

Supporting Documents Extended Profile Metric

Criterion 3.3:

BOG Minutes Allied to Sanctioned Post: 2016-2017

Date: 18/07/2016

Minutes of 2nd (2016) meeting of Board of Governors (B.O.G) held on 12.07.16

The 2nd (2016) meeting of the Board of Governors of Guru Nanak Institute of Technology was held on 12/07/2016 at the Conference Hall, Guru Nanak Institute of Technology. Following members were present:

- | | |
|---------------------------------|---|
| 1. Prof(Dr.) S.M. Chatterjee | Chairman |
| 2. Mr. Amrik Singh | Trustee Member |
| 3. Mr. U.S. Mukherjee | Dy. Director, JIS Group, Nominated by Trust |
| 4. Dr. Sourav Dutta | Industry Representative (IBM, Kolkata) |
| 5. Mr. Ranajit Chakrabarty | AICTE Nominee |
| 6. Prof(Dr.) Asit Guha | Advisor, JIS Group, Nominated by Trust |
| 7. Mr. Adhish Kumar Chakrabarty | Teacher Representative |
| 8. Prof(Dr.) Arun Kumar Mondal | Teacher Representative |
| 9. Prof.(Dr.) Annapurna Das | Director, GNIT, Educationist |
| 10. Prof(Dr.) Santanu Kumar Sen | Member Secretary |

The following members were absent:

- i) Mr. Taranjit Singh, Managing Trustee
- ii) Mr. Haranjit Singh, Trustee Member
- iii) Dr. Sajal Dasgupta, DTE
- iv) Prof. Subrata Dey, WBUT Nominee
- v) Mr. Simarpreet Singh, Director, JIS Group
- vi) Mr. Jagadish Chandra, Govt. nominee
- vii) Mr. S.S. Duttagupta, Director, JIS Group

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) Prof(Dr.) Arun Kumar Mondal, Professor and HOD, Department of Electronics and Communication, GNIT, was introduced as the new member (Teacher Representative) of BOG. The board welcomed him.



iii) Quorum was declared

Agenda 2:

To confirm and approve the minutes of the last meeting of Board of Governors (BOG) held on 12th March, 2016

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:

- i) Publications in paid journals are not accepted
- ii) Publications are to be checked for plagiarism
- iii) Action taken report should have a separate column for status of compliance
- iv) GNIT was praised as a very good institute

Agenda 4:

Assessment of Academic Performance based on Odd Semester Results (as it could not be placed in the last BOG meeting held on 12th March 2016 because the University Result was not declared)

Resolution:

- i) Students should not be allowed to attend the labs if they do not have adequate attendance in theory classes
- ii) Diagnostic test should be conducted for 1st year students to categorize and identify the needs of the students

Agenda 5:



Principal
Gurunanak Institute of Technology

Placing of AICTE's extension of approval letter and steps taken by Institute to overcome AICTE indicated shortfall/deficiencies.

Resolution:

The Institute has received the AICTE approval letter without any deficiency/ shortfall and the board noted

Agenda-6:

Report on extension of existing intake or introduction of new courses as approved by AICTE

Resolution:

The Institute did not apply for any extension of existing intake or introduction of any new course for this session. The board noted

Agenda-7:

Anti-Ragging measures taken for the coming session

Resolution:

- i) The anti-ragging measures were noted
- ii) It was appreciated that there was not a single complaint of ragging
- iii) The members of anti-ragging committee should attend all the meetings

Agenda-8:

Formation of Sexual Harassment Cell to define Zero Tolerance policy , Prevention System , Procedures and Service rules for its employees and students

Resolution:

Sexual Harassment Cell to define Zero Tolerance policy , Prevention System , Procedures and Service rules for its employees and students was formed and approved by the Board.

If required an investigation committee will be formed to decide the course of action to proceed.

