

Supporting Documents Extended Profile Metric

Criterion 3.3:

BOG Minutes Allied to Sanctioned Post: 2020-2021

Date: 12/03/2020

Minutes of 1st (2020) meeting of Board of Governors (B.O.G) held on 07/03/2020

The 1st (2020) meeting of the Board of Governors of Guru Nanak Institute of Technology was held on 07/03/2020 on GNITDigiConclave Digital Platform from 11.30 AM. Following members were present:

- | | |
|---------------------------------|--|
| 1. Mr. Taranjit Singh | Managing Trustee |
| 2. Mr. Simarpreet Singh | Director, JIS Group |
| 3. Mr. Amanjot Singh | Director, JIS Group |
| 4. Dr. Sourav Dutta | Industry Representative (Payback, In) |
| 5. Prof(Dr.) Malay Chatterjee | MAKAUT nominee |
| 6. Mr.U.S.Mukherjee | Dy.Director, JIS Group, nominated by Trust |
| 7. Prof.(Dr.) Asit Guha | Advisor, JIS Group, nominated by Trust |
| 8. Dr. Adhish Kumar Chakrabarty | Teacher Representative |
| 9. Prof(Dr.)Arun Kumar Mandal | Teacher Representative |
| 10. Prof(Dr.) Santanu Kumar Sen | Member Secretary |

The following members were absent:

- | | |
|--------------------------|---------------------|
| 1. Prof. S.M. Chatterjee | Chairman |
| 2. Mr. Haranjit Singh | Trustee, Member |
| 3. Mr. Amrik Singh | Trustee, Member |
| 4. Mr. Anmol Singh | Director, JIS Group |
| 5. Mr. Harjot Singh | Director, JIS Group |
| 6. Govt. nominee | |
| 7. AICTE nominee | |



Principal
Gurunanak Institute of Technology

Agenda 1:

Composition of BOG as per guide line of AICTE, list of BOG members as approved, schedule of BOG meeting in each quarter, quorum of the meeting in order, welcome address to BOG members, introduction of new members, permission to start proceedings of BOG meeting, notice of meeting granted as read, leave of absence granted:

Resolution:

- i) The members were welcomed by the Chairman
- ii) Quorum was declared
- iii) Leave of absence was granted to the members not present

Agenda 2:

To confirm and approve the minutes of the last meeting of Board of Governors (BOG) held on 7th December, 2019.

Resolution:

The minutes of the last BOG meeting were confirmed

Agenda 3:

To note and ratify action/follow up pursuant to proceedings of the last meeting

Resolution:

The Board appreciated that there was no actions to be taken as all the issues were resolved.

Agenda 4:

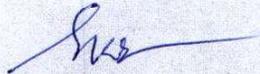
Assessment of Academic performance based on odd semester of AY 2019-20

Resolution: the Board noted the improvement in the results of the students

Agenda-5: Last year's placement record

Resolution: i) the Board noted the placement record

ii) the Board congratulated for achieving internships for students


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Agenda-6: Report on extension of existing intake

Resolution: the Board noted that application was made to change the intake of EE from 120 to 60, intake of AEIE from 60 to 30, intake of MCA from 60 to 30, and that of CSE from 120 to 180, and of IT from 60 to 90.

Agenda-7: Anti ragging measures

Resolution: i) The Board noted the anti-ragging measures taken
ii) The Board noted that there was no complaint of ragging

Agenda-8: To confirm and approve of appointment, confirmation, resignation of teaching and non-teaching staffs

Resolution: the appointments and resignations were noted

Agenda-9: Budget for the next financial year

Resolution: The Board noted and approved the budget for the next financial year

Agenda-10: Report of Principal on status of different important activities and common issues of the Institute.

Resolution: i) The Board congratulated GNIT for introducing project based learning in autonomy Curriculum
ii) The Board appreciated the steps taken for conducting the classes online
iii) The Board appreciated the initiative taken to prepare video lecture for the students
iv) The Board advised to adapt the existing Code of Ethics according to the online mode of teaching

Agenda-11: Revision in the policy of Code of Ethics for Research



Resolution: As per the guidelines of UGC Ref: DO No. F-1/1/2018 (Journal/CARE) December 2019, about publication ethics and publication misconduct following course to be added as the Research methodology course in the M.Tech second year Curriculum.

The title of the course is "Research Methodology and IPR" in M.Tech first year Curriculum provided in the Annexure (w.e.f 2020-2021 academic year).

Agenda-12: Revision of E-Governance policies.

Resolution: In this pandemic situation some major revisions in the policies of e-governance is needed to be considered specially in the areas of Teaching Learning Methodologies in Online mode , student monitoring, admission and support , student assessment and Examination system.

