



Minutes of 12th Board of Management meeting held on 17th March, 2017

The 12th meeting of Board of Management was held on 17th March, 2017 in the Meeting Hall of Government College of Engineering, Karad at 11.00 am. Following members were present for the meeting:

- 1) Dr. Ashok Khade
- 2) Shri. Narendra alias Eknath Kulkarni
- 3) Dr S M Sawant
- 4) Prof. (Dr.) S.S. Mohite
- 5) Prof. (Dr.) P. M. Khodke

Leave of absence was granted to Dr G D Yadav, Shri. Shahajirao Jagadale, Shri. Hanmant Gaikwad, Dr. Shivajirao Kadam, Shri. Sitaram Kunte, Principal Secretary, H&T, Mumbai, Dr. Kiran Patil, Dy. Secretary, H&T, and Dr. S. K. Mahajan, Director, Technical Education. The Deans and Heads of department of the institute were also invited for the meeting. Member Secretary and Principal Prof. (Dr.) P. M. Khodke has welcome Hon. Chairman and members of Board of Management.

With the permission of the Hon. Chairman, Member Secretary started with the agenda for meeting.

Item No. 12.1

To confirm the minutes of 11th Board of Management meeting held on 26.12.2016

House confirmed the minutes of 11th BoM meeting held on 26.12.2016.

Item No. 12.2

To report actions taken on the minutes of 11th Board of Management meetings held on 26.12.2016

Member Secretary presented the action taken report on the suggestions given in the meeting held on 26.12.2016. While accepting the actions taken, house offered following suggestions:

- Replace the landscaping Architect immediately.

- MIS system should also incorporate different government schemes, expected income from external agencies, external income that should come.
- Feedback of students for individual programs.
- Ensure that audit for FY 2016-17 is completed before 31st May 2017.
- Motivational talks must be arranged monthly through different clubs and Deans.

With above suggestions, the house accepted action taken report on the minutes of 11th Board of Management meeting held on 26.12.2016.

Item No. 12.3

To note minutes of fifth Building Works Committee meeting held on 06.03.2017

Member Secretary presented the minutes of fifth meeting of the Building Works Committee held on 06.03.2017. The house appreciated participation of SE PWD in the meeting. While noting minutes, the house appreciated the renovation work completed by PWD and institute.

Item No. 12.4

To note minutes of eighth Finance Committee meeting held on 11.03.2017

House noted the minutes of 8th Finance Committee meeting held on 11.03.2017.

Item No. 12.5

To discuss and approve the expenditure incurred on purchases of equipment above Rs. 2 lakhs during from December 2016 to 5th March 2017

House discussed and approved the purchase of hostel study tables for students costing Rs. 5,84,979/- lakhs,

Item No. 12.6

To discuss and recommend annual report on Receipt & Payment for financial year 2016-2017

Member Secretary presented the annual report on receipts and payment for financial year 2016-17. While accepting the accounts, house offered following suggestions:

- House expressed surprise over long pending receivable fees (against concession) from social welfare and other offices for last three years. The fees receivable for last three years are as follows:

Year	Total Expected	Fees Received	Fees receivable against application	Fees against application not yet submitted
2014-15	1,56,68,180	82,81,910	59,22,020	14,64,250
2015-16	1,79,44,554	99,29,300	50,26,154	29,89,100
2016-17	2,94,56,882	0	2,28,62,347	67,94,535

Member Secretary informed the house that the section is handled by Mrs. Kalvatre Patil and is also supported by a contract Office Assistant. Recently the section is planned to be shifted to Dean Office and shall work under supervision of Shri S R Mohite (retired). Hon. Chairman suggested to invite concerned to listen to their difficulties. Mrs. Patil could not justify the reasons for not submitting the concession forms of large number of students for last three years and did not have the actual names of such students. Mr. Mohite, however, informed the house that the matter shall be settled before the next BoM meeting. Members Secretary further informed the house that the section shall be shifted immediately to dean office under supervision Shri. S.R.Mohite who is recently appointed as administrative officer on contract basis. The house instructed Mrs. Kalvatre Patil to submit monthly statement about fee recovery and the same should be put before every Board meeting.

House further suggested that a comprehensive MIS or SAP system should be developed so that fees receivable is linked to admission process next year. Such defaulter student should not get admission next year unless dues are paid.

