

GOVERNMENT COLLEGE OF ENGINEERING, KARAD

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MINUTES OF 4th MEETING OF BOARD OF MANAGEMENT HELD ON 10th May 2014

The fourth meeting of Board of Management was held on 10/05/2014 in the Meeting Hall of Government College of Engineering, Karad. Following Members were present for the meeting:

1) Prof. Arun Nigavekar	Chairman
2) Dr. Abhay Wagh	Invited Member
3) Cdr. Anand Khandekar	Member
4) Shri. Shahajirao Jagadale	Member
5) Dr. N. D. Joshi	Member
6) Dr. S. M. Sawant	Member
7) Dr. Y. M. Ghugal	Member
8) Dr. S. S. Mohite	Member
9) Dr. P. M. Khodke	Member Secretary

The leave of absence was granted to Dr. S. K. Mahajan, Director, Technical Education as he communicated his inability to attend the meeting due to ill health.

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 three months. It included formation of different statutory bodies under Autonomy, statistics of academics, administrative and financial matters and the preparedness of the institute in respect of implementation of Autonomy from the academic year 2014-15. During presentation, Hon. Dr. N.D. Joshi opined that the placement during last three years is low because of recession in industry. Member Secretary, however, brought to the notice that number of students eligible for placement (above 60% marks) need to be increased and assured the house that necessary measures (conceptual teaching) shall be taken to improve academic performance through rigorous academic monitoring. The members appreciated the preparedness in a short period.

At the end of the presentation, Dr. N. D. Joshi enquired with Member Secretary that being a former Principal of Autonomous institute what improvements took place at Amravati after acquiring and implementing autonomy. Dr. Khodke elaborated the improvements in terms of statistics in placement, performance in examination, GATE performance, MoU with industries

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etc. He further informed that this was possible because of rigorous academic monitoring, continuous performance assessment, time-bound activities leading to timely declaration of results, curricular and co-curricular activities etc.

With the permission of Honourable Chairman, Member Secretary started with the agenda.

Item No. 4.1

To confirm the minutes of third Board of Management meeting held on 28.01.2014

Member Secretary informed the house about the mail received from Hon. Dr. Joshi and Cdr. Khandekar for incorporating suggestion of nomination of departmental Industry Advisory Board in the minutes. The house accepted the suggestion. Member Secretary further informed the house that the institute has recently formed five members Industry Advisory Board for every department and that the list is placed on the table. House expressed satisfaction on the proactive action taken by the institute in the matter. Hon. Cdr. Khandekar suggested to formulate functions of Industry Advisory Board.

With above modifications, the minutes of the 3rd meeting of Board of management were confirmed.

Item No. 4.2

To report the actions taken on the minutes of First, Second and Third Board of Management meetings held on 12.07.2012, 30.08.2013 and 28.01.2014 respectively

The action taken reports on the First, Second and Third Board of Management meetings were presented in chronological manner for by the Member Secretary. During discussions on action taken, following suggestions/information was shared.

- Member Secretary proposed to request NPIU for extension in TEQIP-II duration. Hon. Dr. Abhay Wagh informed the house that NPIU is thinking to extend it by nine months for the entire country.
- Dr. Abhay Wagh informed the house that the case study of the institute on student training was presented by him during recently concluded JRM of TEQIP and was most appreciated by all members and is likely to be replicated in the country. The Member Secretary thanked Dr Wagh for selecting institute for demonstrating case study.
- Dr. Wagh further informed the house that this institute scored 8 points out of 10 in JRM. Institute can score more if the programs are accredited or at least 1 point if applied. Member Secretary assured the house that accreditation proposal for five programmes (Civil, Mechanical, Electrical, IT and MCA) shall be submitted to NBA within a month.

