

Minutes of the 5th Meeting of the Board of Governors of Darbhanga College of Engineering, Darbhanga, Bihar on 28-03-2019

The 5th meeting of the Board of Governors of Darbhanga College of Engineering, Darbhanga, is held on 28-03-2019 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. Sumanta Gupta
Coordinator TEQIP-III
IIT Patna – Bihar
E-mail: sumanta@iitp.ac.in
Mob- 8986192445 | Invitee Member |
| (4) | Dr. Diwakar Kumar
Nodal Officer finance
SPIU- Taramandal Bailey Road, Patna, Bihar | Invitee Member |
| (5) | Sri Om Prakash Kheria
Industrialist, Darbhanga
E-mail:
Mob- 9334934666 | Member |
| (6) | Principal
D.C.E., Darbhanga
E-mail: dcedbg@rediffmail.com
Mob: 8757519996 | Member |
| (7) | Dr. R.K. Singh
Associate Prof., M.C.E., Motihari
E-mail: rajendra.dce1@gmail.com
Mob: 9835605196 | Member |
| (8) | Dr. A.K. Choudhary
Associate Prof., Deptt. Of Physics
E-mail: anilkumarchoudhary5@gmail.com
Mob: 9430033892 | Member |



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| (9) | Mrs. Bhawana Verma
State Engagement officer
National Skill Development Mission
Niyojan Bhawan , Bailey Road ,Patna
E-mail: bhawana.verma@nsdcindia.org
Mob- 9771420771 | Invitee Member |
| (10) | Mr. C.P. Singh
Nodal Officer Procurement | Invitee Member |
| (11) | Dr. Raman Kumar Jha
Nodal Officer Finance | Invitee Member |
| (12) | 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 BoG members by the Principal and Approval of the Minutes of the 4th 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 despite their busy schedule.

The BoG discussed the details of the Minutes of the 4th Meeting of the BoG held on 15-12-2018. After discussing the Minutes of the 4th Meeting by the Board of Governors, the Minutes were approved by the members of the BoG.

Agenda 2: Presentation on Progress and Activities of the TEQIP-III Project of D.C.E., Darbhanga after 4th BoG. Meetings.

The Principal gladly appraised the Board about the program and activities under the TEQIP-III Project after 4th BOG meeting with Power Point presentation.

Faculty/Staff

- ❖ No new faculty has joined after 4thBOG meeting. One faculty, Prof. Rohit Soni from Civil Engg., Department and one faculty Prof. Amit Ghosh from Mathematics Department have resigned.
- ❖ Presently, the institution has 13 Regular faculty and 37 Contract faculty members that makes it a total of 50 faculties out of 64 sanctioned posts.
- ❖ The working Program Manager Sri Krishna Mohan Prasad Srivastav has resigned. The first candidate of the Wait List Sri Mukesh Kumar has joined in TEQIP Cell as Program Manager (On Contract).

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Faculty/Staff Training

- ❖ Two faculty members Prof. Vikash Kumar and Prof. Akash have attended Three days workshop on *Research Methodology* organized by NCE,Chandi from 22-24 Dec, 2018.
- ❖ Three faculty members Dr. M. A. Mokhtar, Dr. Ravi Ranjan and Prof. Rajesh Kumar Jena have attended One day workshop on *Refresher workshop on procurement* organized by SPIU, Bihar on 21-01-2019.
- ❖ Two faculty members Dr. Ravi Ranjan and Prof. Prashant Kumar Singh, have attended Two days Training on *PMSS* organized by Faculty of Engineering & Technology, Jadavpur from 12-13 March, 2019.
- ❖ One faculty member Prof. Ratnakshi Roy has attended Four days training on *Teachers' Development Programme* followed by Teaching Knowledge Test (TKT) Exam, organized by Cambridge English Language Assessment Bihar Centre, Patna from 05-08 Feb, 2019.
- ❖ Two faculty members Prof. Vikash Kumar and Prof. Akhilesh Kumar have attended Ten days training on *Teacher's Development Program on Language Enhancement* by Cambridge Assessment English, Patna from 13-22 Feb, 2019.
- ❖ One faculty Dr. Puja Kumari has attended Six days workshop on *Radiation and Application* conducted by IIT, Hyderabad from 17-22 Feb, 2019.
- ❖ One faculty member Prof. Navdeep Pandey has attended Five days Short Term Course on *Fundamentals and Characterization of Solar Cells* by IIT, Kanpur from 19-23 Feb, 2019.


