

NARULA INSTITUTE OF TECHNOLOGY
81, Nilgunj Road, Agarpara, Kolkata 700109

Date: 13/12/2013

Minutes of the 35th BOG meeting of Narula Institute of Technology held on 28th November, 2013 at 4.00 pm in the Conference Room of Head Office, JIS Group, " Dwarka", 7 Sarat Bose Road, Kolkata-700020.

Members Present:

Prof. (Dr) S. M. Chatterjee	Chairman
Prof. (Dr.) Sajal Dasgupta	Member
Mr. Taranjit Singh	Member
Prof. (Dr.) Asit Guha	Member
Prof. (Dr.) Anish Deb	Member
Prof.(Dr.) Tapas Kumar Bhattacharya	Member
Mr. R. N. Lahiri	Member
Mr. U. S. Mukherjee	Member
Prof. (Dr.) M. R. Kanjilal	Member
Prof. Priyabrata Guha	Member
Prof.(Dr.) Debojyoti Mitra	Member Secretary

Members Absent:

Sardar Jodh Singh	Chairman – JIS Group
Mr. Haranjit Singh	Member
Mr. Amrik Singh	Member
Mrs. Jaspreet Kaur	Member
Mr. S K Jena	Member(Ex-officio)
Prof.(Dr.) Sanjay Kumar Bhattacharyya	Member
Mr. Harsh Kr. Jha	Member
Prof. (Dr.) K K Chaudhury	Member

To start with, the Chairman welcomed the members present and officially commenced the meeting for agenda wise discussion.

BOG appreciated the audio-vedio arrangements available in the conference room of JIS Group HO, for conducting such important meeting of the Governing body.

Agenda-O: Introduction

Resolution: Chairman BOG confirmed the composition and existence of quorum in the said meeting in consultation with the concerned members and formally welcomed

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Prof. (Dr.) Debojyoti Mitra, the Principal and Member Secretary of Board of Governors of Narula Institute of Technology gleefully and listened to the principal's view on adoption of academic practices in other parts of the country and the world as well.

Chairman also presented warm welcome to other new members like – Prof. (Dr.) Anish Deb, Prof. (Dr.) S K Bhattacharyya & Prof. (Dr.) K K Chaudhury as a member of BOG, NIT.

In the matter of superannuation of Prof. (Dr.) J K Das, from the post of Principal BOG advised the member Secretary to formally send an appreciation letter to Dr. Das for his contribution on overall development of NIT as Principal & Member Secretary of the institute and BOG respectively.

Agenda-1:

To confirm and approve the minutes of 32nd meeting of the Board of Governors held on 11.05.2013.

Agenda-: 2

To note and ratify the follow up action taken pursuant to the last meeting held on 11th May, 2013.

Resolution: To start with the agenda wise discussion BOG confirmed the draft minutes of the last BOG meeting and in addition after careful observation and discussion they also approved the Action taken report on the resolutions taken in the last meeting.

While discussing the progress of NBA Accreditation BOG noted that NIT has applied for all eligible UG and PG courses of the Institute for NBA Accreditation with requisite fee from TEQIP grant. It is also been noted from the report of member Secretary that the processing of application at the end of NBA, New Delhi are very slow in terms of finalization of visit dates and approval of payment.

BOG therefore advised the member secretary of the institute to write a letter in this regard forthwith to the Government by mentioning the said facts through the chairman BOG before commencement of 2nd joint review mission by World Bank grants from 31 December, 2013.

BOG asked the member secretary to confirm the uploading the data base in the Faculty Information System (FIS) of West Bengal University of Technology and in the All India Survey for Higher Education (AISHE) by Ministry of HRD. It is also advised to confirm the matter with Md. Aftarruddin of the University for Conferment of the AISHE.

Agenda-3: To consider the compliance report of AICTE & WBUT (Deficiency, shortfall, compliance report submitted to AICTE & WBUT.

Resolution: No deficiency or shortfall has been recorded and submitted to AICTE & WBUT.

BOG also appreciated the way of presentation of Agenda wise documents by Narula Institute of Technology and noted the following agenda noted after through discussion in the meeting—

Agenda-4: Status of admission of the Institution for the year 2013-14.