- On the action taken report on international travel of faculty, Member Secretary informed that faculty could not attend conference due to procedural delay. Hon. Dr. Abhay Wagh mentioned that when BoM and its Chairman are empowered to take decision on the approval regarding foreign visits, the foreign travel should have been materialized. The house opined that BoM gives permission to such foreign travel only after critical examination of the proposals. Hence, it was unanimously resolved that such foreign travel should be undertaken once it is approved by BoM. However, the matter should be reported to the Government for information.
- Hon. Cdr. Khandekar took strong exception on not complying the suggestion of Hon. Chairman for giving presentation before BoM by the faculty members who attended the STTP/Workshops.
- Prof. (Dr) S. S. Mohite gave a presentation on the visit of five member delegation to Malaysia for attending "International interactive symposium on effective academia leadership strategies". The presentation was well received. Hon. Chairman suggested integrating the ideas in teaching-learning process and implementing the same in the institute. He further informed the house that such visits certainly enriches the vision of faculty. Hon. Chairman also instructed to share the presentation with all BoM members and also members of faculty through mail. He further directed Member Secretary to present action plan on the implementation of take-away activities in the institute.
- Cdr. Khandekar informed the house about EAGLE program launched by CoEP. Dr Wagh suggested to explore possibility of replicating similar program in the institute. Cdr. Khandekar further informed that Mr Sanjay Inamdar may be invited to train the II and III year students on entrepreneurial and other skills.
- Member Secretary further informed the house that the foreign travel (Study tour at NTU Singapore), which was approved in 3rd BoM meeting, is scheduled during 16th - 20th June 2014. The institute has received invitation and the list of faculty undertaking tour shall be submitted to Hon. Chairman for approval.
- The members appreciated the efforts taken by Member Secretary in expediting Autonomy process and advised to continue the follow up. Cdr. Khandekar suggested to prepare institute properly to face UGC committee and enrich faculty position before that.
- The house expressed satisfaction on the financial and activity wise progress of the institute in TEQIP-II.

With above suggestions, the house approved actions taken on the minutes of First, Second and Third Board of Management meetings.

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Item No. 4.3

To nominate members and approve constitution of Academic Council

Member Secretary informed the house that the institute has constituted a non statutory body called the Academic Programme Evaluation Committee (APEC) as an interface between BoS and the Academic Council.

The house approved nominations and constitution of the Academic Council.

Item No. 4.4

To nominate members and approve constitution of Finance Committee

The house approved nominations and constitution of the Finance Committee.

Item No. 4.5

To nominate members and approve constitution of Building and Works Committee

The house nominated Hon. Dr. N. D. Joshi as a member on the Building and Works Committee.

With the above nomination, the house approved constitution of the Building and Works Committee.

Item No. 4.6

To accept minutes of first meetings of Academic Council, Building and Works Committee and Finance Committee held on 21.04.2014, 22.04.2014 and 23.04.2014 respectively

- Hon. Dr. N.D. Joshi suggested including management and financing courses in the curriculum of all programs. Hon. Shahajirao Jagdale expressed the need to incorporate communication skills as compulsory courses. The Member Secretary informed the house that in autonomous curriculum the different course like business economics, communication skill, general proficiency, industry training, and industry visits etc. have been incorporated.
- Cdr. Anand Khandekar informed the house that UG/PG ordinances are very crucial for implementing autonomy and suggested to consult Dr. Sonde, former VC, Goa University and Member, BoM, COEP in this regard and seek his concurrence. Member Secretary informed the house that the ordinances shall be sent to Dr. Sonde and Principal along with Dean (Academics) shall seek his appointment for discussion.

- Hon. Dr. Wagh informed the house that recently the State Government has issued a GR No. dated 30th January 2014 as a State Government policy for implementation of CSR activities with Higher and Technical Education. The real flow of financial assistance shall come from next financial year. The GR indicating types of CSR activities and guidelines was circulated in the meeting. Dr. Wagh informed the house that Principal of the autonomous institute can do wonders by using this GR and further suggested to get funds from industries under CSR for the activities like infrastructure development, sports and health camps, student counseling, student exchange programme within and outside India, establishment of research center etc.
- Dr. Wagh predicted that this shall reduce the financial pressure on budget of the institute. Hon. Chairman informed the house that this concept was initiated long back and took long time to come to reality. Hon. Chairman and members appreciated that Dr. Wagh has done wonderful job for bringing comprehensive GR. He further suggested to approach industries for sponsoring fee waiver certification programme based on students performance and economic background as a social responsibility. Cdr. Khandekar informed the house about the initiatives taken by NASCOM for digital literacy. Dr. Wagh suggested to take help of Cdr. Khandekar to approach NASCOM. Cdr. Khandekar suggested appointing Dean, Resource Mobilization to get CSR funds from different industries and to coordinate with industry and government. Hon. Dr. Joshi suggested to sign MoUs with different organizations for CSR.
- Dr Wagh suggested to construct compound wall for girls hostel under CSR or through institute funds.
- House suggested that to prepare master plan/ road map for expansion, renovation and campus beatification of institute by appointing a private Architect. Students from Civil; Engineering Department should also be involved in preparing master plan. No building be constructed without master plan. Member Secretary assured the house that the plan shall be presented by Architect in next meeting.
- Hon. Chairman suggested to take initiative to create such a platforms helping to share ideas and exchange best practices among Autonomous institutes and organizing visits and meetings with BoG members of other autonomous institutes. Dr. Wagh assured to issue certain guidelines to all such institute.

