

Minutes of the 1st Meeting of 2016(01/2016)
of Governing Body, RCCIT held on 06/05/2016

The 1st meeting of 2016(01/2016) of the Governing Body of RCCIT was held on 06.05.2016 at the Board Room of the Institute.

The following members were present :

1. Dr.S.M.Chatterjee, Fmr. Vice Chancellor, BESU, Shibpur & Chairman, BOG-RCCIIT
2. Prof.(Dr.)Sajal Dasgupta, Director, Directorate of Technical Education, Govt. of West Bengal
3. Dr.Abhishek Das, Eastern Regional Officer, AICTE – Eastern Regional Office
4. Dr.Prem K. Agarwal, Assist, Professor & HOD(Law Section), Hooghly Mohsin College
5. Mr.Jiban Kumar Saha, Director, Rachana Apparel Pvt. Ltd.
6. Mr.Kallol Datta, Fmr.Chairman & Managing Director, Andrew Yule & Co. Ltd.
7. Prof.Aloke Kole, Professor(EE), RCCIIT
8. Mr.Debabrata Bhattacharyya, Asst. Professor & HOD(AEIE), RCCIIT.
9. Prof.(Dr.)A.K.Bhaumik, Principal, RCCIIT & Member Secretary, BOG

The following members were either absent or expressed their inability to attend the meeting due to their busy schedule :

1. Dr.Syed Rafikul Islam, Registrar, MAKAUT
2. Mr.Rabi Choudhuri, Executive Director – Technical Generation, CESC Ltd.
3. Prof.(Dr.)Bimalendu B Bhattacharya, Mentor, TEQIP – II Project.

| <u>Sl.No.</u> | <u>Agenda</u> | <u>Resolution</u> |
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| Mandatory Items: | | |
| Agenda-0.0: | Introduction or Opening of the Meeting | |
| Agenda-0.01: | <ul style="list-style-type: none"> ○ Quorum of the Meeting ○ Meeting called in order ○ Welcome address by Chairman ○ Notice of the meeting, if already served, be granted as read | <ul style="list-style-type: none"> ○ Dr.S.M.Chatterjee, Chairman-RCCIIT requested the members to introduce themselves and informed that Mr.Debabrata Bhattacharyya, Asst. Professor & HOD (AEIE) has joined as a new representative of the faculty in place of Dr.Anirban Mukherjee. As the majority of the members were present, therefore the Chairman declared quorum and called the meeting in order. ○ The Chairman welcomed all the members present and specially thanked the DTE and Regional Officer, ERO-AICTE for attending the meeting. ○ Prof. (Dr.) A.K.Bhaumik, Principal, RCCIIT informed the members that notice of the meeting, agenda and minutes of the last BOG meeting held on 30.12.2015 has |



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| | <ul style="list-style-type: none"> ○ Leave of absence be granted on request ○ Permission to start business of the meeting ○ Discussion of other than issues listed, to be placed on table | <p>already been forwarded to the members.</p> <ul style="list-style-type: none"> ○ The Chairman, BOG informed that Mr.Rabi Choudhuri, Executive Director – Technical Generation, CESC Ltd. Failed to attend the last three meetings. Prof.(Dr.)S.Dasgupta, DTE suggested that a letter may be sent to Mr.Rabi Choudhuri to know the reasons for his continued absence. Moreover, he also suggested that Mr.Rabi Choudhuri may be requested to inform if he shall be available in future so that the matter can be placed in the next BOM and BOG meeting. After the discussion, The Chairman granted leave of absence to the other absent members. ○ After the above discussions, the Chairman-RCCIIT requested permission of the members to start the business of the meeting. <p><i>Resolution:</i> Resolved that a letter shall be sent to Mr.Rabi Choudhuri, Executive Director – Technical Generation, CESC Ltd. and member, BOG, RCCIIT to ascertain the reasons of his continuous absence in the Governing Body meetings.</p> |
| <p>Agenda 0.02:</p> | <p>To note and approve proceedings of last meeting</p> | <p><i>Resolution :</i> Resolved that the proceedings of the last meeting are noted & approved</p> |
| <p>Agenda 0.03:</p> | <p>To note and ratify Action Taken Report & follow-up pursuant to the proceedings of the last meeting.</p> | <p>Apropos to the first point of the Agenda 3.03 i.e, visiting faculty, it was informed by Dr. Abhishek Das, Eastern Regional Officer, AICTE – Eastern Regional Office that AICTE has allowed the Institutes to take 20% Visiting Faculty from the industries to encourage interaction between the educational institutes and the industries to make the students more employable.</p> <p>He also informed that the same has been mentioned in the AICTE Approval Process Handbook (2016-2017). After the further discussions, the members noted & approved the Action Taken Report of the last meeting.</p> <p>Dr.S.M.Chatterjee, Chairman-BOG, RCCIIT opined that faculty members with industrial experience should be given preference during</p> |