- E-governance includes the facilities for online enquiry of the students regarding admission, admission related document submission through online portal, online class routine, online attendance system, online study material uploading, online assignment uploading, online copy submission, online copy checking, online class lectures uploading and online video lectures uploading for each and every subject. A Learning Management system is to be implemented along with conventional online mediums of study. Training to the existing staff and students and updating of the existing software must be done on timely basis.
- The whole Teaching Learning Process is redesigned and modified according to MHRD and UGC guidelines. Online modes such as Google Classroom, Google Hangout, Zoom meeting, Cisco Webex Meeting, You Tube Streaming, OERs, SWAYAM Platform, NPTEL courses etc are to be used very efficiently. Whats app groups and different other social media groups can become very helpful in this lockdown situation to maintain a substantive relationship between student and faculty members. Virtual Laboratory classes are to be held.
- Internal assessment tests are to be conducted online. Assignments and Quiz are to be distributed and collected through Google forms or online video conference. Online mode of examination conduction is also taken into account in case the pandemic situation does not improve. The security and confidentiality of the whole process is to



- be maintained strictly under the supervision of the Controller of Examination (COE) and under the guidance of Principal of the College.

Agenda-13: Amendments in Code of Ethics and Code of Conduct

Resolution: Amendments are initiated for the conduction of virtual classes. During the Pandemic all classes are being taken online for which few code of conducts were introduced to the existing policy.

As students and all the teachers need to adopt a new academic culture of total conversion in online mode or virtual classes hence few amendments to the existing code of ethics is introduced specially for virtual Teaching-Learning process.

A code of conduct is prepared for the understanding of the online etiquette that one supposed to follow. The guidelines are –

Students must follow the class schedules and be online in time

A maximum grace period of 5 minutes is allowed after the class starts.

When the class is on, students are supposed to keep their video off and microphone muted so that there is no interference in the class proceedings. Usages of headphones are suggested to ensure that teacher and student both can each other properly. Students must switch on their microphone when the teacher asks you to speak.

Students may be asked to switch on their video any time so dress appropriately and be properly groomed.

Teachers are suggested to keep their video on

Quiz sessions are needed to incorporated in between the classes for class engagements

Revision of last class and end summary of present class should be discussed before and after class just like in offline mode

Students must enter the Virtual class room with proper Name format : Name_Class roll number

Usage of abbreviations, emoticons, colloquial speech etc. If any student is found



using obscene, discourteous, threatening language/behavior while communicating, strict disciplinary action will be taken by the college authority.

Sharing of class room links or study materials outside the class are strictly prohibited. Students groups may be formed through social media apps for communication purpose. No one outside the class and teacher must not be included in the group.

A notice is to be served to the students stating the above mentions Codes of Conduct.

Agenda 14: Report on different activity under Institution Innovation Council, GNIT (IIC-GNIT) since the last BOG

Resolution: Different activity reports under IIC-GNIT were placed before the committee. Members appreciated the initiatives taken by the cell.

Agenda 15: Approval of budget for next financial year

Resolution: The Budget for next financial year of 2020-21 is placed in front of the board members. The board reviewed and approved the budget.

Agenda 16: Approval of academic calendar and meeting calendar for AY of 2020-21

Resolution: The academic calendar and the meeting calendar were placed in the meeting. The board scrutinized the calendar and given their approval.

Agenda 17: e-Journal Publication

Resolution: Initiatives are taken to publish one international e-journal bi-annually from the institute. The board noted with appreciation.

Agenda-18: Sanctioned posts and cadre ratio: Status of faculty and staff recruitment

Resolution:

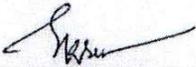
Number of faculty members as per cadre ratio, prescribed by the regulatory body for each program in consultation with chairman of BOG and to be ratified.

The Principal informed the board that interview for the required 163 teaching posts (18 Prof., 35 Assoc. Prof. and 110 Asst. Prof.) was scheduled. The selection procedure is completed.

Appointment letters have been issued to the selected candidates. All joined before the Academic

year started. All posts are approved by the members totaling 163, keeping the Student-Faculty ratio as per AICTE. Program wise details are given in Annexure I.

The meeting ended with vote of thanks by the Chairman.



Prof. (Dr.) Santanu Kumar Sen
Member Secretary, BOG
Principal, GNIT

Principal
Gurunank Institute of Technology



Principal
Gurunank Institute of Technology

ANNEXURE I

Programme wise Sanctioned Faculty Number for the academic year 2020-21

Sl. No	Branch	Professor	Associate Professor	Assistant Professor
1	Computer Science Engineering (CSE)	2	8	14
2	Electronics and Communications Engineering (ECE)	5	10	15
3	Applied Electronics & Instrumentation Engineering (AEIE)	1	3	7
4	Electrical Engineering (EE)	2	3	18
5	Food Technology (FT)	3	1	9
6	Information Technology (IT)	0	1	11
7	Master's in Computer Applications (MCA)	0	1	11
8	Applied Science and Humanities (ASHU)	5	8	25
Total		18	35	110