

GOVERNMENT COLLEGE OF ENGINEERING, KARAD

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Minutes of 6th Board of Management meeting held on 03rd September 2015

The 6th meeting of Board of Management was held on 03rd September 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. D.S. Hooda
- 6) Dr. S.M. Sawant
- 7) Dr. Y. M. Ghugal
- 8) Dr. S. S. Mohite
- 9) Dr. P. M. Khodke

Leave of absence was granted to Dr. S. K. Mahajan, Director, Technical Education, Dr. Kiran Patil, Dy. Secretary, Higher & Technical Education.

Member Secretary and Principal Dr. P. M. Khodke extended warm welcome to the Chairman and members and requested Hon. Chairman to give opening remarks. Hon. Chairman welcome all the members and mentioned appreciation for the efforts taken by each one of the faculty and supporting staff for acquiring autonomy under dynamic leadership of the Principal of the institute. He further mentioned that the interaction with faculty in the morning was very much fruitful. He also thanked all Hon. Members of BoM for their presence in the faculty interaction meeting held before BoM meeting and for enlightening the faculty on different areas for future progress of the institute. Hon. Chairman instructed Member Secretary to proceed with the agenda.

Member Secretary gave a brief presentation on the activities and achievements during last six months. On the presentation of accreditation, Hon. Cdr. Anand Khandekar enquired about less marks scored in SAR for faculty of Electronics & Telecommunication and IT department

even though the faculty has been recruited over and above the sanctioned positions. Member Secretary informed that the parameter not only counts faculty student ratio but also considers contributions of faculty in last three years. As the faculty recruited are young and fresh, the contribution quotient is low. House appreciated the substantial growth in the performance of students in examination and placement. Hon. Chairman said that the results of reforms initiated recently shall be visible within next couple of years. After presentation a agenda was taken for discussion and the minutes are as follows.

Item No. 6.1

To confirm the minutes of fifth Board of Management meeting held on 29.01.2015

Hon. Cdr. Anand Khandekar enquired about status of roster preparation for recruitment of faculty and staff on contract basis. He further opined that it is necessary to take approval from concerned authorities of Government. Member Secretary explained the house that the institute does not have authority to appoint faculty on permanent basis. However, the institute has prepared temporary roster for faculty and the faculty on contract basis are being appointed as per this roster.

Hon. Cdr Anand Khandekar enquired with Dr. S.M. Sawant whether the applicants from the institute have been granted PG recognition by University. Dr. S.M. Sawant informed the house that once the institute becomes autonomous; there is no need to approach University for PG recognition. The Academic Council of the institute can only accord approval to such faculty. Member Secretary informed the house that Dean, Academics is preparing guidelines for PG teacher recognition. The guidelines and the applications of faculty for PG recognition shall be put before Academic Council in next meeting for approval.

With the above discussions, the minutes of 5th meeting of Board of Management were confirmed.

Item No. 6.2

To report actions taken on the minutes of fifth Board of Management meetings held on 29.01.2015

The house expressed satisfaction over the action taken report on the minutes of fifth Board of Management meeting. Hon. Cdr. Anand Khandekar informed the house that Government College of Engineering, Karad is the only institute in the country who has signed MoU with

NASSCOM for National Digital Literacy Mission (NDLM). He further hoped that the institute shall maintain same enthusiasm in conducting the activities through students which shall make students socially conscious.

Hon. Cdr. Anand Khandekar further suggested to arrange workshop for faculty to understand what is patentable. Member Secretary informed the house that workshop was arranged and the resource person was legal advisor on intellectual property rights. Many faculty members and also PG students have presented their proposals in the workshop. As an outcome of workshop, 22 proposal were identified for patenting and three proposals are submitted and are under review process. Hon. Cdr. Khandekar appreciated the appointment of consultant for patent registration and processing. Hon. Chairman instructed to circulate such information to all the BoM members through e-mail.

With above discussions, the house approved actions taken report on the minutes of fifth Board of Management meetings held on 29.01.2015.

Item No. 6.3

To accept minutes of fourth Finance Committee meeting held on 01.08.2015

The house accepted the minutes of 4th Finance Committee meeting held on 01.08.2015.