Agenda 5- Status of admission: (No. Of Students admitted, No. Of male students, No. Of Female students)

Agenda 6- Domicile Status (State:, Male:, Female)

Agenda 7- Status of minorities (Muslim: , Christian:, ST:, SC:, Others:)

Resolution: BOG accepted the presented documents regarding Status of Admission, Domicile Status and Status of Minorities.

BOG decided to discuss the admission status of EIE, MBA, MCA, M.Tech with specific statistics like Supernumerary admission in PIO quota in the next meeting. They were also like to discuss about the future planning on continuity of few courses at NIT as well.

Agenda-8: To note on academic performance of the students of Odd Semester/Even Semester for the period 2013-14 along with supplementary/back log /year lapse/drop out/ rank in the WBUT examination.

Resolution: With respect to the holistic development of Undergraduate students BOG categorically advised the member secretary to instruct the HODs of all departments to find out the reason and remedial measures of year lag/backlog/supplementary status of students immediately for improvement of the rate of Programme and course outcome of the institute.

The member secretary was also instructed to provide report on the said soft components as follows----

- Whether any weakness identification test/s were taken or not.
- How many students were identified as weak students. Specify the details.
- How many remedial classes were conducted for improvement of weak students. Specify detail planning.

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- How the evaluations were done and what were the impacts of the remedial measures taken by NIT.

BOG may also appreciate a report of Nodal Officer- Equity Assurance Committee and resolution taken in the Academic Committee of the Institute in this regard.

Agenda-9: Report on prevention, adoption of Regulatory Acts : (Fire Fighting/Anti Ragging.

Resolution: Apropos discussing the issues of the Non-Statutory Committees of the institute BOG advised the concerned persons of the institute to conduct the meeting of anti ragging committee with the squad members on a periodical basis and record the entire details for statutory obligation in the future. Considering the fact instruction of BOG NIT also promised to comply with the same and assured to send all scanned copies of the Affidavits submitted by students and parents to the office of Director of Technical Education, Government of West Bengal at the earliest.

Agenda-10: Discussion, Approval and adoption of Service Rules.

Resolution: BOG scrutinized the draft service rule of the institute and advised for further revision of the same in the following BOG meeting in future.

Agenda-11: To note and discuss about faculty details Full Time Part time Adhoc Contractual Male Female

Agenda-12: To note and discuss about Technical and other supporting staff -Full Time Part time Adhoc Contractual Male Female

Resolution: BOG noted the Fulltime/Part time/Adhoc./Contract/Male/Female employee status under faculty, Technical and other supporting staff category.

Agenda-14: Report on Full freeship, Half freeship and others of the students.

Resolution: It is confirmed by the Trustee members that the grant of Full and Half freeship to students for 2013-14 admission batch are still under progress and the report will be submitted to the BOG after completion of the entire process at an early date.

Agenda-15: Report on placement and training activities of the students.

Resolution: In pursuance to the placement report NIT for 2013 pass out batch the reports were advised to prepare by keeping the following parameters:

- Wage employment mostly in private sector
- Self employed / through MSME
- Opted higher education
- Service in Government sector
- Unknown category

BOG advised the Member Secretary to send appropriate nominee to the office of Board of Practical Training (BOPT) in order to search for any additional opportunities for training/ placement of engineering students.

Agenda-16: Proposal for extension of existing intake and introduction of new course.

Resolution:

- It was unanimously decided in the BOG meeting to apply for introduction of B.Tech. in Mechanical Engineering (ME) with an intake of 60 to the appropriate regulatory authority subsequently the post created for the same have been approved.
- It was also resolved that application should be made for introduction of second shift diploma programmes in Electrical Engineering (EE) with an intake of 60 and Civil Engineering (CE) with an intake of 60 to the appropriate regulatory authority. The following guidelines were also accepted for starting 2nd shift programme for the 1st time in the institute:
 - ✓ Existing Principal will also act as the Principal of 2nd shift.
 - ✓ Faculty distribution for the aforesaid courses will be as per AICTE rule and extra salary payment should be made to them as per rule.
 - ✓ Prof Subal Chandra Bera , Professor ME will also act Teacher –In- Charge for 2nd shift diploma courses. He will be responsible for finalization of the preparation of Academic Time Table, Allocation & installation of Laboratories, Preparation of list of books and arrangement for procurement.
 - ✓ Chairman pointed out that in case of second shift programmes, existing facilities should be shared and hence he advised Principal to take NOCs from all the HODs of concerned departments for sharing the infrastructure, laboratories, faculty and staff members for 2nd shift Polytechnic Courses.
 - ✓ It was also resolved that existing hostel facilities will be extended to the students of 2nd shift polytechnic.

