

Minutes of the 2nd Board of Governors' (BOG) Meeting of Bineswar Brahma Engineering College, Kokrajhar held on 25th May, 2019 at 2.00 P.M. in the Guest House of Conference Hall, IIT, Guwahati

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 2nd 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 25th May, 2019 at 2.00 P.M. in the Conference Hall of Guest House, IIT, Guwahati.

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:-

1. The Chairman enquired, as only five members are in the list as per the letter circulated from Govt. of Assam, whether the BOG is for monitoring the overall development of college or only to oversee TEQIP-III activities. Therefore, the Chairperson advised Principal in-charge cum Member Secretary to get clarification on the issue.
2. The Chairman also advised Principal in-charge cum Member Secretary to invite Dr. Mukul Ch. Bora, Consultant, SPIU-NE to attend BOG meetings for giving guidance on TEQIP matters.
3. The Chairman advised Principal in-charge cum Member Secretary to consider setting up a canteen inside the college premise for the convenience of the students and staff.
4. The Chairman advised that the college should carefully prepare the capital budget for the infrastructural development of the college and submit it timely to the Govt. for approval.
5. The Chairman advised Principal in-charge cum Member Secretary to include following agenda among others in the 3rd BOG meeting for discussion:
 - i. Infrastructural development of the college
 - ii. Annual Budget
 - iii. Strategies to set up facilities for making available adequate water in the campus.

Agenda Note No. 1 Minutes of first BOG meeting

Minutes of the 1st BOG meeting held on 17th May, 2019 was placed in the meeting and taken on record.

Agenda Note No. 2. Rotation of Headships:

Almost all the provincialized and government funded colleges of Assam along with departments of state and private university have a rotational basis of the Head of the department and administrative responsibility including training and placement, examination centre, sport centre, Union Body etc. In line of IITs and NITs, the meeting may also discuss for rotation all administrative position of the college, it is very important to discuss rotation of responsibility

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amongst the faculty of participating departments and having full executive powers including financial to bring a cognitive and vibrant environment within the department and college at large. Thus will help to respect and learn from each other for mentoring each other.

Resolution 2– 25.05.2019

It was resolved that in principle approval of the rotation of Headships in all departments be given with a tenure of 3 years.

Agenda Note No. 3 Preparation of administrative manual:

The meeting may discuss the administration manual for smooth functioning of the college in the line of IITs and NITs. The meeting may decide to constitute a committee jointly headed by the senior most faculty member from twining colleges (GEC Bargur and BBEC Kokrajhar). The manual shall be a reference for academic policy like examination rules, classroom rules for teacher and students etc.

Resolution 3– 25.05.2019

It was decided to form a committee consisting of three faculty members from BBEC, TEQIP-III Co-ordinator, BBEC, one representative from mentor institute, GEC Bargur to prepare an administrative manual for the college in line with the manual of Assam Engineering College and Jorhat Engineering College.

The following are the nominated members:

1. Mr Hemantajeet Medhi, Dept. of Chemical Engineering, Member
2. Mr. Anjan Kr Kakati, Dept of Mechanical Engineering, Secretary
3. Dr. Jyotishmoy Borah, Dept. of Chemistry, Member
4. Dr. Medalson Ronghang, Coordinator, TEQIP-III, Member
5. One Representative from GEC, Bargur, Member

Agenda Note No. 4 Biometric attendance:

The meeting may decide the formulation for introducing biometric attendance for all the staff (Teaching and non-teaching) and students. In this connection a suitable biometric instrument is proposed for approval for strengthening the managing capacity. The application from a section of TEQIP-III faculty is attached (Annexure-II).

Resolution 4– 25.05.2019

It was resolved to install Biometric system in the chamber of Principal for maintaining the record of arrival and departure time for both teaching and non-teaching staff. Principal in charge will do a monthly review and share the same in BoG meetings.

Agenda Note No. 5 Approval regarding PO generated from procurement plan:

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The meeting may discuss and decide the procurement of items, which was already approved by PMSS and Purchase order already sent to vendors. However, the remaining packets may be allowed for holding till 31st May 2019 for review by expert committee before placing for approval in the next BOG meeting.

Resolution 5- 25.05.2019

As finance committee could not hold any review meeting due to lack of data from the respective departments of the college, it was decided that this agenda would be taken up after submission of report by the finance sub-committee of the BOG.

Agenda Note No. 6 Regarding any agenda not listed above: The meeting may discuss any point/ agenda which is not covered in the above Sr.1 to Sr.5 with due permission of Hon'ble chairman.

To fulfill the deficiencies of books in the library as noted by AICTE (letter no Eastern/1-4263293908/2019/EOA dated 29/04/2019), the Principal in-charge enquired whether it was possible to purchase at least two volumes per title using the college fund.

Board members asked about the procedure to be followed and a suitable agenda to be put up in next BoG meeting.

It was decided that the next BOG meeting would be held on 15th June, 2019 at IIT, Guwahati.

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

B. K. Das

Chairman
Board of Governors

Bineswar Brahma Engineering College

Kokrajhar

Chairman
Board of Governors

Bineswar Brahma Engg. College

Kokrajhar

15/6/2019

Memo. No.

Copy to:

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

Date:

[Signature]

Principal i/c & Member Secretary
Board of Governors

Bineswar Brahma Engineering College

Kokrajhar

Principal & Member Secretary
Board of Governors
Bineswar Brahma Engg. College
Kokrajhar

Annexure -I

The following members were present:

<i>Sl. No.</i>	<i>Name of the Person</i>	<i>Portfolio</i>
1	Dr. Bhupati Kr. Das	Chairman
2	Dr. Anjan Dutta	Member
3	Dr. D K Saikia	Member
4	Dr. S. K. Kakoty	Member
5	Dr. Jyotishmoy Borah	Invitee
6	Mr. Anjan Kr. Kakoti	Invitee
7	Dr. Medalsen Ronghang	Convenor, TEQIP
8	Dr. Kamal Kr. Brahma	Member Secretary

Sri Ajit Kr. Brahma, Invitee: leave of absence granted.

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