



GOVERNMENT COLLEGE OF ENGINEERING, KARAD

(An autonomous institute of Govt. of Maharashtra)

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Minutes of 11th Board of Management meeting held on 26th Dec., 2016

The 11th meeting of Board of Management was held on 26th Dec., 2016 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, Chairman
- 2) Shri. Narendra alias Eknath Kulkarni
- 3) Shri. Shahajirao Jagadale
- 4) Dr. Shivajirao Kadam
- 5) Prof. (Dr.) S. M. Sawant
- 6) Prof. (Dr.) S. S. Mohite
- 7) Prof. (Dr.) P. M. Khodke

Leave of absence was granted to Hon. Shri. Hanmant Gaikwad, Shri. Sitaram Kunte, 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 Prof. (Dr.) P. M. Khodke has welcomed 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. 11.1

To confirm the minutes of 10th Board of Management meeting held on 31.08.2016

House confirmed the minutes of 10th BoM meeting held on 31.08.2016.

Item No. 11.2

To report actions taken on the minutes of 10th Board of Management meetings held on 31.08.2016

Member Secretary presented actions taken on the minutes of 10th Board of Management meeting held on 31.08.2016. The members offered following suggestions/ comments:

- Hon. Chairman informed the house that he has been constantly in touch with Hon. Minister for resolving major issues of institute. He will get opportunity soon and will resolve the issue of the faculty posts in Electronics department and also budgetary provisions for new buildings.
- Hon. Chairman expressed deep concern about Landscaping of the institute. He suggested to complete the work before Feb / March 2017.
- Members expressed satisfaction on solar, wind systems and two biogas plants installed by Mechanical Engineering department. House also suggested Civil Engineering and Electrical Engineering department to contribute for development of green campus through rain water harvesting, roof water harvesting, energy audit etc.
- Member Secretary informed the house that the college was established by GR dated 8th June 1960. He proposed to celebrate foundation day of the institute which may be decided on the basis of date of establishment or month of establishment. As the presence of all students is necessary on the day, house unanimously decided **foundation day on 30th June**. Different programs must be organised with participation of all students, Faculty and support staff. The alumni of the institute should also be invited and foundation day celebration committee consisting of faculty and staff should be formed to plan and monitor the activities. The activity should be made a part of academic calendar and academic calendar must be prepared accordingly.
- Member Secretary also informed the house that presently, silver jubilee function for the batch completing 25 years of the graduation is also celebrated. But it is not in collaboration with the institute. He therefore proposed to connect this activity with alumni association and the same was accepted.

With above discussion and suggestions, house approved actions taken report on the minutes of 10th Board of Management meeting held on 31.08.2016.

Item No. 11.3

To note minutes of seventh Finance Committee meeting held on 19.12.2016

House noted the minutes of the seventh Finance Committee meeting held on 19.12.2016.

Item No. 11.4

To discuss and note Internal Audit Report for financial year 2015-16

Member Secretary presented response of account section to the comments of the auditor. The House offered following suggestions:

- Hon. Chairman suggested to develop MIS system in accounts department. The MIS system should incorporate student record. He further instructed to submit MIS report on weekly basis. The system should evolve weekly report on expenditure, income, investment, receivables, payables etc. The action taken should be presented before next BOM meeting.
- MIS should be able to forecast problems in next year. Internal auditor should prepare the MIS and should be presented before board in next meeting.
- Internal audit should essentially be done quarterly. As three quarters are already over, internal audit report for past three quarters should be presented in next BOM meeting.
- While discussing issues on service tax and TDS, house resolved that internal auditor will clear the issue within 8 days. Regarding Tax on income, internal auditor informed the house that there are some circulars like income of educational institute is not taxable if 85% is spent. Similarly if an educational institute receives more than 50% of income in the form of government grants, it is exempted. House

accepted the explanation and requested internal auditor to clear the issue in next meeting.

With above suggestions, house noted Internal Audit Report for financial year 2015-16.

Item No. 11.5

To discuss and accept a draft Statutory Audit Report for financial year 2015-16

Member Secretary requested statutory auditor to explain highlights of audit report for 2015-2016. Mr. Pol, Statutory Auditor informed the house that:

1. the institute is making progress financially which is visible from different parameters like capital fund, income, investment and also surplus.
 2. the institute has now registered as Society under Bombay Public Trust act in July 2016, therefore we have to acquire registration certificate. It is now mandatory to submit the IT returns of Mar. 2016 .
 3. bank extension and ATM should be opened at the earliest.
 4. few additional accounts have been found during the year. Few more are expected as the institute is in transition phase of shifting from government accounting system to trust accounting system.
- Hon. Chairman asked internal auditor to submit compliances to statutory audit report till Jan 2017.

With above discussions, house accepted a Statutory Audit Report for financial year 2015-16.

