

# MINUTES

## Government Engineering College, Sector – 28, Gandhinagar

8<sup>th</sup> meeting of the BoG Members was held in the office of Principal at 10:30 on 19 December 2015.

Present

1. Mr Haren Shah, Executive Chairman, Peach Computers
2. Ms Ekta Mehul, Representative, on behalf of Mr Prutul Shroff , Founder and CEO, E-Infochips & Chairman, BoG
3. Mr Uday Desai, Representative, on behalf of Mr Prutul Shroff , Founder and CEO, E-Infochips & Chairman, BoG
4. Prof PJ Patel, Academic Mentor, Ex VC SP University, Vallabh Vidyanagar
5. Dr CB Bhatt , Principal, Government Engineering College, Gandhinagar
6. Prof IN Trivedi, TEQIP Coordinator, Government Engineering College, Gandhinagar
7. Prof DR Shah, Head, Metallurgy & Mechanical Dept, Govt Engg College, Gandhinagar
8. Prof TI Kathawala, Associate Professor, Mechanical Dept, Govt Engg College, Gandhinagar
9. Prof JS Dhobi, Head, CE & IT Dept, Government Engineering College, Gandhinagar
10. Prof VN Chavda, Head, EC Dept, Government Engineering College, Gandhinagar
11. Prof. K. K. Jani, Assistant Professor, IT, Government Engineering College, Gandhinagar
12. Prof. Kruti Trivedi, Assistant Professor, EC, Government Engineering College, Gandhinagar
13. Prof Nilesh Banker, Assistant Professor, EC Department, Government Engineering College, Gandhinagar
14. Prof Rutu Nayak, Assistant Professor, BM, Government Engineering College, Gandhinagar
15. Dr Parul Popat, Assistant Professor, English,

### 1 : The Beginning:

**Discussion:** Principal Dr CB Bhatt initiated the meeting with a presentation wherein he shared his vision and plan to achieve academic excellence. The presentation covered the current scenario, the milestones to be achieved which included the deadlines for NBA Accreditation, autonomous status by December 2017, be a research driven institute by 2020 and a self-sustained institute by 2025. and

He envisaged that

- 31 January 2016 curriculum document is to be prepared
- 15 January 2015 Course files are to be prepared
- 21 December 2015 NBA Team Meeting

### Action to be taken:

- Ms Ekata Mehul suggested to visit NAASCOM website for curriculum document which was supported by Prof PJ Patel

- A template for the course files of current semester is to be prepared so that the target can be achieved.
- Mr Haren Shah is to be kept in the loop for the meetings concerning NBA Accreditation.
- Self-assessment of Faculty Members should be initiated.
- Need analysis for Adjunct Professor is to be done for each department. It is to be done by 31 December 2015. Prof KK Jani will take care of this. The information is to be submitted in the tabular form. (Name of the Department, Semester, Title of the Subject.) BoG will support in identifying the experts.

## 2 : Action Taken Report on the 7<sup>th</sup> BoG Meeting and subsequent Follow-Up Meets

Mr Haren Shah expressed his concern about the things decided in the 7<sup>th</sup> BoG and its status today. It was proposed to take the review of the actions to be done. It was found that most the resolutions were not acted upon. Hence, new deadlines were assigned for each activity and wherever needed new coordinators were deployed. Following things were decided:

