

MINUTES

Government Engineering College, Sector – 28, Gandhinagar

7th meeting of the BoG Members was held in the office of Principal at 11:30 on 17 October 2015.

Present

1. Mr Prutul Shroff , Founder and CEO, E-Infochips & Chairman, BoG
2. Mr Haren Shah, Executive Chairman, Peach Computers,
3. Prof Sanjeev Gupta, Professor, DAIICT, Gandhinagar
4. Prof PJ Patel, Academic Mentor, Ex VC SP University, Vallabh Vidyanagar
5. Dr VS Purani, Joint Director, Commissionerate of Technical Education
6. Dr CB Bhatt , Principal, Government Engineering College, Gandhinagar
7. Prof IN Trivedi, TEQIP Coordinator, Government Engineering College, Gandhinagar
8. Prof DR Shah, Head, Metallurgy & Mechanical Dept, Govt Engg College, Gandhinagar
9. Prof JS Dhobi, Head, CE & IT Dept, Government Engineering College, Gandhinagar
10. Prof AD Rathod, Head, IC Department, Government Engineering College, Gandhinagar
11. Dr Parul Popat, Assistant Professor, English,

1 : Review action taken report for earlier BoG meetings. (Annexure – I)

- a. Result analysis semester – I and higher semesters

Transition rate was discussed with reference to the First Year Bio-Medical and Metallurgy Department. Prof DR Shah communicated the improvement in the result of Metallurgy Department by 7% as compared to the previous year result.

Action to be taken: HoDs are to prepare a comparative result analysis of all the semesters of previous three years.

Responsibility: HoDs

Deadline: 6 November 2015

- b. Placement status (Target decided and achieved)

As compared to the target of 100 placements fixed during 5th BoG Meeting, 84 placements have been done.

- c. Activities completed for supporting weak students

Principal Dr CB Bhatt referred to a couple of activities which were done in this area.

Resolution: Identification of weak students is to be done followed by the

planning of the activities to support weak students. There should also be measurement of the outcome of the activities.

Action to be taken: A brief report is to be submitted on the activities done till date to support weak students.

Responsibility: Prof JS Dhobi, Coordinator RUSA (Rashtriya Uchcharat Shiksha Abhiyan)

Deadline: 6 November 2015

d. Finishing school conducted for students

Resolution: Further planning is to be done for the activities to be conducted in the next semester.

Action to be taken: Each department is to identify at least two areas in which they would like the students to give the training and submit the proposal.

Responsibility: All HoDs in consultation with the faculty members.

Deadline: 6 November 2015

e. Feedback system effectiveness review

Resolution: Feedback received from students regarding the teaching practices of a teacher is to be shared with the concerned faculty members for the improvement of teaching learning process.

Action to be taken: Head of the Department is to share the feedback of the students of the last semester (Even Semester 2014-15) with the concerned faculty member and suggest steps for the modification in the teaching-learning process. A report on the same should be submitted to the principal.

Responsibility: All HoDs for the utilization of feedback

Deadline: 6 November 2015

f. ICT enabled education

Principal Dr CB Bhatt briefed everyone about the use of ICT in the teaching-learning activities by some of the faculty members. Biomedical department is using MOODLE for all the courses. Prof. Parul Popat presented the use of 'Read Theory', an adaptive teaching-learning platform for improving reading ability. Prof. Bhatt conducted awareness workshop for 'Google Classroom' and few faculty members are using in their teaching. Institute started 'YouTube' channel for video lectures.

Resolution: All teachers have to use ICT for various teaching-learning activities.

Action to be taken: All HoD must ensure to start using ICT from next term.

Deadline: 12 December 2015

g. Procurement status

A considerable discussion was done about the procurement made at the institution. The BoG Members expressed the desire to have an overview of the

procurement done and the status of its utilization at the institution.

Resolutions:

1. Allocation of fund under various heads should be sent to the BoG Members
2. BoG Committee has agreed on the budgetary provisions for the Skill Development Center.
3. A report on the status of the utilization of equipment procured is to be submitted.

Action to be taken: The data is to be prepared systematically with necessary details.

Responsibility:

1. Prof IN Trivedi for the details of fund allocation under TEQIP II
2. Prof VV Prajapati for the Skill Development Center
3. All the HoDs are to submit a report on the status of utilization of equipment procured

Deadline:

1. Fund allocation details 30 October 2015
2. Prof VV Prajapati for the Skill Development Center (submitted through email)
3. All the HoDs are to submit the Status Report of Utilization of Equipment Procured by 30 October 2015

2 : Key Performance Indicators (KPI) of TEQIP and Current Status (Annexure – II)

- a. NBA Status and action taken report (issues to be addressed)

Discussion: The institute has applied for five under graduate programmes. NBA Task force is already formed.

Action to be taken: The list of NBA Task force and the activities conducted is to be sent to the BoG Members

Responsibility: Prof IU Ajmeri

Deadline: 30 October 2015

- b. Academic autonomy (issues to be addressed)

Discussion: Principal and TEQIP Coordinator expressed that academic autonomy is mandatory for TEQIP participating institution. NBA accreditation is required to attain academic autonomy.