GATE

- ❖ Engineers Academy, Jaipur, has completed GATE classes for final year students.
- ❖ A total of 192 students appeared in GATE 2019 and the results are published. So far, 92 students (ME-32, CE-21, CSE-23, EEE-16) have submitted their scores, from which 18 students have qualified GATE 2019.

Employability Skill Training

- ❖ The second phase of the Employability Skill Training for 3rd year students is continuing. It is likely to be finished by the 1st week of April 2019.

Workshop/Seminar/Training in institute

- ❖ An online Short Term Course has been organized at DCE Darbhanga on "Science and Technology for Sustainable Development" by NITTTR Chandigarh from February 04-08, 2019. A total of 48 faculty and 5 technical staff have attended the course.
 - ❖ An online Short Term Course has been organized at DCE Darbhanga on "Communication Skill" by NITTTR Chandigarh from February 11-15, 2019. 51 faculty and 7 technical staff have attended the course.
 - ❖ An online Short Term Course has been organized at DCE Darbhanga on "Application Development using Angular JAVA" by NITTTR Chandigarh from February 25 to March 01,
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2019. Faculty from CSE and EEE department and the staff of CSE have attended the course. The total number of participants was 23 faculty and 5 technical staff for this course.

Placement and Internship

- ❖ Pie Infocomm Pvt. Ltd., Lucknow, has visited college for Campus Placement of final year students. A total of 9 students (ME-4, EEE-3, CE-1, CSE-1) have been selected.
- ❖ A total of 114 students are selected for internship at Pie Infocomm Pvt. Ltd., Lucknow. Students were offered scholarship from 20%-100% in training fees. Some of them have got stipend as well.

Accreditation

- ❖ NPIU has revised the target for SAR filling for NBA Accreditation by the end of May 2019 in the mid-term Review Meeting held on 24-01-2019 at New Delhi.
- ❖ The institute has prepared its Vision and Mission Statements that needs to be approved by the BoG.
- ❖ The departmental Vision and Mission along with PEOs and PSOs is also prepared for approval.
- ❖ The faculties are preparing COs & POs of individual subject and their mapping is in process.

Equity Action Plan (EAP)

- ❖ The revised EAP has been approved by NPIU.(Annex- 1)
- ❖ Prof. Akash, EAP coordinator, has attended Two day National conference on "Equity: Achievement & challenge in India" at COE, Pune on 15-16 March, 2019.
- ❖ As per guidelines of NPIU, Equity Action Plan has been uploaded on the website of the institute on 21-02-2019. An intimation regarding this has been sent to NPIU.

Environment Management Framework (EMF)

- ❖ A revised and updated EMF has been sent to NPIU/SPIU with activities assigned to concerned committee members. (Annex- 2)
- ❖ For effective implementation of activities under EMF in the institute, an Environmental Management Committee has been revamped for better performance. (Annex-3)

Wifi Connectivity

- ❖ Jio Wi-Fi is installed by Reliance JioInfocomm in our campus.
- ❖ Prior to starting the Wi-Fi in the campus, it is required to create a web based enterprise user-ID and password. For this, the service provider is preparing an application format to be filled by the college.

Agenda -3: The Action Taken Report on suggestions and decisions of 4th BoG. Meeting

The Principal placed the Action Taken Report on suggestions and decisions of 4th BoG. Meeting.

Action Taken Report:



S. NO.	Decision	Action Taken
1.	Procurement of textbook according to new syllabus	Under process. Advertisement has already been made for the procurement of books from the DST fund.
2.	Canteen facility	The space for canteen has been allocated. The canteen facility is expected to start in the first week of April.
3.	Audio system for the classroom	Each class room has been provided with projector & speaker. Teachers have been also provided portable speakers.
4.	Independent building for workshop, computer center, library and student amenity centre	DST has been informed regarding this, a new building of the institute is under construction
5.	Purchase & Expenditure	The institute met the procurement target of completing 1.5 Cr. set by NPIU. The details are further discussed in agenda 5.
6.	Repairing of washroom	As per the NPIU guidelines tender has been floated twice. In both the occasions, no supplier has fulfilled the set criteria. We will do the retendering

- ❖ The BoG expressed satisfaction on Action Taken Report.
- ❖ The BoG directed the Principal to pursue DST for independent building for Workshop, Computer Centre, Library and Student Amenity centre.
- ❖ The BoG also requested the Chairman for requesting the Department for the same. The Chairman gladly accepted the proposal.

Agenda – 4: Presentation of Auditor report (Finance)

The Principal presented:

- ❖ Statutory Auditors report for the Financial year 2017-18 (3rd & 4th Quarter 2018).
- ❖ The Internal Audit report for the period of 01-10-2017 to 31-03-2018 & 01-04-2018 to 30-09-2018 before the BoG.
- ❖ The compliance of the Internal Audit reports and Statutory Audit reports has also been presented before the BoG.