In pursuance to the discussion of other points BOG noted the following matters:-

- Preparation / Composition and Function of IQAC
- Formation of academic & Research committee
- Creation of students' chapter of American Society of Civil Engineers (ASCE) by Civil Engineering Department.
- Proposal of being accepted as Zonal Centre for Robotics workshop by Technosia in collaboration with IIT Madras.
- Creation of Public Interface facility through the Institute's website.
- Collaboration with Microsoft Corporation, Oracle University and appreciated the student development programme at AIT, Bangkok.
- Induction programme of 21 weeks for new entrants with appreciation.
- Achievement of Doctoral degree of Dr. Debjani Chakraborti, Asst.Prof. Mathematics Dept. and Dr. Samaresh Pan, Asst. Prof. Civil Engineering department.


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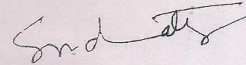
- The prestigious membership of Mr. Rudraprasad Bhattacharyya as Senior functionary of ASCE.
- Deployment of Prof. Dr. Manoj Mitra, Retired Dean Jadavpur University as new mentor of TEQIP project in place of Prof. Dr. T K Basu, Director ITME by NPIU, Govt. of India.

BOG also approved the following proposals of member secretary under the same category:-

- Approved the meeting calendar proposed by the member secretary.
- Creation of student life centre as an extra academic activity of the institute.

The meeting ended with a vote of thanks to the chair and other members.


Prof. (Dr.) Debojyoti Mitra
Principal, NIT


Approved by-

Prof.(Dr.) S M Chatterjee
Chairman-Board of Governor

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TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP)

Date: 13/12/2013

Minutes of the TEQIP meeting (AGENDA-13) of Narula Institute of Technology held on 28th November, 2013 at 4.00 pm in the Conference Room of Head Office, JIS Group, " Dwarka", 7 Sarat Bose Road, Kolkata-700020.

Members Present:

Prof. (Dr) S. M. Chatterjee	Chairman
Mr. Taranjit Singh	Member
Prof. (Dr.) Asit Guha	Member
Prof. (Dr.) Anish Deb	Member
Prof.(Dr.) Tapas Kumar Bhattacharya	Member
Mr. R. N. Lahiri	Member
Mr. U. S. Mukherjee	Member
Prof. (Dr.) M. R. Kanjilal	Member
Prof. Priyabrata Guha	Member
Prof.(Dr.) Debojyoti Mitra	Member Secretary

Members Absent:

Sardar Jodh Singh	Chairman – JIS Group
Mr. Haranjit Singh	Member
Mr. Amrik Singh	Member
Mrs. Jaspreet Kaur	Member
Mr. S K Jena	Member(Ex-officio)
Prof.(Dr.) Sanjay Kumar Bhattacharyya	Member
Mr. Harsh Kr. Jha	Member
Prof. (Dr.) K K Chaudhury	Member

At the outset, the Chairman welcomed the members present and officially commenced the meeting for agenda wise discussion.

AGENDA-13.1: To consider and approve the change in TEQIP committee member list.

Resolution-1: The resignation letter of Mr. Subhram Das, Asst. Prof. CSE Department from the post of TEQIP Coordinator was accepted by all the members. The members present appreciated the quality work rendered by Mr. Subhram Das during his tenure as TEQIP Coordinator, NIT.

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TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP)

Managing Trustee advised Prof. (Dr.) Maitrey Ray Kanjilal, HOD-ECE to take the charge as TEQIP Coordinator of NIT and also advised to revise the other changes necessary in the other TEQIP committees by minimizing the chain effect as far as possible. The minor change made in the TEQIP Finance committee was approved.

AGENDA-13.2: To consider the progress of TEQIP activities as per "8 Key Performance Indicators".

Resolution-2: Chairman-BOG appreciated the progress of NIT regarding the "8 Key Performance Indicators" as laid down by NPIU, Govt. Of India for assessing the institutional progress and actual achievement of the stated target.

Chairman-BOG also recognized NIT's streamline utilization of fund and its ability to overcome the criteria of utilization of minimum 60% of the received fund.