- c. Percentage of faculty deputed for PG and PhD

Principal Dr CB Bhatt shared that 3 faculty members for PG and 3 for PhD have been deputed (sponsored from the government fund).

- d. Vacancy reduced

Principal Dr CB Bhatt acknowledged that ratio of vacancy has reduced from TEQIP baseline.

- e. Research activities (publication)

Principal Dr CB Bhatt shared the information about the research work.

Resolution: Latest data of the Research Activities is to be submitted.

Responsibility: Prof PK Nanavati

Deadline: 6 November 2015

f. Transition rate

Transition rate was discussed with reference to the I- Year of Bio-Medical and Metallurgy Department. Prof DR Shah communicated the improvement in the result of Metallurgy Department by 7% as compared to the previous year result.

Action to be taken: HoDs are to prepare a result analysis of all the semesters of previous three years and show the transition rate and should also discuss the issues affecting the transition rate.

Responsibility: HoDs

Deadline: 6 November 2015

g. No. of master and doctoral students enrolled (through TEQIP fund)

h. Internal Revenue Generation (IRG) in %

Resolution: IoT facility should be utilized for IRG fund.

Action to be taken: Faculty members are to organize trainings and generate revenue.

Responsibility: Faculty members who have undergone IoT Training

Deadline: Continuous process

3 : Proposals for various items (Annexure – III)

a. Discussing civil work plan and approval for depositing advance to PWD

Discussion: A considerable discussion took place regarding the depositing the amount for civil work to PWD. The point was conveyed by Dr CB Bhatt regarding the correspondence done with PWD. The chairman suggested to be submitted a report for the work to get it sanctioned. Dr VS Purani suggested that work can be done as PWD is also purely a government agency.

Resolution: It was decided to submit a detailed report to the chairman and the other members.

Responsibility: Prof Ajay Patel, Civil Work In-charge

Deadline: 30 October 2015

b. Start-up Saturday scheme

Resolution: Efforts to be made to encourage entrepreneurship among students

Actions to be taken: Start-up Saturday Initiative is to be launched. The detailed plan is to be prepared.

Responsibility: Prof VV Prajapati

- c. Assistant ship to visit trade fair

Discussion: Proposal is to be prepared. Dr. VS Purani has suggested to check the dos and don'ts and prepare proposal

Action to be taken: Case to case proposal to be submitted as and when required

Responsibility: Prof VV Prajapati

Dead line: To be started from the next semester

- d. Honorarium for finishing schools and support to weak students (NCVT, GCVT, Dol, KCG etc. norms)

Discussion: Dr CB Bhatt suggested that NCVT and GCVT etc are having trainings which will be useful to the students. Over and above this, specific training programmes should be framed for increasing employability of the students.

Resolution: Contribution of the professionals of nearby industry is to be sought. BoG also suggested to submit a case to case proposals.

Action to be taken: Branch wise training list in specific areas will be prepared by the institute. A list of personnel and companies to be invited is to be prepared in consultation with the BoG Members.

Responsibility: Prof TJ Patel, Co-ordinator, Finishing School

Deadline: 6 November 2015

- e. Revamping of Training and Placement Cell

Dr CB Bhatt shared that the establishment of Skill Development Center is an integral part of the Training and Placement Cell.

- f. Proposal for hiring TPO/ MoU with industries

Discussion: Mr Haren Shah suggested to involve HR Companies for the improvement of placement activities at the college.

Action to be taken:

1. MoU is to be done with the training and Recruitment Agencies to upgrade the level of all the students.
2. Proposal to recruit MBA personnel should be submitted to BoG for approval.

Responsibility: Prof VV Prajapati

Deadline: For the appointment 30 November 2015

- g. Counseling Cell : ----- Not discussed

- h. TA for training program ----

Resolution: Air-fare can be given to the Class II faculty members based on the assessment and relevance of the training they are planning to take as and when there is any such case

Action to be taken: Proposal is to be submitted to BoG for all need and merit based cases from time to time.

Responsibility: Prof JM Panchal, Nodal Officer Finance in consultation with principal

Deadline: Continuous process

- i. CoE proposals ----- Not discussed
- j. Procurement plan ----- Not discussed

4 : Any other item with permission of the chair.

Item: Irregularity and structure of the meetings of previous MoMs of BoG

Discussion: BoG Chairman and other members conveyed their dissatisfaction regarding preparation and the time taken to send the MoM. The point was discussed at a length.

Resolution: It was decided to appoint a faculty member who will take care of MoM preparation, submission and regular follow up.

Action taken: Dr Parul Popat, Assistant Professor (English) was appointed to take minutes of the meeting. Prof IN Trivedi will take care of submission of the minutes and regular follow up. It was decided that the MoM of BoG Meeting will be sent to all the members within three working days.

Responsibility: Prof IN Trivedi, TEQIP Coordinator and Dr Parul Popat, Assistant Professor (English)

Deadline: MoM to be sent within three working days of every BoG Meeting

Item: Status Report of the decisions taken in the previous meetings

Discussion: The BoG Members expressed their concerns over the progress of the work at college.