He also informed that there are mismatch of Rs. 4,16,964 for the period of 1-10-2017 to 31-03-2018 and an amount of Rs. 7,87,557 for the period of 01-04-2018 to 30-09-2018.

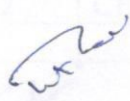
Thus, there is a total mismatch of Rs. 12,04,521 till 30-09-2018.

The SPIU and NPIU are repeatedly requested for the reconciliation between the actual expenses and M32. The same issue has been raised in various meetings with SPIU and NPIU for reconciliation.

The BoG apprised with the Auditor's report and approved.

BoG further requested the SPIU to look into the matter of reconciliation on priority basis.

Agenda – 5: Approval of Procurement Plan



- ❖ The principal informed the BoG that the procurement plan as decided in the 4th BoG meeting has been entered in the PMSS software. The final list of procurement plan as per PMSS(Annex-4) is presented for approval.

BoG accorded approval to the final procurement plan as per PMSS/PMS software.

Agenda –6: Approval of Purchased items

- ❖ The principal presented the list of items that have been procured for approval.

The items procured are primarily of three categories namely Equipment, Learning Resources and Furniture that comes under procurement heads 1.1.1.1, 1.1.1.2 and 1.1.1.3 respectively. The details are as follows:

List of Equipment

1.1.1.1: Equipment					
SN	Equipment name	Qty	Deptt	Cost	Remarks
1	Laptop	7	Institute	5,87,300	
2	Centralized Printer	1	Institute	65,500	
3	Multifunction printer	2	Institute	27,798	
4	Desktop	40	Institute	28,58,000	
5	UPS 10KVA	2	Institute	3,50,000	
6	UPS 5KVA	1	Institute	94,750	
7	1KVA UPS	15	Institute	448500	
8	Air Conditioner	12	Institute	5,38,800	Specs. mismatch
9	External Hard Drive	11	Institute	45,143	
10	Interactive Projector	17	Institute	18,81,050	
11	Speaker Set	6	Institute	1,25,963	
12	STAND PROJECTOR SCREEN	2	Institute	9900	
13	Printer(Laser Jet 1020+)	9	Institute	97,200	
14	Projector	2	Institute	58000	
15	PROJECTOR SCREEN WALL	17	Institute	174250	
16	Server	1	Institute	495000	
17	Podium Set (Digital Lectern Kiosk)	4	Institute	13,02,000	Non delivered
18	AC Position Servosystem Trainer set	2	EEE	74200	
19	Function Generator	10	EEE	235000	
20	Kirchhof's current law trainer	6	EEE	29736	
21	Bench Type Multimeter	1	EEE	54280	
22	DIGITAL TRAINER KIT	4	EEE	27,996	
23	Electrical Conductivity	1	EEE	4000	
24	Super position Theorem	6	EEE	29400	
25	ELECTRONIC BALANCE 1 KG	2	CE	1800	
26	ELECTRONIC BALANCE 10 KG	1	CE	9800	
27	ELECTRONIC BALANCE 20 KG	1	CE	7000	
28	Ambient noise measurement	1	CE	8440	
29	Laser distance meter upto 100 m	1	CE	32000	
30	Mechanical Sieve shaker	1	CE	33390	
31	Rebound Hammer (Schmidt hammer)	2	CE	167560	
32	Turbidity	1	CE	9550	
33	Electronic Wt Scale: Table top model	2	CE	18000	
	TOTAL			99,01,306	

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List of Software under the head Learning Resources

1.1.1.2 Learning Resources						
Sl. No.	Name of Software	Proprietary to	Supplier	Users	Total Price including GST	License type and duration
1	ANSYS Academic (Mech+CFD) for ME & CE	ANSYS Inc., USA	ARK Infosolutions Pvt. Ltd. A-19, Sec-4, Noida 201301	1 (research) + 25 (teaching)	15,75,300	Perpetual with 01 year TECS, Upgrades, Warranty
2	STAADPro (Bentley academic subscription bundle) 50+ software	Bentley Systems India Pvt. Ltd.	COMPTEK International, Ranchi, Delhi SU-10, Bhikaji Cama Bhan, New Delhi - 66	50 (Civil Engg.)	15,34,000	5 years (including 50+ softwares)
3	Solid Works	Dassault Systems Solidworks Corporation, USA	ELMAX Systems & Solutions, A-77, Lake Gardens, Kolkata, West Bengal - 45	60 (Mech. Engg.)	6,49,000	1 year
4	Oracle 11G (database)	Oracle India Pvt. Ltd.	APOLLO INFOWAYS PVT. LTD.	10 (CS Engg.)	13,86,500	1 year
5	EDWinXP (Software for PCB design and electronics lab)	VISIONICS (INDIA) Pvt. Ltd. 2711, 2 MAIN, HAL 3 stage, Bangalore-75	Ambition technologies 17, FF, Pocket 2, Sector 24, Rohini, New Delhi-110085	30 (EE Engg.)	12,39,000	3 years MOU 30 USERS Perpetual license (lifetime)
TOTAL					63,83,800	