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| | | recruitment. <i>Resolution:</i> Resolved that the Action Taken Report pursuant to the proceedings of the last meeting is noted and approved. |
| Statutory Items | | |
| Agenda-1.00: | Status of extension of approval (EOA) of AICTE for 2016-2017 and affiliation of MAKAUT for 2015-2016. | <p>i. The Extension of Approval (EOA) for 2016-2017 issued by AICTE was placed before the members. The Board members noted that there was no deficiency noted by AICTE.</p> <p>ii. It was noted that the affiliation for 2016-2017 from MAKAUT is pending.</p> <p><i>Resolution:</i> The Board noted and approved.</p> |
| Regulatory Items | | |
| Agenda-2.00: | To report on prevention, adoption, compliance/ measures of regulatory acts, order, ragging, and miscellaneous issues. | <p>Prof.(Dr.)A.K.Bhaumik, Principal, RCCIIT sited the compliance and anti-ragging measures taken by the Institute before the members. Members noted and approved.</p> <p>Prof.(Dr.)S.Dasgupta, DTE informed that as per the directives of the Honourable Supreme Court of India, it is mandatory to discuss the measures taken for prevention of ragging in the Institute campus and other vulnerable places in all the Board of Governor meetings.</p> <p>DTE informed the Principal, RCCIIT that the Institute has failed to submit the individual anti-ragging affidavit collected from the students at the time of admission to his office and requested the Principal to submit the soft copy of the affidavits on urgent basis.</p> <p><i>Resolution:</i> Resolved that the Institute shall submit the soft-copy of the individual anti-ragging affidavits collected from the students and their guardians to the office of the Directorate of Technical Education at the earliest.</p> |
| Agenda-2.01: | To note on surveillance, safety checks, fire prevention, electrical earthing system and safety measures taken. | <p>Prof.(Dr.)A.K.Bhaumik, Principal, RCCIIT sited the safety measures taken by the Institute with respect to fire prevention, prevention of short circuit. He also informed that CCTV cameras have been installed in all the places and has maximum coverage of the Institute campus.</p> <p><i>Resolution:</i> Members noted and approved.</p> |

Review, Deliberation and Discussion:

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| Agenda-3.00: | To review the result for Odd Semester - 2015 | <p>The result for the Odd Semester – 2015 was placed before the members by Principal, RCCIIT.</p> <p>It was noted that in the First Year, significant number of students got very poor marks in the subjects of Mathematics & Physics. Atleast 26 nos. of students were unsuccessful in the paper code M-101 for Mathematics and 37 nos. of students were unsuccessful in the paper code PH-101 for Physics.</p> <p>Principal, RCCIIT informed the members that the matter has been discussed threadbare in the Academic Committee meeting held on 07.04.2016 where it was resolved that extensive and exhaustive make-up and remedial classes shall be organized during the summer break since the examination of the back papers will be conducted along with the Odd Semester – 2016.</p> <p><u>Resolution:</u> <i>The members noted and approved.</i></p> |
| Agenda-3.01: | To review status of NBA, NAAC, Autonomy and ISO Certification. | <p><u>NBA:</u> The Principal, RCCIIT informed the members that after the last BOG meeting, the revised Self Assessment Report for the courses of Computer Science & Engineering, Electronics & Communication Engineering and Information Technology were submitted to NBA after which the Principal and other team members visited the office of the NBA at New Delhi and confirmed the dates of 4th – 6th March, 2016 for the visit.</p> <p>Subsequently, the NBA team visited the Institute after thorough inspection submitted its report to the NBA. On 14.04.2016, the Institute was informed that out of the three courses that applied for accreditation, the courses of Computer Science & Engineering and Information Technology were accredited and a scope of appeal for the course of Electronics & Communication Engineering was available.</p> <p>Principal, RCCIIT informed the members that the Institute has already started the process of appeal by depositing the requisite fees to the NBA office.</p> |