Resolution: It was decided that proper documentation of the activities done at college should be there and a status report should be prepared with necessary details and sent to the BoG Members.

Action to be taken: A systematic report of the activities taken place at the institute is to be prepared

Responsibility: All HoDs, Nodal Officers and Coordinators of various portfolios

Deadline: 6 November 2015

Item: Constraint in the payment of Honorarium for Training Programme & Guest Lectures Remuneration from Industry

Discussion: Principal Dr CB Bhatt shared the problems with the remuneration criteria decided by SPFU and suggested to revise the norms and include norms of payment for the industry personnel.

Action to be taken: A list of the Training Programmes, Resource Persons, the intended audience, tentative dates is to be prepared and submitted to the BoG so that necessary permission be taken to invite Resource Persons from industry

Responsibility: Prof AD Rathod in consultation with departments and faculty members

Deadline: 20 November 15

Item: Appointment of Administrative Director

Resolution: There should be an Administrative Director who can help the principal keeping the track of the things.

Action to be taken: A Project Assistant and PA to Principal will be appointed following the government norms and process

Deadline: 30 November 15

Item: Grievance Redressal Cell

Discussion: It was suggested that there should be a Grievance Redressal Cell to address various complaints/problems made/faced by students

Action to be taken: Following portfolio holders to take care such complaints and problems of students as well as faculty members. Record of such things is be maintained.

Responsibility:

- Student Feedback & Campus Connect: Prof Namrata Shroff (CE) & Prof Rupal Parmar (IT)
- Women Development Cell & Anti-Harassment Cell: Prof Keerti Vashishtha (IC) & Prof DM Diwan (Maths)
- Rector, Boys Hostel & Boys Hostel, Prof MB Chaudhari (CE)
- Warden Girls Hostel: Prof Pinal Patel (CE)
- Warden Boys Hostel: Prof VN Chavda (EC), Prof Dipak Prajapati (Maths)
- Security: Prof Mitul Patel (BM)
- Anti-Ragging Committee: Hostel Rector, Warden Boys and Girls Hostel
- Mentor of International Students: Prof Minal Dani
- Prof Namrata Shroff & Prof Rupal Parmar are to take care of promotion of Students' Suggestion, Complaints and Feedback System round the year.

Deadline: Continuous process

Item: Non-performing Faculty Members

Discussion: BoG Members expressed that some actions should be taken against the faculty members if they are not performing

Action to be taken: All the HoDs and Principal to take necessary action as and when needed

Responsibility: All the HoDs and Principal

Deadline: Continuous Process

Item: Hierarchy to facilitate the reporting of various committees

Discussion: A structure should be designed for the committees to report the progress and plan for the quarter.

Action to be taken: Latest office order to be sent to the BoG to update about various portfolios and in-charge officers. Monthly meeting to be organized by the committees and minutes to be submitted to the principal.

Deadline: Friday of the First Week of every month

Item: Reporting of the Activities (Curricular, Co-curricular & Extra-curricular)

Discussion: BoG should be kept updated about various activities organized at college

Resolution: A Report of all the activities carried out in various departments is to be prepared and is sent on the III Saturday of the Month to all the BoG Members before they are given a call on the last Saturday of the month

Action to be taken: Necessary record is to be maintained by the departments and sent to the concerned faculty members

Responsibility: Prof AD Rathod & Prof Keerti Vashishtha.

Deadline: II Friday of every month

Item: Utilization of 3.5 Crore for the development soft-component

Discussion: BoG Member expressed the desire to learn about the utilization of 3.5 Crore for the development soft-component

Action to be taken: A plan is to be prepared to utilize 3.5 crore rupees for the development of the soft component by the department in consultation with the respective TEQIP Nodal Officers

Responsibility: HoDs and TEQIP Nodal Officers

Deadline: 6 November 2015

Item: List of constraints

Discussion: Principal and TEQIP Coordinator and other faculty members referred to various constraints

Resolution: It was suggested to prepare a list of constraints faced at various levels

Action to be taken: A list of the constraints faced at various levels is required is to be prepared.

Responsibility: Prof IN Trivedi, TEQIP Nodal Officer

Deadline: 30 October 2015

Item: Periodicity of the BoG Meeting

Resolution: Periodicity of the BoG meeting would be the last Saturday of the every quarter. Last Saturday of the every month at 11:30 there would be a phone call to all the BoG members to update them about the status of the activities.

Action to be taken:

Principal/TEQIP Coordinator would make a phone call to all the BoG Members at 11:30am of III Saturday of every month (proposed)

Deadline: Continuous Process

Next BoG Meeting: Saturday of the last week of December would be the Next BoG Meeting (26 December 2015 proposed)

Item: Action Taken Report

Resolution: It was decided that Action taken Report should reach to the BoG Members before a week

Action to be taken: TEQIP Coordinator will do the necessary follow up in this regard

Deadline: For the next BoG Meeting Action taken Report will reach to the BoG Members on/before 19 December 15 (proposed)

The meeting ended with thanks to the Chair.

I approve these minutes as an accurate of the meeting above.

Chairperson

Date: 20 October 2015