

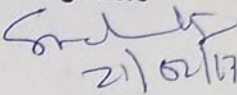
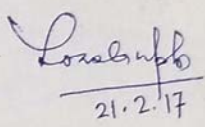
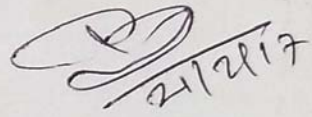
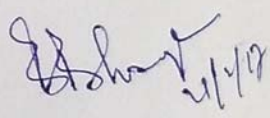
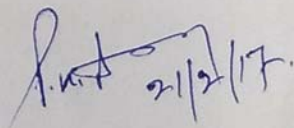


# RCC INSTITUTE OF INFORMATION TECHNOLOGY

CANAL SOUTH ROAD, BELIAGHATA, KOLKATA-700 015  
PHONE : 2323-4435/2463/1534, FAX : (033) 2323 4668  
E-mail : administration@rcciit.org, Website : www.rcciit.org

1<sup>st</sup> Meeting, 2017 of the Board of Governors of RCCIIT  
held on 21 February 2017 at 2.30 PM

Venue: Board Room, Administrative Block, RCCIIT

Serial No.	Names of Members	Designation (BOG)	Signature
1.	Dr.S.M.Chatterjee Former Vice Chancellor, BESU, Shibpur & Chairman, BOG-RCCIIT	Chairman	 21/02/17
2.	Dr. Amalendu Basu Director Directorate of Technical Education Government of West Bengal	Ex-Officio Member	
3.	Prof. (Dr.) Sajal Dasgupta Former Director, Directorate of Technical Education, Government of West Bengal	Member	 21.2.17
4.	Dr.Syed Rafikul Islam Registrar, MAKAUT	Member	 21/2/17
5.	Dr. M S Ghuge Eastern Regional Officer AICTE-Eastern Regional Office	Ex-Officio Member	
6.	Prof. Bimalendu B Bhattacharya Mentor, TEQIP Phase-II Project INAE Distinguished Professor, S. N. Bose National Centre for Basic Sciences	Invitee Member	 21/2/17
7.	Dr.Prem K. Agarwal, Assistant Professor & HoD (Law Section) Hooghly Mohsin College	Member	 21/2/17
8.	Mr. Jiban Kr Saha Director, Rachana Apparel Pvt. Ltd.	Member	
9.	Mr. Kallol Datta Chairman & Managing Director, Andrew Yule & Co. Ltd.	Member	



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Serial No.	Names of Members	Designation (BOG)	Signature
10.	Prof.(Dr.) Alok Kole Professor(EE) & Head (EE Dept.), RCCIIT	Member	
11.	Mr. Debabrata Bhattacharyya Assistant Professor (AEIE), RCCIIT	Member	
12.	Prof.(Dr.)Ashoke Mondal Officiating Principal, RCCIIT	Member Secretary	

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**Minutes of the 1st Meeting of 2017(01/2017)**

**of Governing Body, RCCIT held on 21/02/2017**

The 1st meeting of 2017(01/2017) of the Governing Body of RCCIT was held on 21.02.2017 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.)SajalDasgupta, Former Director, Directorate of Technical Education, Govt. of West Bengal
3. Dr.SyedRafikul Islam, Registrar, MAKAUT
4. Dr.Prem K. Agarwal, Assistant Professor & HOD(Law Section), Hooghly Mohsin College
5. Prof.(Dr.)Bimalendu B. Bhattacharyya, Mentor – TEQIP II
6. Prof.(Dr.)AlokeKole, Professor(EE), RCCIIT
7. Mr.Debabrata Bhattacharyya, Asst. Professor &HOD(AEIE), RCCIIT.
8. Prof.(Dr.)AshokeMondal, Officiating Principal, RCCIIT & Member Secretary, BOG

