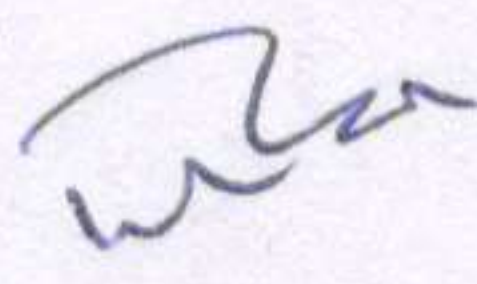


**Minutes of the 4th meeting of the Board of Governors of Darbhanga
College of Engineering, Darbhanga
on 15-12-2018**

The 4th meeting of the Board of Governors of Darbhanga College of Engineering, Darbhanga is held on 15-12-2018 in the College.

Preliminaries: The members of the Board assembled in the office of the Principal at 11:30am. The members of the Board were led by the Principal to the TEQIP Cell of the college. The following members and special invitees participated in the meeting.

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|-----|--|----------|
| (1) | Prof Manas Bihari Verma
Former (Distinguished Scientist DRDO,
Director ADA, Programme Director LCA Bangalore,
Chairman BoG NIT Patna)
E-mail : mbverma@rediffmail.com
Mob: 9934663428 | Chairman |
| (2) | Mr. Prabhat Kumar Sinha
Co-founder & Director,
Astric Computers (I) Pvt. Ltd. C.E.O.
E-mail : prabhat.sinha@astric.in
Mob: 9431017775 | Member |
| (3) | Dr. Rajeev Ranjan Kumar
Examination Controller
Aaryabhat Knowledge University Mithapur, Patna
E-mail : rrnitp@gmail.com
Mob: 8102926977 | Member |
| (4) | Sri Om Prakash Kheria
Industrialist, Darbhanga
Mob: 9334934666 | Member |
| (5) | Dr. A. K. Rai
Principal
D.C.E., Darbhanga
E-mail : dcedbg@rediffmail.com
Mob: 8757519996 | Member |
| (6) | Dr. R.K. Singh
Associate Prof., M.C.E., Motihari
E-mail : rajendra.dcel@gmail.com
Mob: 9835605196 | Member |
| (7) | Dr. A.K. Choudhary
Assoc. Professor, Deptt. Of Physics
E-mail : anilkumarchoudhary5@gmail.com
Mob: 9430033892 | Member |



- | | | |
|------|--|----------------|
| (8) | Mr. C.P. Singh
Nodal Officer Procurement
Mob- | Invitee Member |
| (9) | Dr. Raman Kumar Jha
Nodal officer finance
Mob-7549289065 | Invitee Member |
| (10) | Dr. M. Mishra
Nodal officer academic | Invitee Member |

The BOG discussed the agenda prepared by the Principal and approved it with inclusions of the suggestions given by the members and invited members.

Agenda 1. Welcome to the Chairman and B.O.G members by the Principal and Approval of the Minutes of the last Meeting.

The Principal welcomed the Chairman and members of the Board. The Principal also thanked the Chairman and all the members for attending the meeting in spite of their busy schedule.

The B.O.G discussed, the details of the minutes of the 3rd meeting of the BOG held on 18-09-2018. After discussion the Minutes of the 3rd Meeting of the Board of Governors was approved by the members of the B.O.G.

Agenda 2. Presentation on Progress and activities of the TEQIP-III project of D.C.E., Darbhanga after 3rd B.O.G. meetings :

The Principal gladly apprised the Board in the program & activities under the TEQIP-III Project after 3rd BOG meeting with Power Point presentation.

Faculty

- ❖ Two regular faculty has joined in E.E.E. Department and one regular faculty in Mechanical Engg. Department.
- ❖ Four Faculty members through NPIU has joined in Civil Engg. Department. Out of which One of the faculty has resigned.
- ❖ Presently, the institution has 13 regular faculty and 39 contract faculty members provided by NPIU, that makes it a total of 52 faculty out of 64 sanctioned posts.