Item No. 6.4

To accept minutes of Building Works Committee meeting held on 24.08.2015

The minutes of third Building Works Committee were placed before house at the time of meeting. Hon. Dr. N.D. Joshi expressed deep concern about pathetic condition of hostels. He further informed the house that the refurbishment work done at institute level is worth appreciating but the shortage of funds and Government procedure for release of funds do not permit the institute to do anything more. He, therefore, requested the house to provide some funds from institute so that students can be provided hygienic environment in the hostel. Hon. Jagdale and Hon. Cdr. Khandekar also stressed need for renovation of hostels.

Dr. D.S. Hooda suggested to explore UGC schemes like hostel for women, SC/ST hostel, sports facility etc. However, these schemes are for new construction.

Hon. Cdr. Khandekar suggested to meet authorities from COEP to know what practices they adopted for renovation of existing building and new civil works. Hon. Chairman requested Cdr. Khandekar and Dr. N.D. Joshi to arrange interaction meeting of our Principal with COEP

in their presence and prepare operational note. Member Secretary informed the house that Prof. M.B. Kumthekar and Prof. U.L. Deshpande have already visited COEP and have obtained information from Prof. B.G. Birajdar, COEP. With the permission of house Prof. M.B. Kumtehkar informed the house that COEP gets funds for new construction in their accounts for which Chairman, BoM of COEP and the Director have made rigorous follow up through personnel letter written to Hon. Minister for changing the budget head which disbursing budgeted amount on building (instead of budget head "42026059-FUNDS ON EDUCATION-105-ENGINEERING" the white book mentioned budget head "STATE BUILDING FUNDS 2203194" which is made for aided colleges). He was further informed that the boM members have also used their good offices for convincing Government to allot budget for the institute. Further he submitted that renovation works has been done by the institute with its own funds.

Hon. Chairman informed the house that we shall be writing the letter to Hon. Minister, Higher & Technical today only and shall discuss with him personally. We all will perceive the matter of getting funds for new construction in the name of institute. Regarding repairs, Hon. Chairman observed that COEP has not done it immediately after becoming autonomous due to limitation of funds. Therefore, our institute also has to wait for little more time to get surplus accumulated. Till then, he suggested to raise the funds for repairs from various sources like increasing hostel fees, approaching society, industry, and alumina. In the mean time, Hon. Chairman, suggested to identify the urgent repairs and define the repair works precisely and if possible execution in phases. Also submit operating note accordingly which shall be discussed in next BoM meeting.

With above suggestions, the house accepted the minutes of Building Works Committee meeting held on 24.08.2015.

Item No. 6.5

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

Member Secretary presented the audit report for 2013-14. He informed the house that the audit report was discussed in finance committee and the corrections were suggested to the auditor. After making corrections, audit report once again was discussed in committee meeting through conference.

With above suggestion, the house accepted the audit report for financial year 2013-14. House further resolved to send audit report to Director, Technical Education informing that BoM has taken over the financial matters of the institute w.e.f. 1st April, 2014.

Item No. 6.6

To discuss and accept annual report on Accounts & Finance for financial year 2014-15

Member Secretary presented the annual report on accounts and finance for financial year 2014-15. A summary statement of annual report for income and expenditure for 2014-15 was explained in brief giving a comprehensive picture of expenditure under various heads vis-à-vis receipts. Hon. Chairman appreciated the efforts taken by Finance Committee and Principal to present annual report in well organized manner. He further mentioned that the committee is doing excellent work and presentation is also improving day by day.

Dr. D.S. Hooda enquired about the purpose for which the different funds are created. Member Secretary requested to refer page no. 65 of book of enclosures. He further enquired about permission for organization of international conferences and deputing faculty abroad.. Member Secretary informed that this expenditure is covered under Staff Development fund i.e. F2. Dr. Hood suggested to rename it as "Faculty and Staff Development Fund".

Hon. Cdr. Khandekar suggested that every head each of department should prepare training plan for the faculty and staff of his department. The Principal should take quarterly review of all the activities related to faculty and staff development as per the plan submitted by Heads of Department. The house resolved to hold heads of department responsible for execution of training plans for faculty and staff.