- Comparative Result analysis of previous two exams was not ready and it is to be readied by Prof JS Dhobi by 31 December 2015.
- Each department HoD is to identify at least two areas in which they would like the students to give the training and submit the proposal by 31 December 2015. Prof Kruti Trivedi is to take care of this.
- It was remarked that feedback are not attended to. The responsible person was also not present in the meeting. Electronic Feedback for every lecture is to be taken. Academic feedback should be functional by January 2015. Two to three feedbacks should be taken by every faculty member per week.
- Mr Haren Shah will have a discussion with faculty members for the implementation of ICT for teaching-learning process on 26 December 2015. Prof IN Trivedi will take care of it. (If it is convenient to Mr Haren Shah, the college requests to arrange the meeting on 23 December 2015)
- The list of NBA Task force and the activities conducted is to be sent to the BoG Members on 19 December 2015 by Prof AD Rathod.
- Latest data of the Research Activities is to be submitted by Prof PK Nanavati on 19 December.(Details mailed to BoG by Prof IN Trivedi today ie. 19 December 2015)
- IoT facility should be utilized for IRG fund. Revenue generation is to be expected in a year. The plan is to be prepared by Prof Kruti Trivedy and is to be shared by 25 December.
- It was proposed by Mr Harenbhai that with the permission of the chairperson an extra-ordinary meeting of BoG is to be called in the first week of January as deadlines decided in the previous BoG are not met with.
- Every coordinator / concerned faculty member is to confirm his/her presence by responding to the mail sent by Prof IN Trivedi.

- A detailed report on the civil work is to be submitted to the chairman and the other members by Prof Ajay Patel on 19 December 2015
- Start-up Saturday Initiative is to be launched. The detailed plan is to be prepared. Prof KK Jani will submit the planning latest by 5 January 2016.
- A proposal to provide financial assistance to the students for technical tour / to visit the trade fair is to be prepared as and when required. The draft will be submitted by Prof KK Jani by 31 December.
- 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. Ms Kruti Trivedi is to take care of this now onwards. A tabular information of Resource Persons, Date, Topic is to be prepared.
- MoU is to be done with the training and Recruitment Agencies to upgrade the level of all the students. Proposal to recruit MBA personnel should be submitted to BoG for approval. Prof KK Jani by 31 December (Under review by Principal Dr CB Bhatt)
- A proper documentation of the activities of the current semester done at college should be there and a status report should be prepared with necessary details and sent to the BoG Members. A systematic report of the activities taken place at the institute is to be prepared by Dr Parul Popat and submitted to BoG by 31 December 2015. (Extension in the time-limit [31 January 2016] is requested as the compilation requires a considerable time.)
- 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. This is to be done by Prof Kruti Trivedi by 31 December 2015.
- A Project Assistant and a PA to Principal will be appointed following the government norms and process by 15 January 2016.
- Latest office order to be sent to the BoG to update about various portfolios and in-charge officers. This is to be done by 31 December 2015 by Prof Sandip Davda.
- 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. This is to be done by Prof AD Rathod & Prof Keerti Vashishtha by 31 December.
- 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. This is to be done by 31 December 2015. (This requires a considerable time, hence extension of time-limit [31 January 2016] is request.)
- A list of the constraints faced at various levels is required is to be prepared by Prof IN Trivedi, TEQIP Nodal Officer by 31 December 2015.
- Action taken Report should reach to the BoG Members before a week. TEQIP Coordinator will do the necessary follow up in this regard.

**3 : Procurement Status/Planning**

The procurement list was approved in principal by the present BoG Members. However, it was suggested to submit the same for their perusal and ask the permission through mail. In addition to that, following suggestions were made.

- It was suggested to buy Inverter type AC
- For IP-PBX System necessary instruments are to be bought.
- Price verification of Student Response System is to be done.

**4 : Utilisation of Fund upto November 2015**

The expenditure upto November 2015 was discussed. Principal discussed about the money parked with various institutes like IPR, IIT – Gandhinagar & KCG. The discussion was with regard to the utilization of the money. It was inquired about the amount of money utilized by the institute for various activities conducted by these institutes. Prof CB Bhatt is to share the information with BoG.

**4 : Immediate action to be taken**

- Dr Parul Popat is to contact GEZIA with Mr Harenbhai Shah for the training.
- Faculty assessment is to be done through formal association with the industry. The association formality is to be done on 21 December by Monday. Dr Parul Popat and Prof KK Jani are to complete the process.

The meeting ended with thanks to the Chair.

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

**Chairperson**

Date: 19 December 2015