

**Minutes of the 5<sup>th</sup> Board of Governors' (BOG) Meeting of Bineswar Brahma  
Engineering College, Kokrajhar held on 2<sup>nd</sup> September, 2019 at 1:00 PM in the  
Conference Hall of UBA, IIT, Guwahati.**

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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 5<sup>th</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 2<sup>nd</sup> September 2019 at 1:00 PM 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:-

- Dr. Mukul Chandra Bora, State Project Administrator, SPIU North East TEQIP III, clarified based on AICTE guidelines that BOG should consist of at least 11 members of which five members as nominated by Govt. of Assam vide letter no. ATE-253/2017/21 dated 24.09.2018 and the Principal in-charge as member secretary should form only part of the BOG. The balance five members should be nominated by the agencies/institutions as prescribed in the AICTE guidelines. The Board after deliberations on the matter, agreed to the contention and requested Principal in-charge to obtain nomination (if not already received) for the balance five members and invite them to attend the Board meetings henceforth.
- The Board members observed that there was a substantial backlog in procurement items under TEQIP III. Dr. Mukul Ch. Bora advised that the fund allocated under TEQIP III might lapse if 65% of the budgeted amount was not spent within 15<sup>th</sup> September, 2019.

The Board members noted this with concern and requested Principal in-charge to take urgent concerted actions to expedite procurement and hold regular reviews to ensure progress.

B.K. Das

- Mr. Anjan Kr. Kakati was nominated by BOG as Chairman of the committee to prepare the Administrative Manual. It was noted with concern that there was no progress on this matter. The Chairman, BOG advised Principal in-charge to monitor this activity closely so that exercise could be completed within the time schedule as Administrative Manual serves as a good guide for conducting work efficiently within approved rules.
- Board advised that suitable place within the academic building should be made available for campus recruitment process.

**Agenda No. 1: Minutes of the 4<sup>th</sup> BOG meeting**

The minutes of the 4<sup>th</sup> BOG meeting held on 29.06.2019 was placed in the meeting and taken on record.

**Agenda No. 2: Action taken reports of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> BOG meeting.**

**Resolution No 2 - 29.06.2019**

The Board noted that the status of the action items were not properly documented. It was advised that the incomplete action items should be carry forward for review and the completed action items dropped from the ATRs. The Principal in-charge was advised to submit the ATRs accordingly in the subsequent Board meetings.

**Agenda No. 3: Discussion and approval of newly appointed support staff against vacancy arisen in the TEQIP-III cell.**

In the TEQIP-III cell of Bineswar Brahma Engineering College, Kokrajhar two posts the Accountant and Office Assistant posts are arise vacant due to accidental death and resignation. The posts are filled up due urgent requirement in the TEQIP cell in priority basis. The appointments are given to following persons having requisite qualifications. The appointments are placed before the meeting for approval.

Sl.No.	Name of Candidate	Name of post	Qualification
1	Miss Pamuni Narzary	Accountant	M.Com with Diploma in Tally ERP.9
2	Sri Jituraj Ramchiary	Office Staff	Graduate with Diploma in Computer Applications

**Resolution No 3 -02.09.2019**

BOG advised Principal in-charge to resubmit the proposal following approved guidelines; hence this agenda item was withdrawn.

*B. K. Das*

**Agenda No. 4: Discussion regarding procurement plans:**

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

**Resolution No 4-02.09.2019**

The Purchase Committee Meeting could not be held as two members of the committee were not present.

It was decided that the next BOG meeting would be held on 12<sup>th</sup> September, 2019 at IIT Guwahati to review progress of procurement under TEQIP III in view of the approaching deadline, September 15, 2019.

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

Date: 12-09-2019

Memo. No. BBEC/TEQIP/BOG/2018

Copy to:

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

*[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



Government of Assam  
TEQIP-III Office::BINESWAR BRAHMA ENGINEERING COLLEGE  
P.O. & Dist. Kokrajhar (BTC) Assam

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Members and invitee of Board of Governors, Bineswar Brahma Engineering College, Kokrajhar, present in the 5<sup>th</sup> BOG meeting held at IIT, Guwahati on 2<sup>nd</sup> September 2019.

Sr. No.	Name of the person	Designation
1	Dr. Bhupati Kr. Das	Chairman
2	Dr. S. K. Kakoty	Member
3	Dr. Mukul Ch. Bora	Invitee
4	Dr. T. Alwarsamy	Invitee
5	Prof. Elangovan	Invitee
6	Dr.J.Nafeesa Begum	Invitee
7	Mr. Hemantajeet Medhi	Invitee
8	Mrs. Dibyajyoti Saikia	Invitee
9	Mr. Dambarudhar Basumatary	Invitee
10	Dr. Jyotishmoy Borah	Invitee
11	Mr. Anjan Kr. Kakati	Invitee
12	Dr. Medalson Ronghang	Convener, TEQIP III
13	Dr. Kamal Kr. Brahma	Member Secretary

Dr. D. K. Saikia & Dr. A. Dutta, Member: leave of absences granted.