In this note DTE-WB, also advised NIT to make a requisition to NPIU through SPFU-WB for the remaining TEQIP fund as early as possible.

Regarding "8 Key Performance Indicators" Chairman-BOG noted the following:-

- a) Final visit of Autonomy made on 05-08-2013.
- b) Fresh/ renewal application submitted to NBA for the following courses:
 - B. Tech in CE, CSE, ECE, EE and IT
 - M. Tech in CSE, Communication (ECE) and Power System (EE).
 - The Institutional Governance Review Template (Annexure-4 of TEQIP Good practice Guide for Governing Bodies) was approved.
 - Performance Audit for the year 2011-12 completed and report submitted to NPIU. Data Audit for the year 2010-11 completed.
 - Statutory Audit for the year 2011-12 and for the year 2012-13 completed and report submitted to SPFU-WB.

AGENDA-13.3: To approve the proposal of procurement items (e-journals/Text books/ Software) as per TEQIP revised budget 2013-14.

Resolution-3: Chairman-BOG ratified the procurement plan uploaded into the PMSS and advised Procurement Nodal Officer for rapid closure of the purchase procedure after consultation with Procurement advisor of SPFU-WB.

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TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP)

AGENDA-13.4: To consider the Review of the progress of Financial expenditure status.

Resolution-4: Chairman-BOG after thorough ratification of the Financial Monitoring Report (FMR) for the month of October, 2013 advised to increase the expenditure under FSD and IIC activity head.

Managing Trustee advised TEQIP Institutional Review Committee to rationalize the travel expenses incurred by Faculty members/ Staff during their tour at different places under the aegis of TEQIP-Training Plan.

Chairman-BOG also resolved that innovative methods/ activities must be followed for utilizing the TEQIP fund under FSD and IIC heads in compliance with the permissible and non-permissible norms in the PIP.

AGENDA-13.5: To make a blue print of activities for utilizing the unspent amount of TEQIP fund.

Resolution-5: All the members unanimously accepted the proposed expenditure plan of NIT from January – December, 2014 and advised to adhere to the same.

AGENDA-13.6: To fix the payment structure of visiting faculty members appointed for taking remedial classes beyond the class hours.

Resolution-6: The payment structure for visiting faculty members appointed for taking remedial classes beyond class hours will reside under the discretion of the Managing Trustee and may be revised as and when felt necessary.

AGENDA-13.7: Eligibility of Non-engineering department specifically in taking financial assistance from TEQIP fund for attending Conference/Seminars/Workshop and for conducting In-House Faculty Development programs.

Resolution-7: DTE-WB had shown inclination towards accepting the proposals as submitted by the Non-Engineering departments of NIT under the aegis of TEQIP project.

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Chairman-BOG advised TEQIP Coordinator to send faculty members of non-engineering departments for Training/Conference/Seminars/Workshops only to Institutes/Organizations of good repute.

After a unanimous decision by all the members present, Chairman-BOG announced to make the necessary arrangements for introducing MCA Department under the aegis of TEQIP and also proposed to extend the financial helping hand for this department till the remaining project life.

AGENDA-13.8: To fix the procedure of reimbursement of the remuneration paid to staff for doing TEQIP Secretarial work from TEQIP A/c to NIT A/c as per NPIU notification no: AC/TEQIP-II/TEQIP cell/2013 by e-mail dt: August 7, 2013.

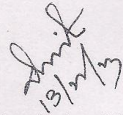
Resolution-8: Chairman-BOG advised Principal, NIT to look into the matter and propose a policy in consultation with Trustee members.

AGENDA-13.9: To consider the ratification and approval of all the proposals/activities under Assistantships/FSD/IIC/Capacity Development/Student support/Reforms and IOC category.

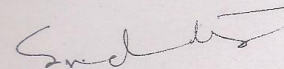
Resolution-9: Chairman-BOG approved all the proposals/activities under Assistantships/FSD/IIC/Capacity Development/Student support/Reforms and IOC category.

AGENDA-13.10: To consider the payment of salary of Mr. Niladri Dutta from TEQIP grant (IOC) and regularization of his service after the completion of TEQIP project.

Resolution-10: BOG entrusted the Institute management to decide upon the said matter at an early date.



Prof. (Dr.) Debojyoti Mitra
Principal, NIT



Approved by-
Prof.(Dr.) S M Chatterjee
Chairman-Board of Governor