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| | | <p>DTE suggested that sincere effort may be given by the Institute to achieve the NBA accreditation for the course of Electronics & Communication Engineering also. ERO also requested to do utmost to reduce the deficiency.</p> <p><u>NAAC</u>: Regarding NAAC, the members were informed that the Institute has already started the process for NAAC accreditation.</p> <p><u>AUTONOMY</u>: Dr.S.Dasgupta, DTE, Govt. of W.B. informed the members that for achieving autonomy, the Institute must have accreditation for 50% of its approved courses. He also informed that RCCIIT needs to have a minimum of 03 of its approved courses accredited in order to apply for autonomy, for which the deadline is October, 2016.</p> <p>DTE also informed that after achieving autonomy the Institute can approach the Fee Structure Committee for enhancement of student fees.</p> <p><u>Resolution</u>: <i>The members noted and approved.</i></p> |
| <p>Agenda-3.02:</p> | <p>Report creation of posts/ filling-up of vacant posts.</p> | <p>It was reported by the Principal, RCCIIT that there is an urgent need of faculty and technical assistants in the departments of CSE, ECE, EE, AEIE, CA, Chemistry to comply with the AICTE norms and for accreditation of the courses.</p> <p>Principal, RCCIIT placed the minimum requirement of teaching and technical staff as per load/ existing students for the above courses with respect to the AICTE norms and requested the approval of the members for fulfillment of the minimum requirement on urgent basis. Members noted and approved. Principal, RCCIIT also informed that a post of Laboratory Technician still exist in the Institute.</p> <p><u>Resolution</u>:</p> <ol style="list-style-type: none"> i. <i>Resolved that immediate advertisement for recruitment of faculty and technical assistants shall be published.</i> ii. <i>The members resolved to abolish the post of Laboratory Technician and to re-employ the existing Laboratory Technicians to Technical Assistants on due acquiring of qualifications.</i> |

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| Agenda 3.03: | Report on new joining and release after the last BOG meeting. | Resolution: <i>The Board noted and approved.</i> |
| Agenda 3.04: | Reporting on Budget 2016-2017. | Resolution: <i>The Board noted and approved.</i> |
| Agenda 3.05: | Matters relating to ongoing activities under TEQIP – II Project. | <p>The ongoing activities of TEQIP-II Project were placed before the members. The members noted and approved.</p> <p>In the above context, the Chairman, BOG, RCCIIT informed the members of his apprehension that the grant under TEQIP-II may be discontinued after 2016 and it may become difficult to sustain with the current state of expenditure on salary and other heads. He also feared that the number of student admission will be less than even the last year.</p> <p>DTE was of the opinion that the faculty members of the Institute must give extra efforts to generate funds for the Institute by submitting projects to different Government agencies like AICTE, DST, etc.</p> <p>Resolution: <i>Resolved that the faculty members of the Institute shall undertake efforts to generate funds for the Institute</i></p> |
| Agenda 3.06: | Strategy for increase of overall admission including M.Tech and AEIE | <p>Principal, RCCIIT informed the members about the sorry state of student admission in the M.Tech courses in 2015-2016 particularly in the Information Technology and requested for their suggestions.</p> <p>Dr.S.M.Chatterjee, Chairman-BOG, RCCIIT opined that this may be due to the discontinuation of scholarship to the M.Tech students because of lack of funds.</p> <p>DTE was of the opinion that the Institute may undertake a survey in the engineering colleges under MAKAUT to see the status of admissions in M.Tech courses particularly in Information Technology also to gain valuable knowledge from the Institutes that have filled-up all the seats in the IT stream.</p> <p>DTE also suggested enhancement of number of GATE qualified candidates in M.Tech courses.</p> <p>Principal, RCCIIT informed that the Institute is</p> |