Hon. Cdr. Anand Khandekar further suggested to appoint Manager responsible for execution of training plan. Member Secretary informed the house that the responsibility is given one of faculty working as Coordinator Training. Member Secretary assured that Heads of Department shall be instructed to prepare training plan and review process shall be undertaken.

House accepted the suggestion of finance committee to divert institute development fund to equipment development fund for compensating excess expenditure over the income in F3. House further instructed Member Secretary to present revision in method of enrichment and utilization of different funds (revision in Annexure 6.6.2 on page no.65).

With above discussion, house expressed satisfaction on income and expenditure and accepted report on Accounts & Finance for financial year 2014-15.

Item No. 6.7

To discuss and approve the expenditure incurred on purchases above Rs. 5 lacs during 2014-15

Member Secretary presented the list of equipments purchased during 2014-15. He further informed the house that Finance Committee has gone through the entire list and approved the purchase of items at Sr. No. 87 to 91. Member Secretary informed the house that the purchase of items in Sr. No.92 to 96 which include procurement of Desktop computers and Diesel Generator fall under purview of BoM. He told that 300 computers have been purchased from HP under RC and got networking of computer center, library and one laboratory done free of cost which has resulted in saving of approximately Rs. 7 to 8 lacs.

Hon. Cdr. Anand Khandekar suggested to establish IT cell with appropriate HR in the institute under two verticals (software and hardware) which can also take care of MIS. Member Secretary informed the house that the institute has System Analyst as well as Programmer who at present are looking after both the components. He further added that recently procured desktop computer are under warranty for 3 years and maintenance shall be required after 3 years. Hon. Chairman suggested to get it done by hiring services from external agencies instead of establishing in-house cell. He further instructed not to wait for BoM approval for hiring the services. The institute can go ahead and post facto approval can be sought in subsequent meeting.

House appreciated the efforts taken by institute and Finance Committee for purchasing cost effective quality equipments which has resulted in costs..

With above discussion, house approved purchases of equipment in Sr. 92 to 96 costing above Rs. 5 lacs during 2014-15.

Item No. 6.8

To discuss and approve appointment of statutory Auditor for financial year 2014-15 and 2015-16

House approved appointment of M/s Joshi & Pol as a statutory auditor for financial year 2014-15 and 2015-16 with audit fees of Rs. 2,00,000/ per year with service taxes extra. House also approved the recommendation of Finance Committee to pay out of pocket expenses at actual but not exceeding 10% of statutory audit fees (Rs. 20,000/-per year). House, however, suggested to get audit for 2014-15 done before next BoM meeting scheduled in December 2015.

Item No. 6.9

To discuss and approve appointment of internal Auditor for financial year 2014-15 and 2015-16

Hon. Cdr. Anand Khandekar enquired about the need of internal auditor. Hon. Shri. Jagdale informed that internal auditor is required to establish certain mechanism for financial matters and maintenance of newly established accounting system. Hon. Cdr. Anand Khandekar suggested to put condition in the appointment of internal auditor for training of new account team appointed at institute level. Hon. Chairman suggested to assign responsibility of training accounts team of institute to internal auditor and shall also coordinate with statutory auditor. House suggested to ensure that accounts section of the institute becomes strong by March 2017.

With above suggestions, house approved appointment of M/s Joshi & Visapurkar as internal auditor for the year 2014-15 and 2015-16 for annual fees of Rs. 1 lacs, service taxes extra and out of pocket expenses at actual but not exceeding 10% of audit fee (Rs. 10,000/-) .

Item No. 6.10

To discuss and approve Budget for financial year 2015-16

Member Secretary presented annual budget for financial year 2015-16. He informed the house that the annual budget for 2015-16 is based on seven objectives viz. establishment of new laboratory, modernization and upgradation of existing laboratory, digitization of library, infrastructure development, employability of students, faculty development and sports and

culture. The entire budget was explained on the basis of summary sheet indicating consolidated receipts and payments during 2015-16. Following discussion take place during presentation.