Sl.No.	Agenda	Resolution
<b>Mandatory Items:</b>		
<b>Agenda-0.0:</b>	<p>Introduction or Opening of the Meeting</p> <ul style="list-style-type: none"> <li>○ Quorum of the Meeting</li> <li>○ Meeting called in order</li> </ul> <ul style="list-style-type: none"> <li>○ Welcome address by Chairman</li> </ul> <ul style="list-style-type: none"> <li>○ Notice of the meeting, if already served, be granted as read</li> </ul> <ul style="list-style-type: none"> <li>○ Leave of absence be granted on</li> </ul>	<ul style="list-style-type: none"> <li>○ Dr.S.M.Chatterjee, Chairman-RCCIIT informed that following new members have been included in the BOG:                             <ul style="list-style-type: none"> <li>i)Prof.(Dr.)SajalDasgupta, Former Director of Technical Education, Govt. of W.B. as an eminent academic administrator.</li> <li>ii)Prof.(Dr.)AshokeMondal, Officiating Principal as Member Secretary in place of Dr.A.K.Bhaumik.</li> </ul> </li> </ul> <p>As the majority of the members were present, therefore the Chairman declared quorum and called the meeting in order.</p> <ul style="list-style-type: none"> <li>○ The Chairman welcomed all the members present for attending the meeting in spite of their busy schedule specially to Prof.(Dr.)A.K.Mondal as Officiating Principal.</li> <li>○ The Chairman informed the members that the notice of the meeting had been served in advance and also that the agenda along with explanatory notes is presented on the table.</li> <li>○ The Chairman-RCCIIT noted that a few</li> </ul>

*S.M.Chatterjee*





	<p>request</p> <ul style="list-style-type: none"> <li>○ Permission to start business of the meeting</li> <li>○ Discussion of other than issues listed, to be placed on table.</li> </ul>	<p>members did not attend the meeting in spite of giving their consent. After discussion on the request of members, the Chairman granted leave in absence to the absent members.</p> <ul style="list-style-type: none"> <li>○ After the above deliberations, Chairman-RCCIIT requested permission of the members to start the business of the meeting.</li> </ul>
<p><b>Agenda 0.01:</b></p>	<p>To confirm &amp; approve the minutes of the last BOG Meeting.</p>	<p>A few members requested the Chairman to enable them to peruse the minutes of the meeting in advance in order to enable them to peruse though it. Chairman-RCCIIT assured that the minutes of the meeting will be handed over to the members at appropriate time. After further discussions, members decided to confirm the minutes of last meeting.</p> <p><b>Resolution :</b> Resolved that the proceedings of last meeting are noted &amp; approved.</p>
<p><b>Agenda 0.02:</b></p>	<p>To note and ratify Action Taken Report &amp; follow-up pursuant to the proceedings of the last meeting.</p>	<ol style="list-style-type: none"> <li>1. Regarding Agenda 3.02 of the ATR of the meeting, Chairman-RCCIIT informed members that advertisement as approved by the BOG meeting of 06.05.2018 for recruitment of faculty and technical staff was published in a National Daily and also displayed on the Institute website at appropriate time. The screening process as per Institute norms was followed and few vacancies were filled.</li> <li>2. A few members noted that in the last meeting an issue of poor admission in the M.Tech courses was raised and inquired about the steps that had been taken in this regard. Chairman-RCCIIT informed that the admission scenario is the same in many of the institutions.</li> </ol> <p>A few members pointed out that the quality of teaching for the M.Tech students should be ensured by employing experienced faculty members in order to ensure the quality of teaching-learning process.</p> <p>Chairman-RCCIIT informed that he had taken some measures to alleviate the situation. He stated that the Institute had now taken a policy decision to allow only experienced faculty members to take the classes for M.Tech students.</p>

*Sm. Shetty*





intimated that though the Institute is giving scholarship of Rs.8000/- to Non-GATE qualified students, it may not be possible to continue in future.

3. Regarding Agenda 3.07, a few members raised their objections regarding purchase of student attendance system from LIBSYS and held that they were not satisfied with its performance and better software from open source should have been purchased. Faculty representatives also reported that the students and ECE department had prepared such software, which may have been used. They also raised the question if the system can be used to send SMS to the guardians regarding attendance status of their wards.

