

**Minutes of the 4th Board of Governors' (BOG) Meeting of Bineswar Brahma
Engineering College, Kokrajhar held on 29th June, 2019 at 11:00 AM in the Conference
Hall of UBA, IIT, Guwahati.**

The list of members and invitees present is enclosed as Annexure-I. The Principal in-charge and Member Secretary confirmed that quorum was present and the Chairman called the meeting to order.

The 4th 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 29th June 2019 at 11:00 AM in the Conference Hall of Unnat Bharat Abhiyan Centre, 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. To achieve the goal of TEQIP-III at Bineswar Brahma Engineering College, Dr Mukul Ch. Bora highlighted the following points, which would need to be concentrated on by the college:
 - i. Regular BOG meeting should be conducted by the College.
 - ii. 75% of total allocated fund should be spent on or before 15th September, 2019 following approved procedures.
 - iii. 50% of courses should be accredited by NBA.
 - iv. Teachers and students ratio should be minimum maintained at 1:25
2. The Board Members suggested that the Principal in-charge should take proper initiatives for NBA accreditation. He should constitute a high level committee to monitor the progress. The Board Members also suggested that measures should urgently be taken for the beautification of the college and for plantation of suitable trees amenable to grow in the college campus environment. For this purpose, local Forest office's help should be taken.
3. The BOG suggested inviting Chief Engineer of PWD department to the next BOG meeting so that BOG could discuss in a more meaningful way the issues relating to the infrastructural development of the college.
4. The BOG also suggested that the vendor listing and purchasing procedure manual should be put in place as early as possible. BOG felt that a team of faculties could be

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sent to nearby institutes such as IIT-G, Assam Engineering College, Guwahati and NIT, Meghalaya to help select suitable vendors for vendors listing.

Agenda No. 1: Minutes of the 3rd BOG meeting

The minutes of the 3rd BOG meeting held on 15.06.2019 was placed in the meeting and taken on record.

Agenda No. 2: Action taken reports of 1st, 2nd, 3rd BOG meeting

Resolution No 2 - 29.06.2019

The Board expressed dissatisfaction on the manner ATRs were submitted and advised that all ATRs in the given format should be placed in the next BOG meeting.

Agenda No. 3: Discussion regarding introduction of MSc and PhD programs

The Department of Chemistry with the support of the Department of Chemical Engineering is planning to start an M.Sc. programme in Applied Chemistry as well as Ph.D. programme under Assam Science and Technology University, Guwahati. On the basis of a satisfactory report submitted by the expert committee (Report attached), the University advised the College to submit one draft syllabus. Accordingly, the college has submitted one draft syllabus (Documents attached) and the University has approved starting the said course by the concerned Department (Copy of the approval letter enclosed).

Furthermore, Assam Science and Technology University has approved one of the faculty members from the Chemistry Department as a supervisor of the Ph.D. programme (Letter attached).

In this regard BOG may discuss and approve processing with the M.Sc. and Ph.D. programmes in the Department of Chemistry.

Resolution No 3 - 29.06.2019

BOG advised for obtaining necessary approval from UGC to start M.Sc. in Applied Chemistry at BB Engineering College and after receiving approval from UGC, an agenda item may be placed in the BOG meeting for approval.

BOG approved introduction of the Ph.D. programme in the Department of Chemistry.

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Agenda No. 4: Approval to conduct FDP and one (1) one-week training program for non-teaching staff in this academic session (2019-20)

To enhance the proficiency of newly inducted teaching and non-teaching staff frequent training programs are essential. In this regard, one proposal has already been submitted to the TEQIP cell by Dr. Jyotishmoy Borah on "Entrepreneurship Development in India" as an FDP for teaching staff and one proposal on "Finance & Office Management System" is under process for non-teaching staff.

So, BOG may discuss and approve conducting at least one FDP for teaching staff and one training program for non-teaching staff in the above mentioned topics in this academic session at Bineswar Brahma Engineering College premise.

Resolution No 4 - 29.06.2019

BOG approved conducting of two weeks FDP for teaching staff and one week programmes on "Finance & Office Management System" for non-teaching staff.

It was suggested that B.B. Engineering College should explore the possibility of collaborating with RUTA-G, IIT-G for further learning and action.

Agenda No. 5: Discussion regarding procurement plans

The meeting may discuss and approve the procurement of items which has already been submitted to the purchase committee for the review process.

Resolution No 5 – 29.06.2019

BOG had taken note and approved the recommendation of the purchase committee (Minute no, 1 Ref no 1, 2, 3, 4, 5, 6, 8, 9 Date 29/6/2019) regarding the proposals of procurement by the college as per Annexure-II.

Agenda No. 6: Any other agenda not mentioned above

One of the faculty members of Bineswar Brahma Engineering College, Dr. Medalsen Ronghang, had submitted an application seeking financial assistance under Research and Development of TEQIP III for filing a patent of an electronic charging device. After a careful analysis, BOG had suggested Dr. Ronghang to submit the prototype along with documentary evidences supporting the application in the next BOG meeting.

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It was decided that the next BOG meeting would be held on 27th August, 2019 at BB Engineering College, Kokrajhar.

The meeting concluded with a vote of thanks to the 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
Chairman
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
3. College website.

[Signature]
2.9.19

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. S. K. Kakoty	Member
4	Dr Mukul Ch. Bora	Invitee
5	Dr. Jyotishmoy Borah	Invitee
6	Mr. Anjan Kr. Kakoti	Invitee
7	Dr.Medalsen Ronghang	TEQIP Co-ordinator
8	Dr. Kamal Kr. Brahma	Member Secretary

Dr. D K Saikia, Member, leave of absence granted.

**Recommendation note by Purchase Committee Meeting (BOG) of Bineswar Brahma
Engineering College, Kokrajhar held on 29th June, 2019 at 10:00 AM in the Conference
Hall of UBA, IIT, Guwahati.**

Procurement proposals for equipment submitted by Member Secretary from different department of the college were discussed thoroughly by the purchase committee members of Bineswar Brahma Engineering College, Kokrajhar and following approval was made as per table given below:

Sl. No.	Package No.	Particulars	Amount(Rs)	Remark
1	BBEC/TEQIP/PHY/PACKAGE 01	Physics	2180793.40	Approved
2	BBEC/TEQIP/EE/PACK 03	Electrical	706938.00	Approved
3	BBEC/TEQIP/EE/PACK 04		1337176.00	Approved
4	BBEC/TEQIP/EE/PACK 05		1669700.00	Approved
5	BBEC/TEQIP/EE/PACK 06		1740500.00	Approved
6	IOC	Chemistry	560000.00	Approved
7	BBEC/TEQIP/CHE/PACK 06	Chemical Engineering	2202500.00	Not Approved
8	BBEC/TEQIP/CE/PACK 01	Civil Engineering	5167800.00	Approved
9	BBEC/TEQIP/ME/PACK 01	Mechanical Engineering	1388139.00	Approved

Anjan Dutta

Dr. Anjan Dutta
Member

S. K. Kakoty

Dr. S. K. Kakoty
Member

Kamal Kr. Brahma

Dr. Kamal Kr. Brahma
Member Secretary