- Respective heads of department should be informed to prepare monthly expenditure plan for entire year and spend as per the plan. Heads shall be held accountable for procurement and conduct of activities as per budget.
- The expenditure should be strictly based on purchase rules and financial powers and also the guidelines issued from time to time.
- In case of any emergency purchases (outside the budget), proper procedure should be followed.
- Hon. Cdr. Anand Khandekar suggested to ensure appropriate compensation to the students for which they have taken admission.
- Hon. Cdr. Khandekar opined that the proposal for advance technology equipments in laboratory is missing and hence should be taken care off. He further suggested to ask every heads of the department to prepare road map for development of each of the laboratory under department for next five years and give presentation in next BoM meeting. The presentation should also include as to how this road map shall be achieved, funds requirement, and the sources of funds (DST/AICTE/FIST/Other Universities/NMICT/UGC/Industry/State Govt./ Institute Fund).
- Dr. D.S. Hooda suggested all heads of department and also Building & Works Committee to refer websites of these funding agencies.
- Cdr. Anand Khandekar suggested to consider life cycle of equipments and plan accordingly for service maintenance, AMC and spares required. The procurement of equipment proposed in next budget should be based on these aspects.
- Hon. Chairman instructed to remember that giving education by academic institution is like running industry. He further instructed to inform all the heads of department that TEQIP audit for 31st December 2016 is very important from institute point of view.
- Member Secretary presented the detail budget on TEQIP activities for unspent funds (Rs. 377 lacs) and requested permission of house for reappropriation. The approved reappropriation of budget as follows.

Sr. No.	Name of Component	Budget Allocated (Rs. In lacs)	Revised Allocation (Rs. In lacs)	Remarks
1	Procurement	550	550	
2	Assitantships	20	40	
3	R & D	100	60	
4	FSD	100	90	
5	I-I-I Cells	40	40	
6	Capacity Development	30	30	
7	Reforms	20	20	
8	Student support	40	50	
9	IOC	100	100	
Total		1000	1000	

- Member Secretary further informed the house that the institute is most likely to receive additional funding of Rs. 5 Cr on different component of TTEQIP. He also presented the component wise budget for additional grants expected from NPIU. The house approved the component wise budget as follows.

Sr. No.	Name of Component	Budget Allocation (Rs. In lacs)
1	Procurement	275
2	Assitantships	10
3	R & D	30
4	FSD	30
5	I-I-I Cells	30
6	Capacity Development	15
7	Reforms	25
8	Student support	35
9	IOC	50
Total		500

With above suggestions, the house approved Budget for financial year 2015-16.

Item No. 6.11

To discuss and approve proposal for charging Rs. 2000/- each as table charges and maintenance fee and Rs. 1000/- as CMD from the students staying in hostels from academic year 2015-16

House observed that the hostels require significant amount of money for renovation for providing hygienic ambience to the students. Moreover, consumption of electrical energy is also high in hostels. In view of this, the hostel fees should be increased (in line with COEP). Hon. Shri. Shahajirao Jagdale suggested to depute hostel administration to COEP to understand receipts and expenditure of hostels and the mechanism for recovery from students in the form of hostel fees. This shall help institution to provide not only hygienic ambience but also other facilities to the students.

With above suggestions, house approved the proposal for charging Rs. 2000/- each as table charges and maintenance fee annually and Rs. 1000/- as CMD from the students staying in hostels from academic year 2015-16.

Item No. 6.12

To discuss and approve revised fees for First year of B. Tech, M. Tech. & MCA admission for 2015-16 under Autonomy

The house approved revised fees for First year of B. Tech, M. Tech. & MCA admission for 2015-16 under Autonomy. The details are as below.