Chairman-RCCIIT informed the members that he would form a three member committee to report to evaluate the efficacy of the LIBSYS software and submit a report.

After the above discussion and minor changes, the members decided to confirm the Action Taken Report of the last meeting.

**Resolution:** Resolved that the Action Taken Report pursuant to the proceedings of the last meeting is noted and approved.

### Statutory Items

Agenda-0.3:

Principal related issue.

i. Chairman-RCCIIT informed the members that lots of complaints regarding Dr.A.K.Bhaumik, Principal had been received from students, staff/RTI and even from outside quarters. The matter was discussed in the Board of Management meeting held on 18.01.2017 and the displeasure of the members was informed to him. Representatives of the staff members of RCCIIT also met the BOM members and complained against the Principal. Subsequently, Principal submitted a letter from the court that infuriated the members and they directed the management to take strong action against the Principal. Thereafter the service of Dr.A.K.Bhaumik, Principal was terminated on 02.02.2017 by the management during his probationary period. The Chairman-RCCIIT requested for suggestions in this regard from the Governing Board members. All the members agreed that the

*Sundhata*





Status of extension of approval (EOA) of AICTE for 2016-2017 & 2017-2018 and affiliation of MAKAUT for 2016-2017.

action of the Principal is in violation of institute rules and regulations and decision of the BOM was right and approved unanimously.

Resolutions:

Resolved that the termination of services of Dr.A.K.Bhaumik as Principal of RCCIIT approved unanimously.

- i. The Extension of Approval (EOA) for 2017 issued by AICTE was placed before members. A few members noted that AICTE has indicated deficiencies in its Deficiency Report of 2016-2017 and queried about steps that had been taken to remove them. It was noted that the incumbent Principal has taken necessary steps to remove deficiencies. They also suggested to form a Task Force in consultation with Principal and Chairman-RCCIIT to remove the deficiencies. Chairman-RCCIIT also informed that he has already started the process of removing deficiencies and a form with 08 columns pertaining to deficiencies in Internet Bandwidth, Legal & Application Software, National Journals, Appointment of Students Counselors, laboratories, Land, software faculty, technical staff and other details has been sent to all the departments to ascertain deficiencies as per AICTE and MAKAUT norms. RCCIIT society in its meeting held on 18.01.2017 discussed about the land related issue and BOG members also informed about the matter that the land of RCCIIT is always in megacity and never been in the rural area.

In the above context, Prof.(Dr.)Alok Kumar, faculty representative and HoD(EE) reported that his department had two technical assistants with non-subject background and this practice is prevalent in other departments. Chairman-RCCIIT informed that he has already given directive to the departments to exchange technical assistants with relevant subject background. He also ascertained that the matter shall be discussed and appropriate rectification shall be carried out.

After further deliberations in this regard following resolutions were adopted:

*S. Mohanty*



**Resolution:**

- i) Resolved that the Principal had not taken the necessary steps to remove the deficiencies.
- ii) Resolved that the change in land details from rural to megacity for RCC Institute of Information Technology, Canal South Road, Beliaghata Kolkata-700015 should applied to AICTE as the said land had always belonged to Kolkata Municipal corporation(megacity)
- iii) Resolved that a Task Force will be formed to remove the deficiencies in consultation with new Principal and Chairman-RCCIIT.
- iv) Resolved that all-out effort shall be made to remove the deficiencies within 02 months.
- v) BOG requested Officiating Principal to monitor.

**Regulatory Items**

**Agenda-0.4:**

To report on prevention, adoption, compliance/ measures of regulatory acts, order, ragging, and miscellaneous issues.

**Resolution:** The Board noted and approved.

**Agenda-0.5:**

To note on surveillance, safety checks, fire prevention, electrical earthing system and safety measures taken.

**Resolution:** The Board noted and approved.

**Review, Deliberation and Discussion:**

**Agenda-0.6:**

Approval for Confirmation, Scale, Renewal of contract and CAS of Teaching & Non-Teaching Staff.