- ❖ Additionally, Software "Tally" of value Rs. 18,500 is purchased for accounting purpose.
- ❖ As per the NPIU guidelines (NPIU/TEQIP-III/Procurement/2018-19, dated: Nov. 02, 2018) for Purchase of Proprietary items, the required formality has been ensured during the purchase process.

List of items under category furniture procurement head 1.1.1.3

1.1.1.3: Furniture (Institute level purchase)					
SN	Equipment name	Qty	Cost	Remarks	
1	Conference Table	1	1,56,500		
2	Dual Desk	80	7,52,000		
3	Executive Chair	18	1,89,000	Not delivered	
4	Green Board	17	93,500		
5	Office Almirah with locker	20	3,67,800	Specs. mismatch	
6	Office Chair	15	1,27,500		
7	Office Table with both side locker	7	1,57,500	Specs. mismatch	
8	Office Table with one side locker	4	59,800		
TOTAL			19,03,600		

- ❖ In the above list, the BoG observed that specifications of some items are mismatched. The BoG is of the opinion that the verification committee should evaluate whether the items cater the need of the institution or not; whether the items are working or not; or if the specifications of supplied items are acceptable or not.
- ❖ The BoG directed the principal that if the items are acceptable, the items should be accepted. As the project is a time bound programme and hence the formalities should be minimised, if possible.
- ❖ The BoG approves the items purchased as listed above that amounts to a total of **Rs. 1,82,07,206** comprising **Rs. 99,01,306** of Equipment, **Rs. 64,02,300** of Learning Resources and **Rs. 19,03,600** of Furniture.

Agenda – 7: Approval for modification in existing procurement plan in the PMS software

- ❖ The existing procurement plan exceeds the fund allocated under the head procurement that is 6 Cr. Hence the procurement plan needs to be modified partially. The principal suggested for removing some items that are mentioned below in section (a). Further, the principal suggested adding of some more important items in the procurement plan listed in section (b).

(a) List of items to be removed from the existing procurement plan.

SN	Item name	Amount	Comments
1	Dream Viewer	3,00,000	
2	Adobe professional	1,00,000	
3	White board	2,00,000	Not required now.
4	Office almirah without locker	4,00,000	Sufficient amount of office almirah with locker has already been purchased
5	Podium set	14,00,000	Non delivered, needs modification in spec.
	TOTAL	31,50,000	

(b) Items to be included in the procurement plan. The justifications to include these items are also presented.

1. **Laptop.** Previously purchased laptops are 7 in quantity. More number of laptops are required for the faculty involved in various activities such as academic, procurement, finance, NBA, Library management, office of TEQIP, Different departments etc.
2. **Drawing board.** We need immediate purchase of some Drawing Boards for Mechanical Engineering department.
3. **Repairing and renovation of Labs, Workshops and Library.**

- ❖ The BoG approves to remove the items listed in section (a) of Agenda 7 and to include the items listed in section (b) of Agenda7.

Agenda - 8: Training for Students' Communication Development by Cambridge English:

The Principal acquainted the BoG with report of the Employability skill test.

Water

- ❖ Based on the Employability Skill Test report, the performance of our student in English communication was poor.
- ❖ A training is required to make the students industry-ready for **Business/Professional English** to achieving a minimum B1 CEFR score (Common European Framework of Reference for Languages), which is the internationally accepted score level for Language Assessment. The training will enhance professional English Language communication to facilitate placement opportunities of the students of Darbhanga College of Engineering, Darbhanga.
- ❖ The training should be dedicated towards getting Business English Certification (BEC).
- ❖ The Principal proposes the training for Students' Communication Development by Cambridge English to train the Engineers to be equipped with professional communication skills so that Engineers are ready for their varied field of work-interests.
- ❖ The BoG recommended the college to run the Kushal Yuva Program for BS-CLS (Bihar State Certificate in language skills), which is provided free of cost by the Government of Bihar.
- ❖ The BoG directed the Principal to present a comparative study of the modules of BS-CLS and the training modules offered by Cambridge English.
- ❖ The BoG directed the principal to present a detailed proposal with the necessity for Cambridge English Assessment for professional English Language training by Cambridge English before the Chairman of BoG.
- ❖ The BoG requested the Chairman to evaluate the curriculum of BS-CLS and the training modules offered by Cambridge English based on the comparative study, and consider the differences in the level of training of the BS-CLS and the Cambridge English.
- ❖ The BoG requested the Chairman to consider if such training meets the professional requirement of the Engineers in different sectors of industry and workplace regarding English communication skills.
- ❖ The BoG authorized the Chairman to approve the proposal on merit.