With the above discussions, the house accepted the minutes of first meetings of the Academic Council, the Building and Works Committee and the Finance Committee.

Item No. 4.7

To note the formation of Board of Studies for various programmes

The house noted the composition of Board of Studies (BOS).

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Item No. 4.8

To approve UG and PG Ordinances, Rules and Regulations under autonomy

The Member Secretary informed the house that the regulations from Government College of Engineering, Pune, Aurangabad, Amravati, SGGS Nanded and WCE Sangli have been referred while formulating the regulations for the institute. Hon. Shri. Jagdale suggested that there should be some framework and guidelines for admission of industry sponsored PG student. Member Secretary Dr. Khodke responded that the PG students will be encouraged work on industry relevant research project.

With this suggestion the house approved the UG and PG Ordinances, Rules and Regulations under Autonomy.

Item No. 4.9

To approve rules and regulation for examination and evaluation of UG and PG programmes

Member Secretary informed the house that the examination rules of autonomous institute have been referred while formulating rules and regulations for examinations.

The house approved the Rules and Regulation for Examination and Evaluations of UG and PG programmes.

Item No. 4.10

To approve the proposal for retention of tuition and other fees at institute level

Dr. Abhay Wagh expressed surprise over the fact that fees are not retained after issuing GR for appointment of BoM in 2011. The institute does not have sufficient funds on one hand and on the other hand opportunities are not utilized for improving the financial health of the institute.

The house approved the proposal for retention of tuition and other fees with the institute.



Item No. 4.11

To approve the proposal for retention of IRG at institute level

Hon. Cdr. Khandekar brought to the notice of the house that the institute IRG through testing, consultancy, CEP etc. is meager and hence the institute needs to prepare a road map for increasing IRG by fixing targets to every individual department and making them aware about their responsibility. Member Secretary assured the house to present the plan in the next meeting.

With above discussions, the house approved the proposal for retention of IRG with the institute.

Item No. 4.12

To approve the proposal for enrichment and utilization of six funds created by institute under autonomy

Hon. Chairman appreciated the efforts of Hon. Shri. Jagdale and Dr. Khodke in bringing up a proposal for enrichment and utilization of six funds. Dr. Wagh suggested to add CSR activity as additional method of enrichment in all six funds.

With the above corrections, the house approved the proposal for establishment, enrichment and utilization of six funds created by the institute under autonomy.

Item No. 4.13

To approve financial rules and purchase procedure for the institute

While discussing financial rules and purchase procedure Hon. Cdr. Khandekar stressed the need for making provision for training and procuring spares at the time of purchase of equipment along with the provision for maintenance. Hon. Chairman suggested to enter into AMC for equipments wherever possible.

With above suggestions, the house approved the financial rules and purchase procedure for the institute.

Item No. 4.14

To approve write off of Equipments, Furniture and Library Books

The house approved write off of Equipments, Furniture and Books with depreciated cost of Rs. 1278778.39.

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Item No.4.15

To accept annual report on Account & Finance for financial year 2013-14

The Member Secretary requested to correct the mistake in total of Central Government funds as Rs. 75.32 lacs. Hon. Cdr. Khandekar informed similar correction on page no 109 in total receipt of Rs. 9.42 lacs.

During discussions on TEQIP funds, the Member Secretary informed the house that the funds received so far under TEQIP-II have been spent and has written to the SPFU for the release of next installment. Hon. Dr. Wagh responded that GR is already issued for release of Rs. 20 crore for all institutes in the State. The release of fund is held up on account of election code of conduct. He further suggested to contact Dr. A T Pise, Dy. Director in this regard.

With above discussions, the house accepted the annual report on Accounts & Finance for the financial year 2013-14.

Item No. 4.16

To discuss and accept audit report for financial year 2006-07 to 2013-14

Member Secretary informed the house that the institute has not undertaken financial audit since 2006-07 in spite of the instructions from the Government. However, M/s P.L. Kulkarni & Co. has been appointed recently for carrying out PLA audit for 2006-07 to 2012-13. The audit report with suggestions prepared by M/s P.L. Kulkarni and Company was presented. Dr. Wagh directed to bring the matter to the notice of Directorate of Technical Education. While referring suggestions, he stressed upon suggestions of M/s P.L. Kulkarni with regard to appointment of external auditor and responsibility and accountability of losses. Hon. Chairman suggested to submit the report till the date of appointment of BoM to DTE. Cdr. Khandekar suggested to train accounts personnel for maintaining accounts in Talley and other financial documents.