Chairman-RCCIIT informed the members that he had taken a policy of decentralization/ reformation in all the matters pertaining to the Academics, Administration and Finance etc. and also that he had taken a policy of rotation of the headship of academic departments as per AICTE norms and also that all the resolutions regarding the approvals are to be vetted through the concerned departmental committees. Faculty representatives complained that there are too many committees but very low manpower. Chairman-RCCIIT opined that this may be the case of a particular department and not a general issue.

Regarding approval for confirmation, scale, renewal of contract and CAS of teaching and non-teaching staff it was decided that the same shall be done through recommendation of the departmental





Permission to faculty members of RCCIIT for taking B. Tech classes in Universities:

Promotion under CAS for Mr. Debabrata Bhattacharya, Assistant Professor, AEIE Department:

committee to the Principal and the Chairman.

**Resolution:** Resolved that approval confirmation, scale, renewal of contract and of teaching and non-teaching staff shall be through recommendation of the departmental committee.

The Board members felt that the faculty members may take classes / seminars on invitation of colleges / Universities provided it does not affect their normal classes at RCCIIT. Chairman RCCIIT reiterated that faculty member shall be allowed to take B.Tech classes in other Universities only if it does not affect their normal class of the Institute and also if recommended by the departmental committee. The matter will be dealt on a case to case basis.

**Resolution:**  
Resolved that faculty member shall be allowed to take B.Tech classes in other colleges / Universities only if it does not affect their normal class of the Institute and only if recommended by the departmental committee.

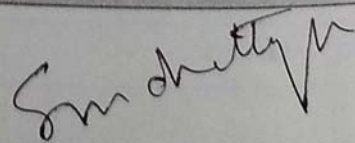
The members noted that API is an important degree for those eligible in 2015 and also that API degree is compulsory for Associate Professor in CAS. A few members were of the opinion that as per earlier rule of AICTE, Assistant Professor with 5 yrs. experience was eligible for Associate Professor. Chairman-RCCIIT also informed that Mr. Debabrata Bhattacharya has 17 years industrial experience also. After discussion, Board members directed the management to form a committee and make available to it, the details of Mr. Debabrata Bhattacharya including chronology of scale, increment, promotion and also the CAS report if available. The committee may submit its recommendations to the Chairman for further action.

**Resolutions:**

Resolved that a committee be formed to study the recommendations in this matter.

Agenda-0.7:

Miscellaneous





A. Technical Assistants (Visiting) for CA department.

A. Chairman-RCCIIT informed that no full time Technical Assistants will be recruited at the present moment considering the financial situation. Board Members after discussion approved engagement of two Technical Assistants (visiting) following prevalent norms.

Resolution:

*Resolved that only 02 nos. Technical Assistants (Visiting) will be recruited following norms.*

B. Application of Ms. Suchorita Podder (IT, PASSOUT, BATCH:2012-2016).

B. Members after discussion approved the application of Ms. Suchorita Podder to pay the fine of Rs.6000/- from her job salary on humanitarian ground.

Resolutions:

*Resolved that Ms. Suchorita Podder, Passout student of IT can pay her fine of Rs.6000/- from her job salary.*

C. Enhancement of Grade Pay.

C. The Board members approved the Finance Committee recommendations in this matter.

Resolutions:

*Resolved that the Finance Committee recommendation in this matter is approved.*

D. Group Mediclaim Policy on behalf of employees.

D. In this regard, faculty representatives suggested that this will be highly beneficial for all the staff of the Institute without too much additional burden. The matter was placed before the Finance Committee and the Committee members unanimously recommended that, without increasing the existing liability, authority may explore other type of policy till the declaration of Seventh Pay Commission.

*Sanjiv*



They also suggested that in this connection, a visit to MAKAUT be made where such policy is in place

**Resolutions:**

*Resolved that the Finance Committee recommendation in this matter is approved.*

E. Payment of statutory dues (P.F.) to the agency staff due to disappearing of said agency M/s. Sixth Sense Security Services & applications made by security staff for enhancement of their salary.