- House appreciated the efforts taken by faculty for implementing TEQIP.
- While appreciate the efforts of faculty for submitting proposals amounting Rs. 226.87 lakhs to AICTE for 2017-18, Hon. Chairman informed the house that we will try for maximum funds for building from State Government.
- House also acknowledged the process decided by Finance Committee for monitoring expenditure vs. budget

With above suggestion, house approved annual report on Receipt & Payment for financial year 2016-2017.

Item No. 12.7

To discuss and give Administrative Approval (AA) to construction of extension to Dean Academics Section

In view of the shortfall in built-up space as per AICTE norms, the house gave Administrative Approval (AA) to the construction of extension to Dean Academics Section for approximate area of 464.66 Sqm. for Rs. 73.45 lacks. However, house suggested to comply with the suggestions of BWC and get structural stability certificate from the committee at institute level.

Item No. 12.8

To discuss and give Administrative Approval (AA) to construction of extension to PG building

In view of the non availability of built up space for two existing PG programs as well as for proposed new PG program in Computer Science, the house gave Administrative Approval (AA) to the construction of extension to PG building for approximate area of 330.91 Sqm. for Rs. 45.63 lacks. However, house suggested to comply with the suggestion of BWC and get structural stability certificate from the committee at institute level.

Item No. 12.9

To discuss and give Administrative Approval (AA) to construction of Student Activity Center and Development of Playground

In view of demand of students for indoor games and also upkeep of playground, house approved the proposal for Rs. 10 Cr. (Rs. 8.85 Cr for sports complex and Rs. 1.50 Cr for ground) and gave Administrative Approval (AA).

Item No. 12.10

To discuss and give Administrative Approval (AA) to construction of extension to Automobile lab

In view of the shortfall in built up space, the house gave Administrative Approval (AA) to the construction of extension to Automobile lab for approximate area of 154.25 SqM. for Rs. 16.00 lakhs.

Item No. 12.11

To discuss and give Administrative Approval (AA) to construction of extension to Concrete Technology lab

In view of the shortfall in built up space, the house gave Administrative Approval (AA) to the construction of extension to Concrete Technology lab for approximate area of 115.33 SqM for Rs. 22.19 lakhs.

Item No. 12.12

To discuss and approve Budget for financial year 2017-18

Member Secretary presented the Budget for FY 2017-18. The house offered following suggestions:

- It is observed that few departments do not generate IRG. Every department and every faculty member in each department should be asked to present their plans for generating internal revenue. Accordingly fix up the targets for faculty.
- Industry training for a week should be made compulsory to every faculty member. The house approved provision of **Rs. 4 lakhs** under faculty development fund (F-2) for industry training of the faculty.
- Hon. Chairman suggested to carry out maintenance of heritage building regularly. The budget provision of **Rs. 20 lakhs** is made for coloring of stone masonry and roof tiles of main building under institute development fund (F-5).
- A course in piping technology should be started immediately. A token budget of **Rs. 5 Laks** is approved under institute development fund (F-5). Mechanical Engineering dept. should float Elective for the course. Additionally a certificate course should be started. The faculty should be sent for training to DAS offshore company.
- NPIU has uploaded best practices on its website. All departments should study the same and submit their requirements for budget provisions.
- Communication skill should be given more importance in academic reforms.
- Hon. Chairman and Hon. Members will see that budget provisions for new buildings shall be obtained from State Government during financial year 2017-18.

- In order to promote patenting, the budget provision of **Rs. 3 lakhs** for filing ideas of faculty and students for patents is approved under R & D component of faculty development fund (F-2).
- While approving budget for new constructions for extension of Dean Academics, PG Building, extension to Concrete Technology and Automobile labs, Hon. Chairman suggested to make budgetary provision for maintenance of such buildings.
- The house suggested to expedite work of garden development, road widening, entry gate and approach etc.
- While approving the budget of Rs 174 lakhs for construction of building for student activity center (Gymkhana), Hon. Chairman suggested to send email to all alumni appealing to donate money to complete remaining development of sports ground.
- House appreciated provision for surveillance and security by installing CCTV cameras in entire academic area and conversion of one class room in each department into a smart class room with WIFI & Tab.
- Hon. Chairman suggested to establish a strong mechanism for recovery of fees from social welfare office.