Faculty/Staff Training

- ❖ Three faculty have attended workshop on Intellectual property rights and patent filling organized by SPIU and LNJPIT Chapra on 30-11-2018.
- ❖ One faculty has attended workshop on Intellectual property rights and patent filling "organized by AKU Patna on 01-12-2018.

W.K.

- ❖ Member BoG, Sri PK Sinha attended two day program on 19-20 Nov., 2018 at IIM Udaipur.
- ❖ Four faculty of Civil Engg. are participating in Pedagogical workshop on complex fluids and geophysical flows (3-16 Dec. 2018) at IIT Kanpur.

GATE

- ❖ For GATE Classes, Engineers Academy Jaipur is selected as Service Provider. The classes are conducted from 5th Sep. 2018.
- ❖ Total of 188 students (ME-54, CE-42, CSE-45, EEE-47) are regularly taking the GATE training classes.

Induction Programme

- ❖ Induction program for the current session 2018-19 is conducted from 27-08-2018 to 20-09-2018.
- ❖ Out of the total no of 185 students enrolled (CE-49, ME45, EEE-47 and CSE-44), 147 students (CE-44, ME38, EEE-34 and CSE-31) have undergone induction training.
- ❖ About 80% of the students admitted in first semester, have undergone induction program.

Employability Skill Training

- ❖ For Employability skill training of 3rd year students "Ethnus Consultancy Services Pvt. Ltd." Bengaluru has been selected.
- ❖ Total no. of students 148 (CE-37, ME-40, EEE-41, CSE-30) are regularly attending the training program.

Employability Skill Test

- ❖ Employability skill test was conducted from 29-11-2018 to 4-12-2018.
- ❖ Six hundred sixty nine 669 students (1st yr – 187, 2nd yr- 213, 3rd yr-149, 4th yr-120) have participated in employability skill test conducted by Aspiring minds Assessment Pvt. Ltd. Grugram.
- ❖ Institute have received the result of the students. Institute is analyzing the results of the students.

Workshop/Seminar/Training in institute

- ❖ Dr. Sanjeev kumar, Asst. Prof.(HCST, Mathura) conducted two days workshop on MATLAB on date 3rd -4th Oct. 2018.

Tech Fest

Tech Fest named as "GYANIKI 2018" has been organized at DCE Darbhanga from 26-28 Nov., 2018.

Start -Up

- ❖ A Hack-e-thon competition has been organized by start up cell on 26-11-2018. Two faculty member from IIT Patna have participated as jury members in this competition.
- ❖ Three faculty members of DCE Darbhanga have visited incubation center IIT Patna on 30-11-2018 for exploring or understanding the incubation activities.
- ❖ Mr. Rajan Mistry from CampusVarta.com and Mr. Shравan Kumar Busymechanic.com has given entrepreneurship talk on 26-11-2018 during Tech Fest GYANIKI 2018 at DCE, Darbhanga.

Accreditation

- ❖ N.P.I.U. has set year 2020, the target for N.B.A. accreditation of the programmes of D.C.E., Darbhanga.
The Registration of accreditation has been already done.
- ❖ Vision mission, and PSO of each Department is also in final stage. (Annex- 1) Each department is also preparing COs, POs etc. subject wise
- ❖ Department Task force is constituted for S.A.R preparation.

Equity Action Plan (EAP)

- Out of the total students of 238 have been admitted in first year (2016-2017), Two Twenty Eight students are promoted to the second year without back log. So transition rate of our students is **95.8%**. Under SC/ST Category transition rate is 95.24% and female students transition rate is 100%.
- ❖ A revised EAP was prepared and sent to NPIU /SPIU for approval .(Annex- 2)
- ❖ Prof. Akash, EAP coordinator has attended one day workshop on EAP and presented draft EAP for DCE Darbhanga on 30-11-2018 at Bhubaneshwar, Odisha. The workshop was organized by SPIU Odisha with NPIU.
- ❖ The EAP Committee has been formed (Annex- 3)
- ❖ Institute have allocated the fund for EAP related activities.

Environment Management Framework

- ❖ A revised EMF have been prepared and send to NPIU /SPIU for approval .(Annex- 4)
- ❖ For effectively implementation of activities under EMF in the institute an Environmental Management Committee has been formed. (Annex-5).