E. The Board members decided to approve the Finance Committee recommendations in this matter. The Board members felt that the agency is responsible for the issue and decided to go with the Finance Committee recommendations in this regard.

**Resolutions:**

*Resolved that the Finance Committee recommendation in this matter is approved.*

F. Promotional Policy for Non-Teaching Staff

F. The matter was discussed threadbare where faculty representatives noted that a few employees are serving for 15 years without promotion. After discussion the Board members strongly felt that service in the Institute for long period of time cannot be the sole reason for promotion and performance linked upgradation shall be henceforth followed and not time bound promotion.

**Resolutions:**

*Resolved that henceforth time bound promotion shall not be followed but it shall be performance linked.*

G. Clarification sought from Higher Education Dept. Govt. of West Bengal vide Chairman's letter dated 24.01.17 regarding institute status w.r.t AICTE approval for 2017-18, a letter bearing memo no. 37-Edn(T)/SPFU/WB/2017/01 dated 31.01.17 from Commissioner, Higher Education Department was

G. The Board recommended to refer the matter to the Higher Education Department, Govt. of West Bengal for further clarifications.



received on 13.02.17. The letter states the status of the institute as "Unaided-Private" as per new AICTE definition.

H. Compensatory Casual Leave (CCL) should be replaced with Complementary Leave for the faculty and staff members with grade pay more than or equal to Rs. 5400/-.

H. Chairman-RCCIIT informed that he had given circular that henceforth Compensatory Casual Leave will not be allowed for Assistant Professors as the same is a Gazetted Post and as per rules they are ineligible for Compensatory Casual Leave. The matter was discussed and afterwards the proposal for replacement of Compensatory Casual Leave (CCL) with Preparatory Leave for the faculty and staff members with grade pay more than or equal to Rs.5400/- was accepted.

**Resolutions:**

*Resolved that staff members with grade pay more than or equal to Rs.5400/- shall be eligible for Preparatory Leave in lieu of Compensatory Casual Leave (CCL).*

I. Issues raised by Department.

i) Promotion scheme for Librarian will follow UGC regulations.

i)

The Board members decided that the matter needs further discussions. Further, they also observed that the matter regarding the incumbent Librarian has been placed in the Finance Committee meeting where it was decided that the incumbent Librarian initially posted as non-teaching cadre and subsequently she had been promoted in teaching cadre and she has accepted the teaching cadre from non-teaching w.e.f. 01.04.2016, therefore her all CAS benefit including other promotional benefit and fixation of Pay will be considered from the same date as per State Government rules. After discussion, the Board members approved the recommendations of the Finance Committee in this matter.

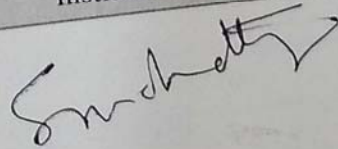
**Resolutions:**

*Resolved that the Finance Committee recommendation in this matter is approved.*

ii) Every faculty member may be allowed to present papers.

ii)

The members noted that the fund for paper publication to the faculty members is given through TEQIP-II. The faculty representatives inquired whether the Institute will provide fund for the same





