

Minutes of the 6th Board of Governors' (BOG) Meeting of Bineswar Brahma Engineering College, Kokrajhar held on 12th September, 2019 at 10:30 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 6th 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 12th September 2019 at 10:30 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:-

- The BOG decided that at least fifty percent of members should be present for the proceedings of any BOG or BOG sub-committee meeting. Any decision taken in a board meeting without the presence of a quorum will be void.
- The BOG advised that senior faculty members of Bineswar Brahma Engineering College should be included in the Board of Study (BOS) meetings held in Assam Science and Technology University for syllabus design and any other academic activity. That would ensure good academic relationship between the university and BBEC. Dr. Nripen Das, Registrar of Assam Science and Technology University assured that the matter would be discussed with ASTU authorities.
- The Chairman advised Principal in-charge to take initiatives to prepare Administrative Manual as early as possible and if needed, the concerned committee might consult with experienced persons from institutes of repute.
- Dr. Nripen Das advised that ITR of the college against TAN/GST number should be filed in due time annually.

B.K. Das

- BOG advised principal in-charge to take approval of quarterly action plans from BOG before submission to NPIU.
- BOG advised principal in-charge to circulate the status of expenditure of TEQIP III project among all the members of BOG on a regular basis for proper monitoring.

Agenda No. 1: Minutes of the 5th BOG meeting.

The minutes of the 5th BOG meeting held on 02.09.2019 was placed in the meeting and taken on record.

Agenda No.2: Action taken report up to 5th BOG meetings.

Resolution No. 2 – 12.09.2019

The Board noted that the status of the action items were properly documented. It was advised that the incomplete action items should be carried forward for review and the completed action items dropped from the ATRs.

Agenda No. 3: Review on procurement under TEQIP – III of BBEC.

In the college since inception of TEQIP-III in the year of 2017, the procurement of various items as per approved action plan has been done. The details of procurement of various items are given in the Annexure-III.

Resolution No. 3 - 12.09.2019

It was observed that college would spend only 28.47 percent of total allocated fund till 30th September, 2019, if the progress of activities followed the same trend. In this regards, BOG suggested that college must spend at least 45 percent of the total allocated fund within the speculated time frame following approved procedures.

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 - 12.09.2019

BOG had taken note and approved the recommendation of the purchase committee regarding the proposals of the procurement by the college as per Annexure – II.

B.K. Das

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

Memo. No. BBEC/TEOP/2018/BoG/2058

Date: 5/12/19

Copy to:

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

KB
5.12.19

Principal i/c & Member Secretary

Board of Governors

Bineswar Brahma Engineering College

Kokrajhar

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

Annexure – I

The following members were present:

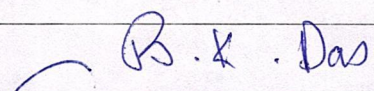
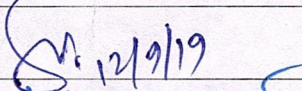
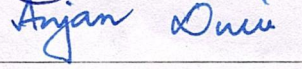
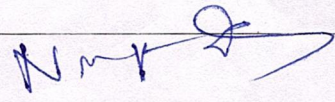
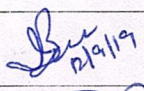
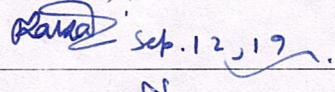
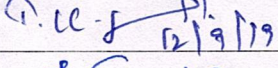
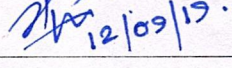
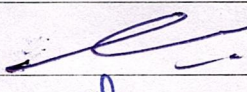

Sr. No.	Name of the person	Portfolio
1	Dr. Bhupati Kr. Das	Chairman
2	Dr. S. K. Kakoty	Member
3	Dr. Anjan Dutta	Member
4	Dr. Nripen Das	Member
5	Prof. Shanti T. K.	Invitee
6	Dr. Jyotishmoy Borah	Member
7	Mr. Anjan Kr. Kakati	Member
8	Dr. Medalsong Ronghang	Co-ordinator, TEQIP III
9	Mr. Hemantajeet Medhi	Invitee
10	Dr. Kamal Kr. Brahma	Member Secretary

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



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

Members and invitee of Board of Governors, Bineswar Brahma Engineering College, Kokrajhar,
 present in the 6th BOG meeting held at IIT, Guwahati on 12th September 2019.

Sr. No.	Name of the person	Designation	Signature
1	Dr. Bhupati Kr. Das	Chairman	
2	Dr. S. K. Kakoty	Member	
3	Dr. Anjan Dutta	Member	
4	Dr. D. K. Saikia	Member	
5	Dr. Nripen Das	Member	
6	Dr. Atul Bora	Member	
7	Dr. Jyotishmoy Borah	Member	
8	Mr. Anjan Kr. Kakati	Member	
9	Prof. Shanti T. K.	Invitee	
10	Hemantajeet Medhi	Invitee	
11	Damburudhar Basumatary	Invitee	
12	Dr. Mukul Ch. Bora	Invitee	
13	Dr. Medalsen Ronghang	Convener, TEQIP III	
14	Dr. Kamal Kr. Brahma	Member Secretary	

