

**Minutes of the 8th Board of Governors' (BOG) Meeting of Bineswar Brahma
Engineering College, Kokrajhar held on 22nd February, 2020 at 11.00 AM in the IEI
Seminar Hall, Panbazar, 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 8th 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 22nd February, 2020 at 11.00 AM in the IEI Seminar Hall, Panbazar, 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 Chairman has requested Principal in-charge to fix an appointment with the concerned official within one week to discuss regarding the appointment of Govt. nominee from IOC (Bongaigaon Refinery), which is lying vacant for long time as the earlier nominee was transferred out of Bongaigaon Refinery.
- In any Board meeting, atleast two Govt. nominated members of the BOG must be present to take any significant decision regarding financial and policy matters.
- Dr. Mukul Chandra Bora, SPA North East, informed that in most of the cases the college so far nominated only TEQIP faculties whose tenure was going to cease from September, 2020 to participate in future skill training programmes organized by CFTIs and other reputed organisations. In this regards, BOG advised principal in-charge to nominate regular faculty members irrespective of branches to participate in the said programmes in order to derive the long term benefits from such trainings.
- BOG reemphasized that Principal in-charge should conduct at least one review meeting each per week to discuss the TEQIP related activities and other activities of

the college separately with Head of Departments and the outcome of each meeting should be tabled in the ensuing BOG meetings.

Agenda No. 1: Minutes of 7th BOG meeting.

Minutes of the 7th BOG meeting held on 5th December, 2019 was placed in the meeting and taken on record.

Agenda No. 2: Action taken reports up to 7th BOG meetings

Resolution 2-22.02.2020:

The BOG advised Principal in-charge not to drop any resolution from the ATR till its resolution resolved completely. BOG also suggested that all pending resolutions should be incorporated in the ATR cumulatively.

Agenda 3: Status on procurement, academic and IOC 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 IOC 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 3-22.02.2020:

BOG suggested Principal in-charge to send immediately TEQIP Coordinator to NPIU New Delhi, for resolving the mismatch of Rs. 52 Lakhs (Approximately) in PFMS. After settlement of this issue, tendering process could be carried out for the remaining procurement packages.

Agenda No. 4: Change of bank name for Extension of Approval (EoA) 2020-21.

Agenda Note: The college has current account at SBI, Kokrajhar branch till last Extension of Approval (EoA) 2019-20 and as per the government notification it was closed and new saving account was opened at the same branch. Now, BOG resolution for the mentioned purpose is needed. The AICTE prescribed format is attached as Annexure – III.

Resolution 4-22.02.2020:

BOG has resolved to approve changing the bank account and accordingly resolution should be forwarded to the bank as per rules.

Agenda No. 5: Submission of Quarterly action-plan upto Sept., 2020

Agenda Note: The proposed quarterly action-plan upto September, 2020 for Bineswar Brahma Engineering College, Kokrajhar are given in the Annexure-IV (*Pp No. 10*).

Resolution 5-22.02.2020:

After thorough discussion, BOG felt that there were so many proposed programmes in quarterly action-plan which were impractical in the present scenario of the college. In this regard, BOG suggested to prepare one fresh action-plan in consonance with the capacity of the college in terms of its resources and place it in the next special BOG meeting to be held specifically for these items on 13th March, 2020.

Agenda No. 6: 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. 5 with due permission of Hon'ble Chairman.

BOG suggested one steering committee should be constituted to monitor and for smooth conduct of Hackathon- 2020 to be held in the third week of March, 2020. BOG also suggested that concerned experts should be contacted for the same.

The Principal in-charge raised the long pending issue of annual increment for TEQIP faculty members. In this regard, BOG advised Principal in-charge to place the aforesaid matter as agenda in the next special BOG meeting.

It was also suggested that the venue of one BOG meeting could be organized at Tezpur University, Sonitpur as per the convenience of the Board Member from Tezpur University.

The meeting concluded with 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

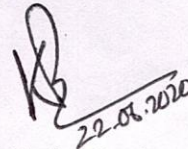
Kokrajhar

Date: 22.06.2020 .

Memo. No. BBEC/TEOAP/2018/BOG/154

Copy to:

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


22.06.2020

Principal i/c & Member Secretary

Board of Governors

Bineswar Brahma Engineering College

Kokrajhar

Annexure – I

The following members were present at 8th BOG meeting held on 22nd February 2020

Sr. No.	Name of the person	Portfolio
1	Dr. Bhupati Kr. Das	Chairman
2	Dr. Nripen Das	Member
3	Dr. D. K. Saikia	Member
4	Dr. Mukul Ch. Bora	Invitee
5	Mrs. Didyajyoti Saikia	Invitee
6	Dr. Jyotishmoy Borah	Member
7	Mr. Anjan Kr. Kakati	Member
8	Dr. Medalsen Ronghang	Coordinator, TEQIP III
9	Dr. Kamal Kr. Brahma	Member Secretary

Dr. S. K. Kakoty, Dr. Anjan Dutta, members, leave of absence granted.