

**Minutes of the 1<sup>st</sup> Board of Governors' (BOG) Meeting of Bineswar Brahma Engineering College, Kokrajhar held on 17<sup>th</sup> May 2019 at 11.00 A.M. in the CEA room**

The list of Members and invitees present is enclosed in annexure – I. The Principal in-charge and Member Secretary confirmed that quorum was maintained and the Chairman called the meeting to order.

The 1<sup>st</sup> Board of Governors' meeting of Bineswar Brahma Engineering College, Kokrajhar was held under the Chairmanship of Dr. B.K. Das, former Managing Director, NRL, Numaligarh and Chairman of the BOG, on 17<sup>th</sup> May 2019 at 11.00 A.M. in the CEA room of BBEC, Kokrajhar, Assam.

The Chairman at first welcomed all the members and then requested the Member Secretary & Principal in-charge of the college to place the agenda for consideration of the Governing Body. After detailed deliberations, decisions/ suggestions were made as follows:-

Before placing the agenda, the Member Secretary spoke on the various issues like post creation for teaching and non teaching staff, present strength of teachers, and total number of students in each branch and following points were noted.

1. Dr. Mukul Ch. Bora informed the members that there was a backlog in number of BOG meetings held vis-a vis TEQIP requirement. Hence, to cover the backlog, three meetings would be held soon – one on 25<sup>th</sup> May, 2019 as 2<sup>nd</sup> BOG meeting and 3<sup>rd</sup> BOG meeting in June at IIT Guwahati. The fourth meeting is to be held at BBEC campus to be in touch with the progress of the activities.
2. The Chairman agreed to interact with teachers and students on topics like leadership, motivation, working in teams etc.
3. BOG Members observed that the Government's nominee from IOCL (BGR) had been transferred to Panipat Refinery and he had expressed inability to attend Board meetings. In this event, the Chairperson advised Principal in-charge to write to the Government to nominate alternate member from Bongaigaon Refinery. Meanwhile Mr. A. K. Brahma, General Manager (L & D) would be invited to attend as his presence would be beneficial to the deliberations of the Board, he being head of the Learning and Development of the IOCL (BGR).
4. On a query from Chairman regarding the status of a full-fledged Principal, Principal-in-charge advised that presently as he was operating out from Kokrajhar and as full powers had been vested upon him, there was not much hindrance in carrying out the required duties. However, BOG Members suggested that placement of a full-fledged Principal could be considered by the Government to give a boost to the activities of the College.
5. It was decided to form a Finance Committee, as a sub-committee of the Board with the following Members: Dr. Anjan Dutta, Professor, Civil Engineering, Deptt, IIT Guwahati, Dr. D.K. Saikia, Professor, Computer Science and Engineering Deptt., Tezpur University, Prof. S.K. Kakati, Mechanical Engg. Department, IIT Guwahati, representative from IOCL (BGR) (Shree Ajit Kr. Brahma, General Manager, (L&D) will attend as invitee member till such time Govt. nominate a member in the Board) and Dr. Kamal Kr Brahma, Principal in-charge as Member Secretary of the sub-committee. All the financial proposals like budgets, purchase proposal etc. shall be put into this sub-committee for assessment and recommendation before putting up to BOG for approval.

B. K. Das

Chairman emphasised that vision and mission statements and pathways to reach the desired goals should be developed for the college so that the aspirations were clear to all concerned. Dr. Mukul Ch. Bora advised that these things were available in NBA and could be consulted for guidance..

**Agenda Note No. 1**

**To approve all the programs organised by college sponsored by TEQIP-III:**

The Member Secretary placed the entire TEQIP programs organised by the college which includes short term programmes, seminar, workshop, conferences and many more activities to motivate the fraternity for maximising the benefits to the faculties and the students.

Listed below are the programmes organised by our institute.

