MOTIHARI COLLEGE OF ENGINEERING, MOTIHARI

Minutes of the IIIrd & IVth BoG Meeting held on 09/07/2018

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MOTIHARI COLLEGE OF ENGINEERING, MOTIHARI

Minutes of the 3rd&4th BoG meeting held on 09/07/2018, 11:00 A.M at Principal's office, MCE, Motihari

Preliminaries: The members of the Board assembled in the office chamber of the Principal at 11:00 am and they were individually introduced to each other. The members of the Board decided to visit labs, library, Computer Centre and some ongoing classes after presentation about the college, Action plan of Q1 & Q2, NBA accreditation etc. Accordingly, they were led by the Principal and visited Chemistry, Physics, Electrical and Computer Labs. With permission of the teacher engaging the class they visited the classes. The members got the first hand feedbacks regarding certain aspects like lab facilities and student's responses for understanding some aspects of functioning of the college. The students made a number of suggestions which are presented and discussed as any other matter of the agenda.

Prof. (Dr.) R.C.Prasad, Principal, MCE, Motihari presided over the meeting.

The following members of the BoG attended the meeting.

S.N	Name	Designation	Signature
1.	Prof. (Dr.)S K Sinha,	Chairman	
2.	Prof. U N Roy,	Member	
3.	Dr. Ashok Kumar Akela,	Member	
4.	Atul Sinha,	Member	
5.	Prof.(Dr.) Ram Chandra Prasad,	Member Ex-officio	
6.	Prof.(Dr.) P. Chandrashekhar Reddy,	Member	
7.	Prof. N.C Shiva Prakash,	Member	
8.	Prof. Akhileshwar Kumar Mishra	Member	9/7/18
9.	Prof. Dr. Manoj Kumar,	Member	9/7/18
10.	Prof.(Dr.) JagadaNandJha	Member	
11.	Er. Rajeev Ranjan	Member	
12.	Mr. Keshav Kumar	Member Special Invitee	
13.	Dr. BushraZaman	Member Special Invitee	9/7/18

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The meeting started with the opening remarks by the Principal, MCE, Motihari.

1. **Prof. (Dr.) R.C.Prasad, Principal briefed the meeting about the recent activities and performance of the institution under TEQIP III.**
2. **Prof. Ashutosh Kumar made BoG Members familiar to the College.**
3. **Prof. Chandra Shekhar Singh, TEQIP Coordinator, MCE, Motihari, Presented a Power point presentation on activities during Q1(APR-JUNE) 2018, Problem faced during Q1, Action Plan for Q2(JULY-SEPT), Status of NBA Accreditation, GATE Training & Employability Skill Training, Status of Wi-Fi & College Committee list, with assistance of Mr. Sonal Kumar, Program manager, TEQIP III.**

BoG discussed the draft agenda, with assistance of program manager and approved agenda wise discussion by the BoG are as follows.

Agenda 1.1 Welcome and introduction of the Chairman and the members by the Principal.

The Principal introduced and welcomed the Chairman and members of the board. He presented a detail report on the status of the college. The Chairman of the board thanked the Principal for showing the members functioning of the institution and for presenting the status report.

Agenda1.2 Approval of last BoG minutes and action taken under the TEQIP-III project of MCE, Motihari.

BoG approved previous action plan for quarter 1 (April-June 2018) and suggested changes in quarter 2 (July – September 2018):-

Agenda1.3 Permission for revision of existing procurement plan

- Redefining packages
- Some packages need to be added

Agenda1.4 Status of NBA Accreditation:

The BoG apprised that the Self Assessment Report (SAR) has been uploaded on e-NBA portal and preparations are going on for the NBA team visit

Agenda 1.5 Discussion on GATE and Employability Skills training:

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The BoG was apprised that four vendors each for GATE and Employability skills have been finalized by NPIU and only financial quotations need to be invited from the vendors.

The college has invited quotations from all vendors and the date of opening the bid is 21st July 2018

Agenda 1.6 Status of Wi-Fi in the institute:

The BoG was apprised that presently the college is using a 20mbps lease line. The BoG advised that a lease line of 1 gbps should be procured.

Agenda 1.7 Structure of College level committees:

The BoG instructed to provide one faculty to work along the Nodal officers and coordinators of different committees. It was further instructed that an official letter should be issued to the faculty attached with the coordinators.

Agenda 1.8 Regarding Induction program for 1st Year students of academic year 2018-19:

The college informed the BoG that NPIU has given 20th July 2018 as the last date for conduction of induction program for 1st Year students of academic year 2018-19. The college informed the BoG that the admission is expected in mid-august, hence the induction program could only be started August.

Agenda 1.9 Regarding approval of Institute Vision & Mission and Department vision and mission and PEO's:

The BoG approved the Vision & Mission of the Institute the Vision & Mission and PEO's of the Department of Mechanical Engineering. The BoG suggested that the Vision and Mission of other department's should be in line with the vision and mission of the institute.

Agenda 1.10 Any other matter with the permission of Chair:

The BoG discussed and approved the following:

- Seating arrangement for faculty members – The BoG instructed that cubicles along with proper seating arrangement with tables and chairs should be made for each faculty member.

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- Startup-cell and ideation - The BoG instructed that proposal should be called from students and best proposals should be selected and facilitated for materials and necessary requirements for working the project.

- All faculty of MCE Motihari should visit JNTU Hyderabad in batches before the end of the year 2018.

- The college was advised to get the list of the vendors from JNTU Hyderabad

- MCE Motihari procurement team would visit JNTU Hyderabad for getting guidance in procurement activities

- Membership of professional Bodies and student chapters – The BoG advised that a student's chapter should be opened for each branch and IEEE, ASCE, ASME and CSI should be contacted for the same. JNTU Hyderabad was requested to provide the contact details of the concerned officials of these organizations

- The BoG instructed to get an official email ID for GEM Portal registration

- The BoG instructed to create a server at college level

- ERP and MIS – The BoG instructed to procure an MIS/ERP software for college

- Language Lab – The language lab should be started from the 1st year itself instead of 2nd year. The BoG advised that the college students of MCE Motihari can visit MIT Muzaffarpur for attending of Language labs.

- The BoG advised that the MCE Motihari faculty should be sent to visit the College of Engineering Pune for guidance and training

- The college was instructed to organize a national conference before the end of 2018 and international conference by December 2019

- The BoG instructed that the external members attending the BoG Meetings should be paid honorarium of Rs.5000/- and TA/DA.

- The BoG instructed that the minimum number of lab in the Department of computer Science & Engineering should be at least three, one for each engineering batch.

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- Smart Classroom & MOOC – The BoG instructed that at least 3 smart classrooms should be made functional immediately and students should start taking courses through MOOC. A faculty coordinator should be assigned for guiding the students in each course

- The BoG instructed for joint research for student and faculty and student and faculty exchange.

- There should be a provision of seed money for faculty and student projects.

- The BoG instructed to create more labs in all departments.

- The BoG instructed to recruit English teacher/trainer through the IOC budget of TEQIP III.

- The BoG instructed that the question papers should be created as per Bloom's Taxonomy and must be matched with the course outcome of the subject.

- The BoG instructed to conduct an electrical audit of the complete campus.

Prof.(Dr.)S K Sinha | Prof. U N Roy | Prof.(Dr.) P. Chandrashekhar Reddy

Prof. N.C Shivaprakash | Prof.(Dr.) Ram Chandra Prasad | Prof. Akhileshwar Kumar Mishra

Prof.(Dr.)JagadaNand Jha | Prof. Dr. Manoj Kumar 9/7/18 | Dr. BushraZaman

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