Wi fi Connectivity

- ❖ As per NPIU guidelines an Agreement is executed with Reliance JiInfocomm (Annex-6). The Work order has been also given.

Agenda -3, The Action Taken Report on suggestions and decisions of 3rd B.O.G. Meeting

The Principal Placed the Action Taken Report on suggestions and decisions of 3rd B.O.G. Meeting.

ACTION TAKEN REPORT :

S. NO.	Decision	Action Taken
1.	Wi-Fi Connectivity	Work order given to Reliance JioInfocomm as per NPIU guideline, Installation process going on .(Annex-6)
2.	Washroom Facility in campus	Tender has been invited but three valid Quotations are not available. So again tender will be invited.
3.	Vision, Mission of the institute and Department	Draft Vision Mission of the college and Vision Mission & PSO of each Department is developed (Annex - 1) . An expert will be invited in January for vetting.
4.	Mismatch between the actual expense and M-32	SPIU and NPIU have not resolve the issue till date.
5.	Purchase & Expenditure	The institute has purchased the Equipment's through GeM of amount Rs-3547900 (Annex- 7)
6.	Departmental meeting and list of equipment required	Departmental meeting are regularly conducting in each department and each department have submitted the lab requirement (Annex-8)
7.	Formation of EAP committee , Environment committee,	EAP Committee and Environment committee are formed and functioning. (Annex – 3 & 4).

The B.O.G. expressed the pleasure on Action Taken Report.

Agenda :- 4 : Performance Auditor report :

Mr. B. K. Roy from NIT Silchar has visited the institute on 22-08-2018 to 24-08-2018 as a Performance Auditor. He has inspected & evaluated our performance. His Report has been made available on institute on 03-10-2018. His report is attached as (Annex -9)

BOG is apprised with the Performance Auditor Report.

Agenda – 5 : Mentor's Visit

Dr. K.S. Jayantha, Mentor D.C.E., Darbhanga visited the institute on 05-12-2018 & 06-12-2018. The Compliance report on suggestions of Performance Auditors Report presented before mentor is attached as (Annex-10).

BOG is apprised with the compliance on Performance Auditor Report.

Agenda – 6: Mentor's Suggestion

Mentor Dr. K. S. Jayantha after visiting and discussing with TEQIP officials, HOD's , Faculties & Students, also discussed with BOG chairman Dr. M.B Verma and BOG member Sri. Om Prakash Kheriya.

He has given some suggestions

- ❖ Procurement of text books according to new syllabus.
- ❖ Canteen facility
- ❖ Audio system for class rooms
- ❖ Independent building for
 - (i) Workshop
 - (ii) Computer Centre
 - (iii) Library
 - (iv) Student Amenity Centre
- ❖ The Text books required as per AICTE new norms has been prepared and added in the proposed Procurement Plan.
- ❖ Each class room has been provided with projector & speaker. Teachers have been also provided portable speakers.
- ❖ For the construction of the independent buildings the departmental approval is required.
- ❖ During the meeting Mentor's Report is obtained through email in the college. The Principal presented the Mentor's "Observation & Suggestions" before B.O.G. The B.O.G. discussed the Mentor's report in detail and directed the Principal to act accordingly. The B.O.G. authorized the Chairman to request the Department of Science & Technology for implementation of following important suggestions of mentor Prof. K.S. Jayantha.
 - There should be no transfer of faculty from the institution till the N.B.A. accreditation is completed.
 - It should be mandatory to have the presence of government nominee in the B.O.G. meeting.
 - For maintaining the Cadre Ratio, there shall be a system for C.A.S. implementation without monetary benefits to the faculty B.O.G. is authorized for it. For example if an Associate professor completes the required no of years, he/she may be designated professor to maintain cadre ratio.
 - All the vacant posts of supporting & technical Staff need to be filled up.
 - The subjects of I.P.R., Entrepreneurships and project managements are to be included as elective papers in the course.
 - Most of the subcomponents of twining programs are not addressed There shall be a target fixed to be fixed for Mentor institution to see that the twining programmes can be accomplished.
 - In addition to academic building under construction, the following new buildings are needed to be constructed for the D.C.E., Darbhanga
 - Workshop
 - Computer Centre
 - Library
 - Student Amenity Centre

Agenda – 7 Presentation of Auditor report (Finance)

Statutory Auditors audited the account of TEQIP-III of DCE, Darbhanga for the F.Y. 2017-18 on 28-09-2018 and submitted the report on 01-10-2018. The Report is attached as (Annex-11)

The BOG apprised with the auditor's report.