Sr. No.	Particulars	B. Tech. (in Rs.)	M. Tech (in Rs.)	MCA (in Rs.)
1	Tuition Fee	15000	15000	4000
2	Development Fee	26240	26240	5000
3	Other Fee			
	Gymkhana	1100	1100	1100
	Training & Placement	1428	1428	1428
	Library	5500	5500	5500
	Laboratory	6500	6500	1600
	Internet & E Mail	4000	4000	4000
	Gathering	1000	1000	1000
	Sub Total	19528	19528	14628

4	College Fee			
	C.M.D.(Refundable)	1000	1000	1000
	Identity Card	100	100	100
	Sub Total	1100	1100	1100
5	University Fee	263	263	263
6	Alumni Association Fee	125	250	167
7	Student Insurance (GR. Dt. 25/8/2011)	667	222	432
8	ISTE Student Chapter Fee	250	150	200
9	Examination Fees	1500	1500	1500
	Total College Fee	64,673	64,253	27,290

House further resolved to make strong follow up with social welfare and tribal department for recovery of pending reimbursements. House also resolved to collect pay difference in tuition fee and the fees received from respective authorities (responsible for reimbursement for (EBC/STC/PTC/DEFENCE) from the concerned students.

Item No. 6.13

To discuss and approve appointment of public relation officer (PRO) on contract basis

Hon. Cdr. Khandekar suggested to publish advertisement in not only local news paper but also leading English news papers so that we get good response. Hon. Chairman instructed to make PRO responsible for projecting the image of the institute in the society. He should also have good relation with local media so that the activities conducted by the institute and the achievements are given publicity widely. The candidate should be selected with this point of view.

With this suggestion house approved appointment of public relation officer (PRO) on contract basis.

Item 6.14

To discuss and approve proposal for raising honorarium of Shri. A. U. Pitake

Hon. Cdr. Anand Khandekar suggested that increase in honorarium must be linked with the condition that he will be responsible for making accounts section self sufficient. With this suggestion house approved proposal for raising honorarium of Shri. A.U. Pitake.

Item No. 6.15

To discuss and approve award of contract to Globberena for delivery of General Proficiency (I) course for B. Tech. under autonomy

The house appreciated academic section of the institute for introducing soft skill training programs through three different modules namely General Proficiency I, General Proficiency II, General Proficiency III at three different levels. Hon. Cdr. Anand Khandekar suggested to ensure that the students actively participate in competition. The institute should depute students for outside competitions. The industry should be contacted for supporting such activities under CSR.

With above suggestions, house approved award of contract to Globberena for delivery of General Proficiency (I) course for B. Tech. under autonomy

Item No. 6.16

To discuss and approve reconstitute the Finance Committee

House approved the proposal for reconstitution of the Finance Committee. House resolved to appoint Hon. Shri. Shahajiro Jagdale, nominee of BoM on finance committee as a Chairman, Finance Committee. The Principal of the institute shall be Co-Chairman and Dean Finance shall be member Secretary. The Nodal Officer Finance (TEQIP) may be nominated as Dean Finance. House further resolved to make Dr. N.D. Joshi as a Chairman of Building & Works Committee. The Principal of the institute shall be Co-Chairman and head of Civil Engineering/Applied Mechanics Department shall be member Secretary.

Item No. 6.17

To discuss and approve appointment of Adjunct Professor

Hon. Dr. D.S. Hooda requested the attention of the house on the qualifications of candidates proposed for Adjunct Professor. Member Secretary informed the house that the candidates have distinguishing experience in industry and academia. Hon. Chairman informed the house

that whole purpose appointing Adjunct Professor is to make students aware about the practices adopted in industry and is aimed at increasing employability of the students.

With above discussion, the house approved appointment of Adjunct Professor. House further instructed to republish the advertisement in removed English news papers and try to search for more candidates.

Item No.6.18

To discuss and approve the Empanelment of Architect and Professional charges

House approved the empanelment of following architects.

- Mitimitra consultants private Ltd. Pune
- M/S. Chaugule Sant & associates, Pune
- Prashant Kulkarni Associates, Pune

House further approved the professional charges for the empanelled architects as follows:

- When project executed at institute level -
Project Costing up to 1 Cr - 4% of the estimated cost
Project costing more than 1 Cr - 3% of the estimated cost
- When project executed at PWD level –
Project Costing up to 1 Cr – 2.75 % of the estimated cost
Project costing more than 1 Cr - 1.75 % of the estimated cost

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

Approved by Mai)
S/D
Prof. Dr Arun Nigavekar
Chairman.

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

Board of Management
Government College of Engineering, Karad