	<p>J. Course fees for higher qualification of Non-Teaching Staff under TEQIP-II.</p>	<p>once TEQIP-II project is over. The members decided that the members may be allowed to publish papers in at most two reputed Springer or Elsevier conference but the minimum factor/ISSN/ISBN number mentioned. Chairman-RCCIIT that if the budget permits then will be released.</p> <p>i) The Board referred the matter to for appropriate directives.</p>
<p><b>Agenda-0.8:</b></p>	<p>Any other matter with the permission of the Chair.</p> <p>i) Publication of new Books/Papers by faculty members.</p> <p>ii) Condensed course for 4<sup>th</sup> yr. students.</p> <p>iii) Child Care Leave for male staff members.</p>	<p>i) Chairman-RCCIIT noted that faculty members have written papers a long time ago and needed to start writing new papers. Board also noted that faculty members are holding library books for a long time. Board decided that all those members who have held papers from the Central Library since a long time are directed to replace them.</p> <p><u>Resolutions:</u>  <i>Resolved that faculty members who have books/ papers a long time ago shall start new books/ papers. Further resolved that books from the Central library since a long time must be replaced.</i></p> <p>ii) The members recommended condensed course/ crash course for 4<sup>th</sup> year students to motivate them for greater attendance.</p> <p>iii) Faculty representatives informed that the classes are getting hampered due to sanction of Child Care Leave for female staff members. Chairman-RCCIIT reiterated that the Board is following the rules while sanctioning the Child Care Leave. A few</p>

*Sm Chatterjee*

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informed that the Child Care Leave is known as Paternity Leave in case of the male staff members. Board members felt that the matter needs further discussion and directed the management to place the matter for review to the Finance Committee.

**Resolutions:**

*Resolved that the matter of Child Care Leave for male staff members is referred to the Finance Committee for review and appropriate recommendations.*

iv) Monetary help to Ms. Anwesha Pal, student of ECE department.

iv) Faculty representatives raised the unfortunate medical condition of Ms. Anwesha Pal a student of ECE department who is presently hospitalized with serious condition and requested for funds for her treatment. They also informed that the teaching, non-teaching staff members and students have contributed Rs. 75000/- for her treatment. Faculty representatives also requested the Board members to allow financial assistance from Student Welfare Fund. A few members suggested that MAKAUT has some scheme for financial assistance to such needy students and they may be approached for assistance.

v) Issue of placement of M.Tech students.

v) The point raised by the faculty representatives regarding placement in earlier meetings could not be taken up by the Principal at that time. The matter is referred to the present Officiating Principal.

vi) Issue of high end equipment purchased through TEQIP lying idle.

vi) Faculty representatives raised the issue of purchase of high end equipment through TEQIP that are lying idle without any use. Chairman- RCCIIT reiterated that he had already expressed his views earlier that he had sent formats to the departments to ascertain the present status of the

*S. M. Chetty*



equipment, software, IT peripherals etc. so that optimum use of the same can be achieved.

vii) Participation in FDPs.

vii) The Board decided that the participation in FDPs will be based on the deficiency of the department referring to orientation course as per Govt. order and may only be allowed in IITs, NITs, IIMs and NITTR. The Board also decided that every faculty member can participate in at most two 1-week FDPs or one 2-week FDP in a year. Further, decided that after completion of such programmes the person has to give PPT presentation to impart others of his/ her participation and advantages to the Institute. Department/ Students/ be shown.

Resolutions:

- i) Resolved that participation in FDPs will be based on deficiency of the department and will only be allowed in IITs, NITs, IIMs and NITTR. Further resolved that every faculty member can participate in at most two 1-week FDPs or one 2-week FDP in a year.
- ii) Resolved that the person(s) participating in FDPs will give PPT presentation to the stakeholders.

viii) Project work

i) Chairman-RCCIIT suggested that project work be started from 5<sup>th</sup> and 6<sup>th</sup> semester. The Board agreed to the proposal.

Resolutions:

Resolved that the project work will be started from 5<sup>th</sup> and 6<sup>th</sup> semester.

ix) Car hire services on a daily basis.

i) Sealed quotations were invited from reputed Transport Agencies providing non-AC diesel car on hire services on daily basis for travelling in and around Kolkata but on 21.02.2017 no quotations

*S. Mohanty*



received. The matter was placed before the BOG and they after deliberations decided that 20% increase and Rs.60/- as Car Washing Allowance be permitted as a very special case without setting precedence.

Resolutions:

Resolved that 20% increase and Rs.60/- as Car Washing Allowance shall be permitted as a very special case without creating precedence.

*There being no other issues to be discussed, therefore, the meeting ended with vote of thanks to the Chair.*

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