MINUTES OF THE 4th MEETING OF THE BOG OF JORHAT ENGINEERING COLLEGE, JORHAT

Day & Date : Saturday, 7th September, 2019

Time: 11 AM - 2 PM

Venue : Jorhat Engineering College, Jorhat

Members Present:

1. Dr. Chitralekha Mahanta	:	Chairman- in -charge
2. Dr. ReetaSarmah	:	Member Secretary
3. Mr. Sandip Sanyal	:	Member
4. Dr. S.Murali Mohan	:	Member
5. Dr. Prasanna Kr. Khaund	:	Member
6. Dr. RupamBaruah	:	Member
7. Dr. DigantaHatibaruah	:	Member

Agenda No. 1 : Chairman takes the Chair :

Dr. Chitralekha Mahanta, Chairman in-charge presided over the meeting as the chairman Mr. Abhijit Barooah could not attend the meeting due to his sudden illness.

Agenda No. 2 : Confirmation of the minutes of the last meeting (3rd BOG) held on 12-06-2019.

The minutes of the 3rd **BOG Meeting held on 12/06/2019** is confirmed since no comment has been received from any members on the same.

Agenda No. 3 : Action Taken Report on the minutes of each BoG meeting

1. A member from the All India Council for Technical Education is yet to be included in the BoG. The principal, JEC is advised to communicate with the AICTE in this regard.

   Action : Letter sent to the chairman AICTE vide JEC/ST/Per/2018/4369 dt 29-09-2018
   Reminder Vide mail on 30-08-2019 Reminder Vide phone on 04-09-2019
   Remarks from BOG : BOG advised to send more reminders in every month to AICTE.

2. For renewal of research assistance, attending workshop/conference/seminar in the mentor institution may not be insisted upon.

   Action: The criterion of attending workshop/ conference/seminar in the mentor institution for renewal of research assistantship is removed.

   Remarks from BOG: The Board noted the same and approved.

Dr. Chitralekha Mahanta
PROFESSOR
Electronics & Electrical Engineering Department
Indian Institute of Technology Guwahati
Guwahati-781039, INDIA

Principal
Jorhat Engineering College
Jorhat 7

3. An income-expenditure statement covering all heads of expenditure of the institution for the next 5 years and last 3 years is yet to be produced before the BoG. For this, the principal JEC may form an internal committee and seek assistance of a Chartered Accountant. This statement should be produced in the fourth BoG meeting.

   Action: The income – expenditure statement for last three years were presented before BOG.

   Remarks from BOG: The Board noted the same.

4. The matter of impending shortage of faculty after closure of TEQIP should continue to be brought before Govt of Assam.

   Action: Letter was sent vide JEC/Estb/2018/5448 date 27-12-2018, Reminder on 22-01-2019 and 31-07-2019

   Remarks from BOG: BOG advised to send more reminders in every month to Govt of Assam.

5. An analysis of the reasons of non-accreditation of Instrumentation Engineering department and shorter period of Mechanical Engineering should be done and placed in the fourth BoG meeting.

   Action : The critical analysis was presented before BOG.

   Remarks from BOG : BOG advice to circulate the critical analysis to the three departments (Civil, Computer Science & Engg and Electrical) so that they will be benefited in their NBA preparation .

6. Re-allocation of space to Electrical, Instrumentation and Mechanical Engineering departments.

   Action: The principal, JEC placed the proposal after exploring all possibilities before BoG.

   Remarks from BOG: In principle BOG agrees and strongly recommends the proposal placed by Principal. However comments from all the departments may be invited within a short time frame. The BOG expressed the opinion that objections (if any) to the proposal placed should be taken into account only if it hampers academics of the institution.

   BOG also permits any civil work that may arise in the concerned departments that may arise because of the proposed reallocation of space.

Dr. Chitralekha Mahanta
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Agenda. No.4 : Review of Statutory Audit Report for 2018-19

The Board went through the report and approved the same.

Agenda. No.5 : Review of activities conducted after 3rd BOG meeting:

Following activates were organized during July to September 2019:

SI No.	Name of the event	No. of participants
1	SELP program from 8-8-2019 to 13-8-2019	289
2	Induction program from 01-08-2019 to 23-08-2019	289

The Board noted the same and approved post facto.

Agenda No. 6 :Review of procurement plan to be uploaded in PMSS :

1. Taylor & Francis e-Journals

Product	Subscription Period	No of Titles	2019Access only Offer Price* ($)	Method pf procurement
Engineering, Computing & Technology + (PCM) Package	12 Months	371 Journals	$8,532.00*	Direct Purchase

2. Microsoft Office License

Product	Number of license	Cost	Method pf procurement
OfficeStd 2019 SNGL OLP NL Acdmc	As per requirement	600000.00	Shopping

3. Books

Product	Approximate cost	Method of procurement
Hard Book & E-books	10,000,00.00	Shopping / Direct contract

4. Start-up Cell

Start-up Cell	Number	Unit Rate	Total
Plain Office Almirah	2	22,000.00	44,000.00
Chair	10	5000.00	50,000.00
Office Table	1	30,000.00	30,000.00
Xerox machine	1	75,000.00	75,000.00
1 KvA UPS	1	8000.00	8000.00

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5. TEQIP Office

TEQIP Office	Number	Unit Rate	Total
Godrej Storewel Plain Office Almirah	4	22,000.00	88,000.00
Chair	10	5,000.00	50,000.00
Office Table	2	30,000.00	60,000.00
Furniture	1	50,000.00	50,000.00
Xerox machine	1	75,000.00	75,000,00

The BoG accords permission to carry out the above work.

Agenda No. 7: Any other matter with approval of Chairman:

None

Agenda No. 8 : Vote of Thanks :

There being no other items, the meeting ended with a vote of thanks to the Chair.

Signature *Olahanta*

Chairman BOG   (i/c)
Jorhat Engineering College

Dated :   IIT Guwahati
Place :   10/9/2019

Dr. Chitralekha Mahanta
PROFESSOR
Electronics & Electrical Engineering Department
Indian Institute of Technology Guwahati
Guwahati-781039, INDIA

Signature

Principal
JorhatEngineering College

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