The Principal also informed that there is still mismatch between the actual expenses and M-32. The S.P.I.U. & N.P.I.U. are repeatedly requested for reconciliations.

The B.O.G. requested S.P.I.U. to see the mismatch on priority basis.

Agenda – 8 Approval of Procurement Plan

The Principal presented the lists of equipment's as per AICTE model Curriculum prepared by all the departments and accordingly the Procurement Plan is also presented (Annex-12).

The BOG accorded the approval to the list of equipment's and Procurement Plan (Annex-12)

Agenda – 9 Approval of Proposed Action Plan of Qr.- 04 (January – March' 2019)

- ❖ The Principal proposed the Action Plan of Qr.- 04 (January – March' 2019) before the BOG. (Annex-13)
- ❖ The BOG discussed the action plan in detail and accorded approval to action plan of Qr.-4 of F.Y.- 2018-19 under the heads-
 - (i) Procurement of Goods
 - (ii) Academic Processes &
 - (iii) Operating Costs

Agenda – 10 Approval of the expenditure made under TEQIP-III up to 14-12-2018

The Principal presented the expenditure made under TEQIP-III upto 14-12-2018 (Annex-14).

The B.O.G. approved the expenditure made under TEQIP-III up to 14-12-2018. (Annex-14)

Agenda- 11 : Approval of selection of service provider for Wi-fi facilities

As per NPIU guidelines Reliance Jioinfocomm is selected for Wi-fi facilities in the campus. The agreement (Annex-6) with Reliance Jioinfocomm has been signed and work order has been given.

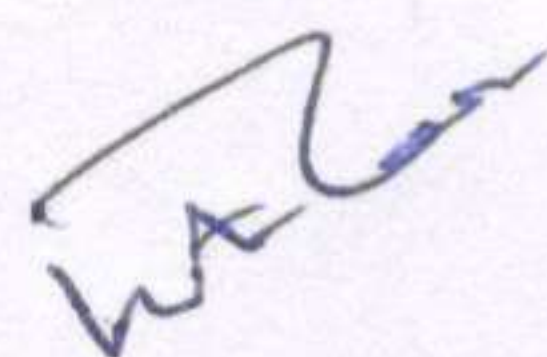
The B.O.G. accorded the approval to the selection of Jioinfocomm service provider for Wi-fi facilities.

Agenda- 12 : Approval for honorarium for remedial/ Special Classes

Principal informed the BOG that under the Equity Action Plan (EAP) of NPIU the institute has to conduct the Remedial classes/special classes for weaker students in different subjects .

These classes are arranged usually beyond normal routine working hours . The institute faculty are required to take these classes.

Taking into account the necessity as well as benefits to the students, the BOG resolved that Principal should prepare a proposal for conducting such Remedial classes subject wise &



the list of internal teachers for taking these classes in the period January-March'2019 and submit to the Chairman.

The BOG authorized Chairman to take a decision on the subject based proposal of the Principal, D.C.E.,

The B.O.G., decided the honorarium for institutional faculty Rs. 1000/-per class for taking Remedial/Special classes beyond working hours of the institute.

Others

The B.O.G. authorized the Principal, D.C.E., to hire a vehicle for his official work on monthly basis. The meeting was concluded with a vote of thanks to the Chair.

K. Rai
15-12-2018

Dr. Amaresh Kumar Rai
Principal
D.C.E. Darbhanga

M. B. Verma
15/12/2018
Prof. Manas Bihari Verma
Chairman, B.O.G

Letter No.....1562

Date-...18-12-2018

Copy to:

1. Chairman
2. Director, DST, Patna
3. S.P.I.U. Bihar
4. N.P.I.U.

For information and necessary action