

**Minutes of the 7th Board of Governors' (BOG) Meeting of Bineswar Brahma
Engineering College, Kokrajhar held on 5th December, 2019 at 10.30 AM in the
Bineswar Brahma Engineering College, Kokrajhar**

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 7th 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 5th December, 2019 at 10:30 AM in the Bineswar Brahma Engineering College premise.

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:

- At least one review meeting each per week should be conducted by the Principal in-charge to discuss the TEQIP related activities and with Head of Departments to discuss different activities of the college separately.

Agenda No. 1: Minutes of 6th BOG meeting.

Minutes of the 6th BOG meeting held on 12th September, 2019 was placed in the meeting and taken on record.

Agenda No. 2: Action taken reports up to 6th BOG meetings

Resolution 2-05.12.2019:

The BOG advised the Secretary of the concerned committee to complete the drafting of Administrative Manual and after scrutiny by the Principal in-charge circulate among the HODs of all departments for necessary comments and suggestions maintaining a register. After necessary corrections, the committee should review and submit the same to the Principal in-charge as early as possible. It was advised to place the Administrative Manual in the next


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BOG meeting for approval. The approved Administrative Manual should be sent to the Director of Technical Education (DTE) for any comments within three months of time. If no comments were received within three months, the manual should be taken up for implementation. (ATR of 2nd BOG meeting held on 25th May 2019, Agenda 3)

Agenda 3: Review on procurement, academic and office expenses under TEQIP –III of BBEC.

Agenda Note: In the college since inception of TEQIP-III in the year of 2017, the procurement, academic activity and office expenses 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 3-05.12.2019:

The college has spent Rs. 3.99 Cr which was approximately 39.9% of the total allocated fund by TEQIP III till 30th September, 2019. Consequently, TEQIP has cut 10% of total allocated fund for not being able to meet the target of expenditure. The Board suggested that appropriate measures should be taken by the college so that no further fund was required to be surrendered from the reduced allocated fund.

Agenda No. 4: Discussion regarding mode of expenditure of IOC (incremental operating cost)

Agenda Note: The mode of expenditure of 1Cr out of 10 Cr against IOC has not clearly mentioned in TEQIP-III manual. BOG may discuss and suggest plausible mode of expenditure from IOC so that allotted fund may be spent within speculated time.

Resolution 4-05.12.2019:

BOG suggested that incremental operating cost should be spent as per the TEQIP III manual. Dr. Nipen Das, Registrar, Assam Science and Technology University, suggested that fund might be arranged for student training materials, contract sign for annual maintenance of major instruments with the respective vendors etc. from IOC of TEQIP III.


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BOG also suggested to appoint a few project staffs if required and one project officer under TEQIP to expedite work following approved selection procedure (written/interview) to be conducted at ASTU, Guwahati premise.

Agenda No. 5: To conduct Faculty Development Programmes (FDP) & Students Training Programmes (STP)

Agenda Note: To conduct faculty development programmes at Bineswar Brahma Engineering College, Kokrajhar during 1st quarter of the year 2020 for duration of 1 two week and 2 one week for Chemical and Electrical Engineering Departments.

To conduct three days training programme for students during technical cultural fest with the budget of 2 lacs through start-up cell and a 3 days training programme for women students on "Self Defense" in collaboration with Assam Police. Proposed budget amount Rs. 1,00,000.00. The Board may discuss and approve

Resolution 5-05.12.2019:

BOG approved conducting faculty development programmes and students training programmes as proposed in the respective quarters of the year 2020.

Agenda No. 6: To conduct North-East Hackathon

Agenda Note: To conduct North-East Hackathon at BBEC, Kokrajhar in the line of Smart India Hackathon-2020, for this purpose the required fund is approximately Rs. 15 lacs. The Board may discuss and approve

Resolution 6-05.12.2019:

Concerning the lack of infrastructural facilities as well as man power, BOG expressed doubt on capability to organize North East Hackathon-2020 at this stage. BOG suggested to organize district/state level Hackathon-2020 at Bineswar Brahma Engineering College for technical education within a budget limit of Rs. 15 lacs. After successful completion followed by submission of report of this technical event, the college may also organize a district/ state level quiz competition.


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Agenda No. 7: Submission of quarterly action plan upto Sept. 2020

Agenda Note: The proposed quarterly action plan up to Sept. 2020 for Bineswar Brahma Engineering College, Kokrajhar are given in Annexure –IV (pp no. 10)

Resolution 7-05.12.2019:

Dr. Nipen Das clarified that the last date of submission of quarterly action plan to the SPIU North East was 5th December 2019 and the college was yet to submit the same. BOG observed that the proposals had been put up without any breakup data and detailed justifications/estimates. As the deadline was already over, BOG suggested that the proposals be submitted with a proviso that these could be modified post BOG approval after detailed discussions based on power point presentation to be made by the Principal in-charge in a BOG meeting to be organized urgently for this purpose.

Agenda No. 8: Regarding any agenda not listed above

Agenda Note: The meeting may discuss any point/agenda, which is not covered in the Sr. 1 to Sr. 7 with due permission of Hon'ble Chairman.

With the permission of the Chairman, the Head of Civil Engineering Department raised one issue about the refusal of a Roorkee based vendor to supply four (4) instruments within specific time mentioned in the Purchase Order issued by the college. As the deadline for completion of purchase of the purchase order was 25th December 2019, which was not far way, BOG suggested Principal in-charge to send one expert team to Roorkee for solving the issue. It was also advised that the same team may visit Delhi based vendor regarding the immediate supply of instruments as per terms and conditions mentioned in purchase order for Mechanical Engineering Department of Bineswar Brahma Engineering College. It was emphasized that relaxation from the tender conditions must not be allowed as it would violate approved procedure.


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It was decided that one special BOG meeting would be held within 20 days from the date of 7th BOG meeting at a convenient venue to take up the budget proposals.

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

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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

KB
22.02.2020

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