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.

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Item No. 4.17

To approve the budget of institute for 2014-15

The Member Secretary presented the receipt and expenditure budget for the year 2014-15. He informed the house that the budget is presented in four components, State Government Plan and Non-Plan, Institute level funds, Central Assistance and TEQIP-II. Dr. Wagh assured to provide maximum funds for the purchase of equipments for the institute.

- For budget estimate under plan for construction of buildings, Dr. Wagh enquired the status of proposals for construction. Member Secretary informed that the proposals have not been sent so far and assured the house that Civil Engineering Department of the institute shall pursue the matter and obtain administrative approval for the construction of ENTC building and Library building within a month.
- The Member Secretary informed the house about the recent visit of Hon. Shri. Jagdale to all hostels. Hon. Jagdale narrated pathetic condition of hostels as well residential buildings. Dr. Wagh further suggested to submit proposals for repairs of laboratories and hostels under discretionary grants to DTE. Member Secretary assured to submit maximum possible proposals under the scheme.
- Cdr. Khandekar brought to the notice of the house about the mistakes in total of TEQIP-II budget. The Member Secretary assured to correct all such errors.
- Hon. Chairman suggested to make strong follow up for acquiring plan and non-plan grants from the Government.

With the above corrections and suggestions, the house approved the budget of the institute for 2014-15 as follows.

Receipts			Expenditure		
Sr. No.	Head	Budget (Rs. in lacs)	Sr. No.	Head	Budget (Rs. in lacs)
1	State Govt. Plan Bldg.	615.00	1	State Govt. Building	615.00
2	State Govt. Plan Equip.	100.00	2	State Govt. Equipment	100.00
3	DTE PLA	101.72	3	DTE PLA	101.72
4	State Govt. PWD	277.00	4	State Govt. PWD Repairs	277.00
5	Fees	1327.71	5	Equipments	478.34
6	State Govt. Non Plan	743.64	6	State Govt. Non Plan	743.64
7	Balance DCA	78.91	7	DCA	78.91
8	TEQIP - II	690.60	8	TEQIP - II	690.60
9	Exam. Fees	11.08	9	Exam. Fees	11.08
			10	Furniture	79.63
			11	Refurbishment	75.79
			12	Maintenance, spare etc.	123.26
			13	Balance CF	570.69
Total		3945.66	Total		3945.66

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Item No.4.18

To discuss and approve proposal for charging Rs. 1500/- each as table charges and maintenance fee for the students staying in hostels

The Member Secretary informed the house that the fees will be used for the maintenance of hygiene, sanitation, cleanliness, drinking water and minor civil and electrical repairs.

The house approved the proposal for charging Rs. 1500/- each as table charges and maintenance fee for the students staying in hostels and retaining medical fees in hostel account.

Item No. 4.19

To approve the procedure for appointing teachers on temporary basis and to approve the format for advertisement and procedure for recruitment

The Member Secretary presented the proposal for appointment of teachers on temporary basis to tide over the shortage of faculties in all departments

- Hon. Dr. Wagh expressed surprise as to why vacant faculty positions are not filled on contract basis so far, in spite of resolution taken by BoM in 3rd BoM meeting. The house unanimously accepted the need for appointment of faculty on contract basis before commencement of the next academic session.
- Dr. Abhay Wagh informed the house that this time the faculty for CEK is being appointed by MPSC in common pool. However, once the institute becomes autonomous, MPSC shall appoint faculty institute wise with participation of Principal & nominated subject experts in the selection committee. Hon. Chairman suggested to send the proposal to Government for the same. Member Secretary assured that the proposal shall be sent as soon as University awards autonomy to the institute.
- The procedure for appointing teachers on temporary basis and the format for advertisement and procedure for recruitment was approved. Dr. Wagh opined that Government shall provide emoluments as per GR only. However, autonomous institute may offer more, as per requirements, from institute funds/IRG.
- Hon. Chairman suggested to discuss total emolument to be paid to Assistant Professor, Associate Professor and Professor in Finance Committee. It was also decided that in order to attract quality faculty, the institute may give additional emoluments from its own funds. In this regard, it is suggested to arrive at appropriate emolument structure by referring to the norms of other autonomous institutes for contract appointments and come up with a suitable emolument structure in Finance Committee. In view of the urgency to complete the recruitment procedure before the commencement of next academic session, the house authorized Hon. Chairman to approve the proposal submitted by the Finance Committee for



emolument to be paid to the faculty. Hon. Chairman suggested to take Finance Committee meeting at the earliest so that advertisement can be published immediately after election code of conduct ends.