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| | | <p>providing Teaching Assistantship to the suitable M.Tech students under TEQIP – II.</p> <p>Chairman-BOG, RCCIIT opined that the faculty member needs to give quality education to attract students.</p> <p>Dr.Kallol Datta, former Chairman & Managing Director, Andrew Yule & Co. Ltd. suggested increasing the employability of students.</p> <p>The members agreed that all out effort from all the faculty and staff members is needed to achieve good admission.</p> <p><u>Resolution:</u></p> <ul style="list-style-type: none"><i>i. Resolved that the Institute shall enhance the number of GATE qualified candidates.</i><i>ii. Resolved that the Institute shall try to increase the employability of students.</i> |
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| <p>Agenda 3.06:</p> | <p>Any other matter with the permission of the Chair.</p> <p>a. Library Timing</p> <p>b. Placement activities & Training activities</p> <p>c. Appeal from all Staff members for resumption of grant-in-aid from the State Government.</p> <p>d. Proposal of Libsys for student attendance</p> | <p>a. The members agreed to the Library timing from 09.00 A.M. to 06.00 P.M. with full service (including issue/ lending facility).</p> <p>b. Principal, RCCIIT presented the placement status of 2016 batch before the members and also the training activities conducted during the period. It was noted that out of the total eligible candidates of 368 at least 299(81.25%) got opportunities for placement.</p> <p>Principal, RCCIIT reported that My Employability Test has been conducted for the pre-final year students of the Institute and also that CII Industry Academia Interface programs has already commenced.</p> <p>c. All the staff members submitted a written appeal to the Chairman-BOG, RCCIIT requesting resumption of Grant-in-aid from the State Government due to assumption of non-availability of TEQIP-II Project fund from the end of 2016.</p> <p>Chairman-BOG, RCCIIT after consultation with the members strongly recommended the appeal and submitted the letter to Dr.S.Dasgupta, Director of Technical Education, Govt. of W.B for further processing.</p> <p><u>Resolution:</u> <i>It is resolved strongly that the State Government shall be requested to resume the Grant-in-aid at the earliest.</i></p> <p>d. Principal, RCCIIT informed the members that library management software company LIBSYS has submitted a proposal for recording student attendance for which they have already given demo and that the system is already ready and required only customization and asked for the approval of the Board to implement the system at the earliest.</p> <p>Dr. Kallol Datta requested the Principal to undertake exhaustive demo with faculty members to check the practicality and user</p> |
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| | <p>e. Anomaly in the CAS form</p> | <p>friendliness of the system before implementation.</p> <p>But all the Board members appreciated the initiative because of its potential to increase both the student and the faculty attendance in classes.</p> <p>e. The Principal, RCCIIT informed the members that the present form for CAS has some anomalies and also there is a confusion regarding which API to be followed. DTE suggested that in his opinion the Institute may follow the AICTE norms regarding CAS.</p> <p><u>Resolutions :</u></p> <p>i. <i>Resolved that the timing of library shall be from 09.00 A.M. to 06.00 P.M. with full service (including issue/ lending facility).</i></p> <p>ii. <i>Resolved that LIBSYS shall be asked to give exhaustive demo with faculty members in classrooms to check the practicality and user friendliness of the system before implementation.</i></p> |
| <p><i>There being no other issues to be discussed, therefore, the meeting ended with vote of thanks to the Chair.</i></p> | | |