the house referred back balance sheet of 2013-14 to finance committee for thorough scrutiny and further recommendations.

### Item No. 5.8

#### To approve supplementary budget for financial year 2014-15

In view of ensuring Autonomy (UGC) and accreditation (NBA) visits, the house unanimously approved supplementary budget for financial year 2014-15 as follows.

Sr. No.	Details	Estimated /Actual Cost in Rs.
1	<b>Equipment :-</b>	
	Physics	<b>26,000</b>
	Civil	1,10,525
	IT	<b>1,43,00,000</b>
	MCA	5,52,850
	ENTC	11,98,923
	Workshop	1,72,000
2	Refurbishment completed	<b>14,94,698</b>
3	Refurbishment to be completed	3,28,842
4	<b>NBA Accreditation</b>	
	-Documentation, Stationary, Display Boards,	12,00,000
	-Appearance (Cleaning, Colouring, etc.)	8,00,000
	-Additional Refurbishment	10,00,000
5	Library	10,00,000
6	Non Budgeted Equipment to be purchased	5,00,000
7	Furniture	20,00,000
8	Visit Expenses	3,00,000
9	Miscellaneous	2,00,000
	<b>Total</b>	<b>2,51,83,838</b>

**Item No. 5.9**

**To accord post facto approval for appointment of Adjunct Professor in different academic departments**

The house accorded post facto approval for appointment of Adjunct Professor under TEQIP.

**Item No. 5.10**

**To accord post facto approval for appointment of faculty on temporary basis on vacant positions in Electrical and Electronics & Telecommunication Departments**

The house accorded post facto approval for appointment of Assistant Professor in Electrical and Electronics & Telecommunication Department and instructed to continue Ms. J.M. Sheikh for next 11 months based on her performance.

**Item No. 5.11**

**To discuss and approve proposal for appointment of faculty on temporary basis on vacant positions in different academic departments**

In view of the vacancy, the house approved the proposal for appointment of faculty as given below. As the institute is not getting response for higher position more focus should be given on appointment of Assistant Professor.

<b>S.N.</b>	<b>Department</b>	<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
1	Civil	01	03	03
2	Applied Mechanics	-	03	-
3	Mechanical	02	03	02
4	Electrical	01	03	03
5	Electronics & Telecommunication	01	02	01
6	Information Technology	02	05	-
7	MCA	01	01	01
8	Mathematics	-	01	-
9	Training & Placement Officer	-	01	-



House further suggested to go for aggressive campaign for appointment of Adjunct Professor on tenure basis. An appeal may be made to retired industry personnel and academicians and settled in and around Karad that the institute provides an opportunities to educate youth of new India. The candidates may be informed to contact Principal on e-mail id. The emoluments may vary from Rs. 30,000/- to 1,00,000/- based on the experience and usefulness. The selection committee should have at least two members of BoM.

**Item No. 5.12**

**To note the status of Accreditation**

The house noted the status of accreditation. The house further instructed to utilize each and every minute of next one and half month for preparation of both the visits. House further expected to aim for accreditation status for a period of five years for all courses.

**Item No. 5.13**

**To note the status of Autonomy**

The house noted the status of autonomy and wished success and good luck.

**Item No. 5.14**

**To note the status and procedure for appointment of Architect**

The house noted the status and procedure for appointment of Architect. House further suggested to maintain the heritage of stone building while preparing plans for new buildings.

**Item No. 5.15**

**To note letter from Director, Technical Education regarding procurement of equipment**

The house noted the letter from Director, Technical Education regarding procurement of equipment. House further instructed to inform the Director Technical Education about new financial powers and purchase rules approved by BoM.

**Item No. 5.16**

**To note letter from Sub Treasury office Karad regarding among transactions made in and out of PLA 1<sup>st</sup> April 2014 to December 2014**

The house noted the letter from Sub Treasury office Karad regarding among transactions made in and out of PLA 1st April 2014 to December 2014.

**Item No. 5.17**

**To approve proposed revised rates for testing**

House approved the proposed rates for testing.

**Item No. 5.18**

**To discuss and approve creation of institute level posts of Technical Assistant in various departments and rules regarding their recruitment on contract basis**

The house approved creation of institute level posts of Technical Assistant in various departments under TEQIP and rules regarding their recruitment on contract basis. House further instructed to advertise following posts immediately.

Sr. No.	Post	Number
01	Technical Assistant Civil	01
02	Technical Assistant Mechanical	01
03	Technical Assistant Electrical	01
04	Technical Assistant Information Technology	01
05	Technical Assistant Electronics and Telecommunication	01
06	Technical Assistant Master of Computer Applications	01
07	CNC Programmer (Workshop)	01

**Item No. 5.19**

**To consider the proposal for deputation of Shri. R. L. Wankhade for attending Symposium at USA**

The house expressed deep concern on not following institute level guidelines before submitting the proposal to Board. House has given conditional permission for proposed foreign visit. However, the faculty has to give presentation of his paper in front of faculty of Civil & Applied Mechanics. The necessary permission from Government should be obtained before proceeding on the tour.

**Item No. 5.20**

**To consider the application for granting fee concession to second year civil students**

The house approved the application for granting fee concession to Shri. R.P. Shelake excepting university and insurance fees.

**Item No. 5.21**

**To approve write off of Library Books**

The house approved write off of 16,181 books with following details.

<b>Sl. No.</b>	<b>Scheme under which books were purchased</b>	<b>No of Books proposed for write off</b>	<b>Cost of books proposed for write off (Rs.)</b>
1	Development of Library (Obsolete books)	6330	3,21,660/-
2	Development of Library (Physically damaged books)	3942	2,80,943/-
3	Book Bank	5909	6,29,565/-
<b>Total</b>		<b>16181</b>	<b>12,32,168/-</b>

The house further instructed to handover shortlisted books to the departments.

**Item No. 5.22**

**To discuss and approve financial audit report submitted by Auditor for 2013-14**

The item was withdrawn as the balance sheet was referred back to finance committee.

**Item No. 5.23**

**To note performance of institute in TEQIP-II**

The house expressed deep concern over the grades obtained in academic audit under TEQIP. The house had detailed interaction with mentor Prof. P.A. Kulkarni and agreed to the suggestions. The house noted the performance of institute in TEQIP-II and instructed Member Secretary to improve further with active participation of heads and faculty.

Prof. Dr Arun Nigavekar  
Chairman,

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

Board of Management  
Government College of Engineering, Karad