With the above suggestions, the house approved the procedure for appointing teachers on temporary basis.

Item No. 4.20

To discuss and approve creation of institute level posts

The Member Secretary informed the house that the institute is likely to get autonomy, and hence, it is necessary to create examination cell and Dean Offices.

- The activities like students registration, enrollment, examination, appointment of examiners, issue of different orders for such appointments, bills for remuneration and TA/DA, issue of hall tickets, examination question papers, result processing, printing of grade cards and gazettes etc. are required to be done at institute level.
- He further brought to the notice of the house that the Electronic & Telecommunication Department is started in 2007-08 with sanctioned intake of 60 students. However, posts for teaching and supporting staff are not created and sanctioned by the State Government, so far. Due to non availability of faculty in that department, students are facing several difficulties. It is necessary to create teaching posts at institute level for this department till the regular posts are sanctioned by the Government.
- Hon. N. D. Joshi enquired about number of the posts required in Electronics Department in order to cater to the academic requirements of the students and also help the department to get accreditation and autonomy. The Member Secretary informed the house that the proposal of 16 teaching posts submitted to Government shall suffice the requirement. However, for meeting faculty student ratio of 1:20, at least 12 posts (1P, 2Asso. P, 9Asst.P) are required. Hon. Chairman suggested to include these posts in the advertisement to be published as per the procedure approved in item no. 4.19.
- Member Secretary further informed that supporting staff required at institute level need to have computer background and hence should have qualification like Diploma (computer/IT) or BCA or MCA.

The house approved creation of institute level posts, recruitment and appointment thereof and their emoluments as proposed by the Finance Committee.



Item No. 4.21

**To note and guide on the progress on acquiring Autonomy from Shivaji University,
Kolhapur**

The members appreciated the efforts taken by the Member Secretary in expediting Autonomy process and advised to continue the follow up so as to implement autonomy from coming academic session.

The house noted the present status that the proposal with the Shivaji University pending discussion in the forthcoming Academic and Management Council meetings scheduled this month.

Item No. 4.22

**To discuss and approve institution of scholarship for second year topper of Mechanical
Engineering**

The house approved institution of scholarship for second year topper of Mechanical Engineering.

Item No. 4.23

To approve proposal for Appointment of Professor Emeritus and Adjunct Professor

With the permission of Chair, the Member Secretary presented a proposal for appointment of Professor Emeritus and Adjunct Professor in order to tide over the paucity of experienced teachers to take care of PG and UG teaching learning process. He further informed that the proposal is based on similar provisions in Government College of Engineering, Pune. Hon. Cdr. Khandekar and Hon. Dr. N.D. Joshi appreciated the proposal. Hon. Chairman suggested to convince retired faculty of reputed institute to join the institute through advertisement as well as personnel contact.

The house approved the proposal for Appointment of Professor Emeritus and Adjunct Professor.

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Item No. 4.24

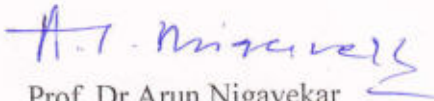
To publish Vision Document for the institute

With the permission of Chair, the Member Secretary presented a draft copy of "Vision Document" to be published by BoM. He informed the house that the document has been prepared by Professors of the institute. Hon. Dr. Abhay Wagh and Dr. N.D. Joshi appreciated the efforts taken in bringing out the excellent document which provides a road-map for acquiring excellence of the institute. Dr. Wagh further suggested to prepare a master plan for governance, expansion, infrastructure, inclusion and excellence.

With above discussion, the house approved the Vision Document for the institute and instructed to circulate the same among all Hon. Members of BoM and also the faculty.

At the end of the meeting, Hon. Chairman offered complements to the Principal and faculty of the institute for giving momentum to all activities towards achieving excellence. He further offered sincere thanks to Hon. Shri. Jagdale for sparing his valuable time, and taking keen interest in the development of the institute. While extending his gratitude, to all the members he specifically thanked Dr. Abhay Wagh for his time and valuable inputs he provided to the house.

With the permission of the Chair, the Member Secretary offered vote of thanks to all Hon. Members and the faculty and concluded the meeting.



Prof. Dr Arun Nigavekar
Chairman,



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

Board of Management
Government College of Engineering, Karad