Academic Activities undertaken under the project			
	Sl No	Name of the Activity	Date of Activity
<b>A. Faculty Development</b>	1	National Symposium cum Workshop on "Effectiveness of using natural filtration in water treatment".	27-28/02/2018
	2	Electrical Talk conducted by Electrical Department.	23-24/03/2018
	3	NBA Workshop for faculty	30-31/03/2018
	4	National Seminar on "Application of Computational Tool in Science and Technology"	21-22/09/2018
	5	Proposal for faculty development under research and development "Development and construct a wetland system for removal of arsenic from water"	1/4/2019
<b>B. Student Development</b>	1	National Symposium cum Workshop on "Effectiveness of using natural filtration in water treatment".	27-28/02/2018
	2	Induction Program for the batch 2017	05-10/0/2018.
	3	Electrical Talk conducted by Electrical Department.	23-24/03/2018
	4	Improve Student Learning.	23-24/03/2018
	5	MatLab Workshop	07-08/05/2018
	6	Induction Program for the batch 2018	3-26/08/2018
	7	Lecture by GCE, Bargur faculty (Dr. I.Thangaraj, AP/EEE & Prof. A.Thangaraj, AP/EEE) on Control Systems	05-09/09/18.
	8	Lecture by GCE, Bargur faculty (Prof. M.Elangovan, AP/ECE & Prof. R.Ranjith, AP/ECE) on Digital Electronics	17-21/09/18.
	9	National Seminar on "Application of Computational Tool in Science and Technology"	21-22/09/2018
	10	Lecture by GCE, Bargur faculty (Prof. V.Arivumani, AP/EEE & Prof. P.Sakthivel, AP/EEE) on Electronic Power System	25-29/09/18.
	11	Students Industrial visit to IOCL, Digboi	29/10-01/11/2018
	12	Student exchange program with mentor institute GEC, Bargur	25/01-05/02/2019
	13	Industry Institute Interaction on "Genesis In Industry For Ultimate Converting"	15-20/03/2019
	14	Two days workshop on application of numerical techniques in science and technology using matlab	02-03/05/2019

**Resolution No. 1 – 17.05.2019**

Above noted and approved post facto.

*B. K. Das*

**Agenda No: 2 Discussion on TA/DA of students:**

The students of Bineswar Brahma Engineering College are actively taking part in internship and industrial and institute visit programmes organised by different institutes/organisations. But due to non availability of proper guidelines for provision of TA/DA to the participating students against those programs, it was affecting the motivation. Thus the matter was placed before BOG for kind approval. The provision of financial support from TEQIP-III fund on the reimbursement basis are Registration fees, TA/DA and boarding and lodging for students of Bineswar Brahma Engineering College, Kokrajhar.

**Resolution No. 2 – 17.05.2019**

The Chairman enquired whether the proposal was in line with other similar colleges in the area, also enquired whether the college had provided necessary facilities for physically challenged students. The Member Secretary informed that the college was providing special bus for girls and PWD students and currently the college had no differently abled students admitted in the college. One of the members observed that in respect to students, the word "DA" should be substituted by "food bill". As the Principal in-charge confirmed that the rates are similar to those of other similar institutions, the Board approved the student's expenses on travel as per Annexure-II

**Agenda No 3: Capacity building for non-teaching staff:**

An effective working environment in an organisation involves proper coordination between all the members of the organisation. In our institute it involves the teaching and non-teaching staff. A good coordination is necessary for better development. Thus, it can be made possible by organising different capacity building programs that includes regular training, motivation, guidance, effective meeting and delegation of work.

So far, there has not been any such programmes which has affected the productivity. Thus introducing programs for capacity building will be an important aspect. The meeting is requested to approve Staff to undergo training to enhance capability in their domain work in reputed institutes offering such training programs.

The following areas are broadly identified in which the training programs are proposed:

- Technical and support staff are to be trained for supervisory and skill development in using state of the art equipment and technology.
  - Medium and short term training courses are proposed in office automation.
  - Communication skills Training Programs for instructors, office staff & library staff
- Maintenance (upkeep) of records and office procedures shall be organized within the Institution.

**Resolution No. 3 – 17.05.2019**

The Board members discussed and agreed that capacity building should be done for which adequate budget provision should be made after putting proper procedure in place. It was advised by Dr. M. Bora that programs conducted by NITTTR for staff can also be considered for nomination. Academic Nodal Officer may provide the list of the relevant programs.

**Agenda No 4: Requirement of faculty/Lab instructor/Supporting staffs:**

Bineswar Brahma Engineering College, Kokrajhar has two new branches i.e. Mechanical Engineering and Civil Engineering with intake capacity of 60 students each. We expect that the number of students in the academic year 2019-20 will also be filled accordingly to the capacity. Thus, the Head of the Department of Civil Engineering submitted the proposal for procuring New Books and Laboratory equipment for up to second years and supporting staff to run the practical classes

**Resolution No. 4 – 17.05.2019**

B. K. Das

Chairman enquired from the Principal in-charge about the approved strengths at the college and accordingly it was informed that about 26% of 50 posts had been filled up so far. The Board members also advised that the matter of appointment of permanent teachers, lab instructors etc should be taken up with the concerned authority at the earliest

The Board approved purchase of new titles for both branches of Civil Engineering and Mechanical Engineering as proposed following approved purchase procedure.

**Agenda No 5: Strengthening of Library:**

The librarian of Bineswar Brahma Engineering College, Kokrajhar submitted the following requirement as per the All India Council of Technical Education, New Delhi. The meeting may discuss for kind approval

1. Subscription of E-journal and E-books (all branches of engineering)
2. Subscription of Printed journals (all branches of engineering)
3. System component for Digital Library

**Resolution No. 5 – 17.05.2019**

The Board advised that the college should take help from the IIT and other institutes regarding subscription of e-journals so that the e-journals subscribed should be suitable for Branches. Digitalization of library should be initiated early with one server and required number of clients initially.