Recommendation note by Purchase Committee Meeting (BOG) of Bineswar Brahma Engineering Brahma Engineering College, Kokrajhar held on 12th September 2019 at 10.30AM in the conference hall of UBA, IIT Guwahati

Procurement proposals for equipment submitted by Member Secretary from different department and institution level 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 Name	Particulars	Status	Amount (Rs.)	Remarks
1	BBEC Start-Up Cell	Institutional	Revised	9,29,460.00	Approved
2	BBEC Language Lab	Institutional	Revised	18,10,500.00	Approved
3	Modular Furniture lab and appliances	Chemical/Physics	Revised	8,29,000.00	Approved
4	BBEC Furniture New	Institutional	New items	19,42,000.00	Approved
5	Furniture [Electrical/Physics]	Electrical/Physics	New items	5,85,752.00	Approved
6	BBEC Computer New	Mechanical/Civil	New items	46,41,000.00	Approved
7	Civil Work	Institutional	New items	1,53,872.00	Approved
8	Departmental Seminar Hall	Chemical	Modified and justified	21,46,600.00	Approved
9	Departmental Computer Lab 3A	Chemical	Modified and justified	12,20,500.00	Approved
10	Chemical Package 3B	Chemical	approved	20,02,500.00	Approved
		Total		1,50,40,600.00	

Q. No. 122 be merged. All computer labs should be named as CL1, CL2, ... instead of Department.

Rupees One Crore Fifty Lacs Forty thousand Six Hundred only

Anjan Dutta

Dr. Anjan Dutta
Member

S. K. Kakoty

Dr. S. K. Kakoty
Member

K. K. Brahma

Dr. K. K. Brahma
Member Secretary

(7)

Annexure - III

Procurement

1. Payment

Sl. no	Package no.	Particulars	Amount (Rs)			Remarks
			80%	20%	Total	
1	BBEC/TEQIP/CHEM/Package 1	Chemical Dept (Instruments)			16,86,456.00	
2	BBEC/TEQIP/CHEM/Package 2	Chemical Dept (Instruments)			37,27,502.00	
3	BBEC/TEQIP/CHEM/Package 4	Chemical Dept (Instruments)			24,47,261.00	
4	BBEC/TEQIP/CHEM/Package 5	Chemical Dept (Instruments)			20,86,854.00	
5	BBEC/TEQIP/EE/Lab I	Electrical lab (Instruments)	11,74,950.00	2,93,737.00	11,74,950.00	
6	BBEC/TEQIP/Electrical-LAB III	Electrical lab (Instruments)	18,13,896.00	4,53,474.00	18,13,896.00	
7	BBEC/TEQIP/CHY/Package 1	Chemistry Dept (Instruments)	39,99,010.40	9,99,752.80	39,99,010.40	
	Total				1,69,35,929.40	28.23%

2. Goods Receipt Note & Payments

Sl. no	Package no.	Particulars	Amount (Rs)	Remarks
1	BBEC/TEQIP III/Digital Lang. Lab	Library	6,82,500.00	
2	BBEC/TEQIP III/Matlab	Electrical Dept	20,89,780.00	
3	BBEC/TEQIP/Ansys software	Chemical Dept	11,74,100.00	
4	BBEC/TEQIP/STAAD Pro	Civil Dept	11,80,000.00	
5	BBEC/TEQIP/Printed Journal	Library	25,000.00	
6	BBEC/TEQIP/Solidwork Software Education Edition	Mechanical Dept	12,39,000.00	
7	BBEC/TEQIP/Digital Library	Library	1,25,080.00	
	Total		65,15,460.00	

3. Purchase order

Sl. no	Package no.	Particulars	Amount (Rs)	Remarks
1				
	Total			

4. Quotation evaluation

Sl. no	Package no.	Particulars	Amount (Rs)	Remarks
1	BBEC/TEQIP III/Books	Library	27,36,055.00	
	Total		27,36,056.00	

5. Initiation letter

Sl. no	Package no.	Particulars	Amount (Rs)	Remarks
1	BBEC/TEQIP/TALLY	BBEC	43,542.00	
2	BBEC/TEQIP/EE/Package 06	Electrical Dept	17,40,500.00	
3	BBEC/TEQIP/EE/ Package 05	Electrical Dept	16,69,700.00	
4	BBEC/TEQIP/EE/ Package 04	Electrical Dept	13,37,176.00	
5	BBEC/TEQIP/EE/ Package 03	Electrical Dept	7,06,938.00	
6	BBEC/TEQIP/Phy/ Pack. 01	Physics Dept	21,80,793.40	
7	BBEC/TEQIP/Antiplagiarism	Library	6,82,500.00	
8	BBEC/TEQIP/E-Journal	Library	1,88,800.00	
9	BBEC/TEQIP/Books	Chemical Dept	4,26,271.00	
	Total		89,76,220.00	

6. Package upload

Sl. no	Package no.	Particulars	Amount (Rs)	
1	BBEC/TEQIP/CE/PACK 01		51,67,800.00	
	BBEC/TEQIP/ME/PACK 01		13,88,139.00	
	Total		65,55,939.00	