Agenda-9:



Report of Principal on the status of different important activities and common issues of the Institute including Promotion of Research

Resolution:

- i) Department of Food Technology was highly praised for their achievements
- ii) The autonomy syllabus was approved
- iii) The outcome of attending a seminar/workshop is to be mentioned
- iv) Participation in seminar/workshop and paper presentation are to be given separately
- v) A letter of appreciation signed by the Chairman of BOG is to be given to the faculty members who published books or book chapters
- vi) The Board noted and highly appreciated the initiatives taken by the Institute to motivate the students and staff through Kriti Award ceremony and other means
- vii) A congratulatory letter is to be given to all the student achievers to inspire them
- viii) Martial art training programme may be introduced for students
- ix) The parent-teacher meet was highly appreciated
- x) The Board noted and appreciated that GNIT has become the local chapter of NPTEL
- xi) An in-house FM radio station may be set up for better communication with students and staff
- xii) Experts from industry is to be involved to improve the aptitude, attitude and corporate skill of the students
- xiv) Participation in IBM Mainframe contest by the CSE/IT/CA students was suggested
- xv) Policy for Promotion of Research was approved.
- xvi) Board of Governors declared the disbursal of SEED Money to the eligible candidates with terms & conditions applied.
- xvii) The curricular, NSS activities, co-curricular and extracurricular activities of GNIT since last BOG
- xviii) MOU signed since last BOG meeting.
- xix) AQAR submission of 2016-2017

Agenda-10: Initiative related to E-governance in different areas of operation of the institution

- 1 The implementation of E-governance in different areas of operation of the institution have been done in order to provide simpler, robust and efficient system of governance.
2. The board noted and appreciated the implementation of E-governance in the areas of administration, finance and accounts, student support like attendance update through SMS services, library usage, examination and website.



Principal
Gurunanak Institute of Technology

3. The implementation of the E-governance in the mentioned area will facilitate the users, i.e. all the stake holders of the institution to exchange information easily and will increase the visibility of the institute globally.

Agenda-11:

To confirm and approve of appointment, confirmation, resignation of teaching and non-teaching staff

Resolution:

The appointments and resignation were noted and approved

Agenda-12: Formation and initiation of Institutional IT policy to address privacy and usage for those who utilizes institutional information technology resources.

Resolution:

Board noted and approved.

Agenda-13: 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 169 teaching posts (14 Prof., 20 Assoc. Prof. and 135 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 169, keeping the Student-Faculty ratio as per AICTE. Program wise details are given in Annexure I.

Agenda-14: Initiation and approval of Green Campus Policy

Resolution: The institution always promoted environment friendly practices in the campus. Initiatives are taken to promote usage of sustainable energies and eco-friendly technologies. A set of policies were discussed and approved in the meeting. Strategies that are to be incorporated into the planning of infrastructural and financial processes to expand a clean and green campus.



Principal
Gurunank Institute of Technology

Agenda 15: Approval of academic calendar and meeting calendar for AY of 2016-17

Resolution: The academic calendar and the meeting calendar were placed in the meeting. All the suggestions regarding the dates of academic activities like project distribution, schedule for elective subject selection etc were incorporated in the current academic calendar. The board scrutinized the calendar and given their approval.

Agenda 16: Revision of Curriculum

Resolution: Feedback Analysis on Curriculum Structure and syllabus has been placed along with recommendation of Academic Council for revision of Curriculum from 2016-2017 session. The members have noted and approved the revision of curriculum.

Agenda 17: Activities of IQAC

Resolution: The activity report has been placed and the analysis report of the feedback received from different stake-holders has been presented before the Board and noted.

The meeting ended with vote of thanks by the Chairman.



Principal
Gurunanak Institute of Technology
Prof (Dr.) Santanu Kumar Sen

Member Secretary, BOG

Principal, GNIT



Principal
Gurunanak Institute of Technology

ANNEXURE I

Programme wise Sanctioned Faculty Number for the Academic Year 2016-17

Sl. No	Branch	Professor	Associate Professor	Assistant Professor
1	Computer Science Engineering (CSE)	2	2	24
2	Electronics and Communications Engineering (ECE)	4	4	18
3	Applied Electronics & Instrumentation Engineering (AEIE)	1	2	9
4	Electrical Engineering (EE)	2	2	22
5	Food Technology (FT)	1	6	8
6	Information Technology (IT)	0	0	12
7	Master's in Computer Applications (MCA)	0	1	11
8	Applied Science and Humanities (ASHU)	4	3	31
Total		14	20	135



Principal
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