**Agenda No 6: Chemicals requirement of chemistry department:**

The department of chemistry submitted the requirement of chemical for chemistry laboratory to the meeting for approval under TEQIP-III. The proposal of procuring chemical requirement may please be discussed for per semester as on the number of practical conducted according to the syllabus

**Resolution No. 6 – 17.05.2019**

The Board advised that the proposal should be routed through the Finance Committee.

**Agenda No7: Water supply system:**

The college is facing acute shortage of drinking water supply system and for running practical classes. Thus, the matter is placed before the members of BOG to discuss and approve constructing two ground water boring of 300mm diameter at campus with a funding from TEQIP-III Procurement heads of minor civil works.

**Resolution No. 7 – 17.05.2019**

Regarding water supply system at institute, Dr. M. Bora, invitee from SPIU-NE clarified that no money could be used from TEQIP-III fund, and for this purpose, the BOG members suggested that the proposal should be processed through the budgetary procedure to be approved by the Govt.

**Agenda No8: Continuous power supply:**

The college is also facing acute shortage of power supply system and affecting the practical classes. Thus, the matter is placed before the members of BOG to discuss and approve continuous alternative power supply under procurement heads.

**Resolution No. 8 – 17.05.2019**

Regarding uninterrupted power supply system, BOG members advised that this issue should be discussed with SPIU-NE Dr. M. Bora who agreed to help in acquiring the solar system. The TEQIP-III Co-ordinator of BBEC Dr. M Ronghang would initialise the proposal of solar power system with MNRE with the help of Dr. M. Bora.

**Agenda No 9: Improve student learning:**

B. K Das

The Head of the department of Civil Engineering has proposed construction site visit to the undergraduate students of civil engineering to make them understand the field challenges and practical demonstration at the end of the semester. The meeting is requested to discuss and consider for kind approval of the same

**Resolution No. 9 – 17.05.2019**

The Board advised that concrete proposals from the concerned departments should be placed. In this regard, the host institute should also invite nearby PSUs like BCPL, BGR, NTPC etc.

**Agenda Note No. 10 Strengthening Training and Placement:**

(a) On behalf of Industry Consultation Committee, the proposal is to set up the office with a grant from TEQIP and an industry expert will be called for two special classes/lectures per week to all departments (Maximum). The matter may please be discussed and approved for furniture and honorarium and hospitality.

(b) The training and placement cell may be allowed to organize and call job mela/placement drive for the final year students. The meeting may consider for allocating a fund of one lac each department for organizing a meet.

**Resolution No. 10 – 17.05.2019**

The Board advised concrete proposals with active plan and requirement of finance should be put up.

The remaining agenda will be discussed in the next BOG meeting, which would be held on 25<sup>th</sup> of May, 2019 at IIT Guwahati.

The meeting concluded with vote of thanks to Chairman and all the Board members by convener of the meeting on behalf of the Member Secretary cum Principal in-charge, BBEC Kokrajhar.

B. K. Das 25/5/2019

Chairman  
Board of Governors  
Bineswar Brahma Engineering College  
Kokrajhar  
Board of Governors  
Bineswar Brahma Engg. College  
Kokrajhar

Memo. No.

Date:

Copy to:

1. The Chairman, Board of Governors, Bineswar Brahma Engineering College, Kokrajhar
2. The Member, Board of Governors, Bineswar Brahma Engineering College, Kokrajhar

  
Principal i/c & Member Secretary  
Board of Governors  
Bineswar Brahma Engineering College  
Kokrajhar  
Principal & Member Secretary  
Board of Governors  
Bineswar Brahma Engg. College  
Kokrajhar

B. K. Das

Annexure -I

The following members were present:

Sl. No.	Name of the Person	Portfolio
1	Dr. Bhupati Kr. Das	Chairman
2	Dr. Anjan Dutta	Member
3	Dr. D K Saikia	Member
4	Dr. Mukul Ch. Bora	Invitee
5	Mr. Ajit Kr. Brahma	Invitee
6	Dr. P. Thirumal	Invitee
7	Dr. V. Sridhar	Invitee
8	Dr. Jyotishmoy Borah	Invitee
9	Mr. Anjan Kr. Kakati	Invitee
10	Dr. Arabinda Debnath	Invitee
11	Dr. Medalsen Songhang	Convener TEQIP
12	Dr. Kamal Kr. Brahma	Member Secretary

Dr. S. K. Kakoty, Member: leave of absence granted.

B. K. Das