Minutes of the 3rd Board of Governors' (BOG) Meeting of Bineswar Brahma Engineering College, Kokrajhar held on 15th June, 2019 at 2:00 PM in the Conference Hall of Civil Engineering Department, 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 present and the Chairman called the meeting to order.

The 3rd 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 15th June, 2019 at 2:00 PM in the Conference Hall of Civil Engineering Department, 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 Board of Governors. After detailed deliberations, decisions/ suggestions were made as follows:-

1. The BOG advised that the procurement items, approved by the Departmental Technical Committee, should be placed in the purchase committee meeting.

2. After careful scrutiny of procurement packages submitted by the college, Members of purchase committee advised that the licenses of all software items should be limited to optimally minimum level in order to ensure proper utilization of fund.

3. On the suggestion of Dr Nripen Das, the purchase committee members agreed to recommend the anti-plagiarism software as proposed by the Principal in-charge.

4. The Members of the purchase committee also suggested that the college may consider purchasing some engineering software such as SOLID-EDGE, CATIA, PRIMAVERA and SOLID WORKS for the use of students and faculties of the respective branches.

5. Dr. Nripen Das had also suggested that the college should consider purchasing Civil Engineering Survey software based instrument "Total Station" as it is a part of the new syllabus.

6. The BOG advised Principal in-charge cum Member Secretary to include alteast one member in the Departmental Technical Committee with adequate knowledge in the respective field.

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7. It was also advised that asset and consumable items should be maintained in different registers and if possible all the items should be computerized as early as possible.

8. In order to maintain financial propriety, BOG advised Principal in-charge to apply for GST, if not already done.

Agenda No. 1: Minutes of the 2nd BOG meeting

The minutes of the 2nd BOG meeting held on 25/05/2019 was placed in the meeting and taken on record.

Agenda No. 2: Action taken reports

The Chairman advised that Action Taken Reports (ATR) should form part of the agenda of the Board meeting. In this connection, ATRs for 1st, 2nd and 3rd Board meeting should be placed in the coming Board meeting as an agenda item.

Agenda No. 3: Infrastructure development of the college

The college has only one Academic building with two hostels (Boys hostel from BTC and Girls hostel from State Govt.), being under construction. Boundary wall construction is also in progress. For proper functioning of the college, infrastructural developments of the following infrastructures facilities are considered to be essential.

No.	Project	No. of unit
1	Principal's Quarter	1
2	Administrative Building	1
3	Guest House Building	1
4	Library Building	1
5	Workshop	2
6	Professors Quarter	3
7	Associate Professors Quarter	7
8	Administrative Officers Quarter	1
9	Grade-III Staff Quarter	3
10	Grade-IV Staff Quarter	4
11	Dispensary	1
12	Doctors Quarter	1

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13	Pharmacist & Nurse Quarter	1
14	Boys Hostel	1
15	Girls Hostel	1
16	Wardens Quarters	4
17	Common Dining Room	1
18	Playground	1
19	Students Day House	2
20	For Campus Lighting with Substation Capacity upto 500KVA	As required

The above mentioned infrastructures are required in priority basis. Number of proposals have been submitted to the PWD Building Department, Kokrajhar as given in Annexure II.

Resolution No.3 – 15.06.2019

It was observed that there was hardly any facility other than the Academic Building functioning in the campus. Urgent concerted follow-up with PWD on a regular basis was considered absolutely essential. In this connection, BOG advised Principal in-charge to explore the option of appointing retired officer with experience on such matter on contract basis to expeditiously follow-up the proposals with PWD /State Govt.

Agenda Note No. 4 Annual Budget

The annual budget submitted for the financial year 2019-20 is given in annexure III for information.

Resolution No.4 – 15.06.2019

BOG resolved that the Principal in-charge should adequately take up with the State Govt. to make adequate funds available from the State Govt. as per the approved budget, so as to ensure smooth running of the college.

Agenda Note No. 5 Approval regarding procurement plan

The procurement plans which were already approved in PMSS may be discussed in the meeting. The Board Members may also discuss regarding the purchase /procurement

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plans of books and propriety items like Matlab Software, pressure logger, IET Journal, Tally, etc.

Resolution No.5 – 15.06.2019

BOG had considered and approved the recommendation of the purchase committee regarding the proposal of procurement by the college as per annexure-II.

Agenda Note No. 6 Regarding approval of registering in professional body relevant to Department

The meeting may discuss and decide about the registering of Bineswar Brahma Engineering College, Kokrajhar in various professional bodies as an institute member in line ofpractice followed by other state government engineering Colleges and IIT, Guwahati. These professional bodies will engage students and faculties in professional capacity developments like internship, industry linkage and research and development.

Resolution No.6 – 15.06.2019

BOG had discussed the proposal and advised that initially institution membership should be limited to IEI and IChE.

Agenda Note No.7 Regarding approval for course file per student

As per NBA requirement, hard copies of course file per student are to be kept under the custody of Head of the Departments. It is proposed that 1000 copies of course file may be printed. For meeting the above requirement BOG may discuss and provide approval.

Resolution No.7 – 15.06.2019

BOG felt that these records should be kept in the soft copy format. In addition, hard copies of course files should be kept in order to meet NBA requirement for which Principal in-charge should take necessary actions to procure 500 printed forms (meeting present requirement) following approved procedures.

It was decided that the next BOG meeting would be held on 29th June, 2019 at IIT, Guwahati.

B.K.Dn

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

B.K.Das

Chairman
Board of Governors
Bineswar Brahma Engineering College
Kokrajhar

Date: 29.06.2019

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

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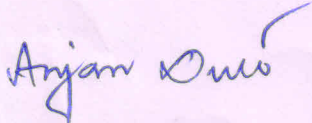Bineswar Brahma Engineering College
Kokrajhar

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. S. K. Kakoty	Member
4	Dr. Nripen Das	Invitee
5	Dr. Jyotishmoy Borah	Invitee
6	Mr. Anjan Kr. Kakoti	Invitee
7	Dr. Medalson Ronghang	TEQIP Co-ordinator
8	Dr. Kamal Kr. Brahma	Member Secretary

Dr. D K Saikia, Member and Sri Ajit Kr. Brahma, Invitee: leave of absence granted.

Recommendations Note by Purchase Committee of BOG, BBEC, Kokrajhar.

1. Package 'BBEC/TEQIP/APPLIANCES AND COMPUTER' and 'BBEC/ TEQIP/ FURNITURE' were placed before the purchase committee and it was informed that the appliances and computer could not be purchased earlier as GST registration was not done. Retendering may be done after the GST registration.

2. An established procedure as per TEQIP norms should be in place for all the procured items and Stock Register should be maintained. The established procedure may be placed in the next meeting.

3. The list of Software proposed to be purchased was placed. The Committee recommended that the nos. of users etc. may be reduced and saved fund be utilized for purchase of other important software.

4. Further Procurement proposals of other equipment etc. may be sent to the Purchase Committee member by email for a review before being placed in the next BOG meeting.

Dr. Anjan Dutta

Dr. S. K. Kakoty

Dr. Kamal Kr. Brahma