Agenda – 9: Approval of Proposed Action Plan of Quarter- 01 (April – June, 2019)

- ❖ The Principal proposed the Action Plan of Quarter- 01 (April – June, 2019) before the BoG. (Annex-5)
- ❖ The BoG discussed the Action Plan in detail and accorded approval to Action Plan of Quarter-01 of FY- 2019-20 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 27-03-2019

The Principal presented the expenditure made under TEQIP-III up to 27-03-2019 (Annex-6).

The BOG approved the expenditure made under TEQIP-III up to 27-03-2019. (Annex-6)

Agenda – 11: Approval for Resignation of Program Manager, Mr. Krishna Mohan Prasad Srivastava

The Principal proposes the BoG to approve the resignation of Program Manager, Mr. Krishna Mohan Prasad Srivastava (On-Contract) with effect from 25.02.2019.

BoG approves the resignation of Program Manager, Mr. Krishna Mohan Prasad Srivastava.

Agenda – 12: Approval for Engagement Offer to Program Manager/Consultant (On-Contract), Mr. Mukesh Kumar

- ❖ The Principal informed the BoG that an advertisement was made for the engagement of (1) Program Manager/Consultant and (2) Accountant on 15-05-2018. The interview was conducted by the selection committee on 10-08-2018. As per #8 of proceeding (Annex-7) of selection committee, the wait list of the Program Manager/Consultant is made valid for one year.
- ❖ Accordingly, an Engagement Offer is issued to the first candidate of the wait list, Mr. Mukesh Kumar. Mr. Mukesh Kumar has joined on 09-03-2019.
- ❖ The Principal proposes for approval of Engagement Offer to Mr. Mukesh Kumar as Program Manager/Consultant On-Contract.
- ❖ BoG approved the Engagement Offer to Mr. Mukesh Kumar as Program Manager/Consultant On-Contract.

Agenda – 13: Approval of Vision and Mission Statements of the Institute, and the Departments of Mechanical, Civil, Electrical & Electronics and Computer Science Engineering along with the Departmental PEOs and PSOs

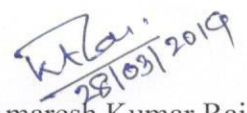
- ❖ The Principal presented the Vision and Mission of the Institute and of the four Departments (Civil Engg., Mechanical Engg., Electrical & Electronics Engg., Computer Science & Engg.) along with PEOs and PSOs of the Departments for approval from BoG. (Annex-8).
- ❖ The BoG discussed in detail.
- ❖ The BoG directed the principal to email the proposed vision Mission PEOs and PSOs to all member of the BoG for suggestions. Accordingly it should be further improved and presented before the chairman of the BoG.
- ❖ BoG authorized the chairman to approve it.

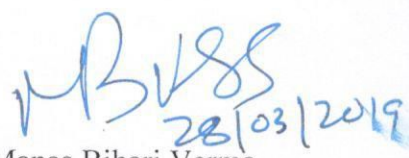
Agenda -- 14: Others

- ❖ The BoG approves the committee formed for Physical verification.
- ❖ The BoG suggested that cleaning of Laboratory, Workshop and Institution is to be done under TEQIP fund.

The Chairman thanked the members for attending the meeting and putting forth their valuable suggestions and inputs. He also thanked the principal for arranging the meeting and for the hospitality.

The meeting is concluded with Vote of thanks to the honorable Chairman.


Dr. Amaresh Kumar Rai
Principal-cum-Institutional Project Director (IPD)
TEQIP-III,
DCE, Darbhanga.


Prof. Manas Bihari Verma
Chairman,
Board of Governors,
DCE, Darbhanga.

Letter No: DCE/T/174

Date: 24-04-2019

Copy To:

1. Chairman
2. All members
3. Director DST, Patna
4. SPIU, Bihar
5. NPIU

For information and necessary action

W.R.