Item No. 11.6

To discuss and approve Statutory Auditor fees for financial year 2016-17 and 2017-18

House approved Statutory Auditor fees of Rs. 3,25,000/- per year plus taxes extra for financial year 2016-17 and 2017-18. Also out of pocket expenses (maximum 10% of audit fees) shall be admissible on actual basis. House, however requested auditor to perform additional half yearly audit.

Item No. 11.7

To discuss and approve proposal for professional fees of Internal Auditor for financial year 2016-17 and 2017-18

House approved proposal for professional fees of Rs.1,65,000/- per year plus taxes extra for internal audit for financial year 2016-17 and 2017-18. Also out of pocket expenses (maximum 10% of audit fees) shall be admissible on actual basis. House, however resolved to instruct internal auditor to take care of service tax and TDS cases of the institute. House further requested auditor to strictly perform quarterly audit.

Item No. 11.8

To discuss and approve the expenditure incurred on purchases above Rs. 5 lacs during 2016-17 till date

House discussed and approved the expenditure incurred on purchased of 18 different equipments which are costing above 5 lacs during 2016-17 till date.

Item No. 11.9

To note appointment of Adjunct Faculty

House noted the appointment of Four Adjunct faculty. House further suggested to acquire the Adjunct faculty as needed and carry out process of recruitment regularly in case of necessity of teachers.

Item No. 11.10

To note appointment of Technical Assistants

House noted the appointment of Eight Technical Assistants.

Item No. 11.11

To discuss and approve the appointment of agency for outsourcing services of skilled/ unskilled workers on contract basis

House approved the appointment of M/S Shriram Enterprises, Karad as agency for outsourcing services of skilled/ unskilled workers on contract basis.

Item No. 11.12

To discuss and approve revised honorarium for Assistant Professors appointed on contract basis in previous process

House appreciated the format used for performance appraisal of faculty. House further resolved to use the same format for performance appraisal of other faculty appointed on regular basis. With above suggestion, house approved revised honorarium for Assistant Professors appointed on contract basis in previous process.

Item No. 11.13

To discuss and approve award of prizes to Top Ranker students in B.Tech. First , Second and Third Year Examination

House approved award of prizes to Top Ranker students in B.Tech. First, Second and Third Year Examination as follows:

First year B.Tech Rs. 10,000/-

Second and Third year B. Tech Rs. 5,000/- (per discipline/branch)

House further resolved to issue certificates of merit along with cash prize in annual social gathering of next year.

Item No. 11.14

To discuss and approve establishment of medals to outgoing students in every Undergraduate Programme

House established medals to outgoing student (Final year) in every undergraduate programme under autonomy. The modalities of medal along with size, shape, matter to be engraved should be presented by Dean Academics in next meeting.

Item No. 11.15

To discuss and approve establishment of Award for "Innovation in Engineering Education" for Faculty

House approved establishment of Award for "Innovation in Engineering Education" for Faculty. House further constituted the committee of all Deans under Chairmanship of Dean Academics for evolving mechanism for juggling best faculty for the award.

Item No. 11.16

To discuss and approve the proposal for increase in fees for PhD students registering for PhD in Research Centre of the institute

House approved the proposal for charging fees of Rs 30,000/- for PhD students registering for PhD in Research centre of the institute. Dean Academics shall issue the circular accordingly.

Item No. 11.17

To discuss and approve appointment of Administrative Officer (Academics) in Dean Academics Section

Hon. Chairman appreciated the proposal and suggested to appoint army person also for student discipline in campus on similar lines. House unanimously approved appointment of Administrative Officer (Academics) in Dean Academics Section.

Item No. 11.18

To discuss and accord post facto approval for appointment of Nodal Officer for Moodle

House accorded post facto approval for appointment of Nodal Officer for Moodle.

Item No. 11.19

To discuss and approve administrative reforms for management of department and activities

House approved the proposal for administrative reforms for management of department and activities.


Item No. 11.20

To discuss any other item with the permission of chair

The House, with the permission of Hon. Chairman, discussed about the impact of alumni meeting held in the morning session. During discussion, following suggestions were given.

1. House appreciated different clubs formed to nurture student interests. House appreciated the bulletin published by Herald. House expected that this will improve research standard of institute. Prof. R. B. Kulkarni and Student team members have put lot of efforts in bringing bulletin in its present form.
2. House suggested to increase Alumni chapters at different places. Alumni should be approached for sponsoring research activities of the institute through CSR.
3. Green campus activity should be taken up by civil department immediately. The progress of landscaping activity should be kept in next meeting. Civil department should expedite beautification of front portion of gate through PWD.
4. Hon. Chairman suggested to invite illustrious personalities every month for motivating students. Dr. A. T. Pise, Dean R &D has been entrusted the job of inviting personalities like Mr. Morbole, L&T director, Mr. Raghunath Mashelkar, Mr. Anil Kakodkar etc.
5. Placement of the students is not only the responsibility of TPO but every department head and faculty should take interest in the placement.

As there was no other 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