With above suggestions, the house discussed and approved the budget for 2017-18.

Item No. 12.13

To discuss and approve delegation of authority for signing financial transactions

The house approved delegation of authority for signing financial transactions as follows

Transactions	JV	PV	Cheque	Cheque register
Every transactions	Prepared by: Tally operator	Prepared by: Tally operator	Prepared by: Cashier	Prepared by: Cashier
	Checked by: Account Clerk	Checked by: Account Clerk	---	---
	Verified by: Account Manager	Verified by: Account Manager	---	---
	Recommend by: AO/Registrar	Recommend by: AO/Registrar Approved up to Rs. 10 lakhs by: AO/Registrar	Signed up to Rs. 10 lakhs Jointly by: Dean Finance or DY Director & AO/Registrar	Verified by: AO/Registrar Signed up to Rs. 10 lakhs by: AO/Registrar
	Approved Principal by:	Approved Below & beyond Rs. 10 lakhs by: Principal	Below & beyond Rs. 10 lakhs Signed by: Principal	Beyond Rs. 10 lakhs Signed by: Principal

Item No. 12.14

To discuss and approve guidelines for completion of purchase procedures of budgeted items before the end of financial year

The house approved guidelines for completion of purchase procedures of budgeted items before the end of financial year and suggested to issue guidelines to all departments immediately.

Item No. 12.15

To discuss and approve establishment of smart web for online collection of fees and other receipts

The house appreciated the proposal and approved establishment of smart web for online collection of fees and other receipts.

Item No. 12.16

To discuss and approve proposal for new Professional Tax RC enrolment with treasury for employee appointed at institute level

The house approved proposal for new Professional Tax RC enrolment with treasury for employee appointed at institute level.

Item No. 12.17

To discuss and approve establishment of maintenance section for institute

The house approved establishment of maintenance section for institute and suggested to take services of human resource on outsourced basis. Member Secretary brought DTE circular dated 04/11/2016 to the notice of house regarding instructions to outsource class III & IV services instead of appointing them to avoid responsibility for security and litigation and also to reduce expenditure. House suggested not appointing any human manpower directly here onwards, instead take necessary services of human resource on outsourced basis from external agency. House further instructed to terminate such human resource who are at present appointed with the approval of Board and take the same services from existing agency, if any. In any case continuity in the services institute gets should be maintained.

Item No. 12.18

To note report submitted by Dean, Industry Institute Interaction on training, placement and industry interaction for AY 2016-17

The house noted report submitted by Dean, Industry Institute Interaction on training, placement and industry interaction for AY 2016-17.

Item No. 12.19

To note extracurricular and co-curricular activities for AY 2016-17

The house noted extracurricular and co-curricular activities for AY 2016-17.

Item No. 12.20

To note training activities for faculty and staff for AY 2015-16 and 2016-17

The house noted training activities for faculty and staff for AY 2015-16 and 2016-17.

Item No. 12.21

To note performance of the institute in TEQIP- II

The house noted performance of the institute in TEQIP- II.

Item No. 12.22

To note Academic Calendar for AY 2017-18

The house noted Academic Calendar for AY 2017-18.

Item No 12.23

To discuss and approve procedure for graduation ceremony

The house approved procedure for graduation ceremony.

Item No 12.24

To discuss and approve Rules and Regulations for Research and Consultancy

The house approved rules and regulations for research and consultancy.

Item No 12.25

To discuss and approve research policy of the institute

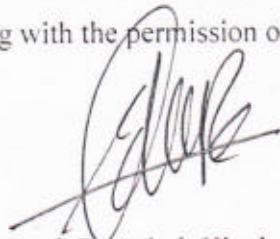
The house approved research policy of the institute.

Item No. 12.25

To discuss any other item with the permission of chair

Member Secretary informed the house about litigations filed by few contract faculty appointed on the posts created under TEQIP II and also few faculty appointed against posts coming under the purview of MPSC. House suggested to act as per the advice of Government and government pleader/ legal advisor.

As there was no other item, the Member Secretary offered vote of thanks and concluded the meeting with the permission of the Chair.



Prof. Dr Ashok Khade
Chairman,



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

Board of Management
Government College of Engineering, Karad