

**GOVERNING BODY
BRCM COLLEGE OF ENGG & TECHNOLOGY, BAHAL**

MINUTES

Date : Monday, 30th September, 2016
Venue : Conference Room, BRCM CET, Bahal

23rd Meeting of the Governing Body of BRCM College of Engg. & Technology was held on 30th September, 2016 at 1600 hrs in the Conference Room of BRCMCET, Bahal.

The following Members were present:-

Shri H.K. Chaudhary	- In Chair
Shri Anil Chaudhary	
Shri Surender Kr. Chaudhary	
Dr. Surendra Sharma	
Dr. S.K. Sinha	
Dr. Arabinda Sharma	
Dr. Sudesh Kumar	- Teachers' Representative
Shri Ajay Mahendru	- Teachers' Representative

Special Invitees:

Shri P.K. Agarwal
Dr. S.K. Mishra
Shri Praveen Masta
Shri Rajesh Jhajharia
Mrs. Rekha Singh
Shri Manish Khatri

Quorum being complete the meeting was called to order.

Welcome by the Chairman

Chairman welcomed all the BOG Members who were present in the meeting. The Chairman requested all the members to give their valuable suggestions wholeheartedly for betterment, further improvement and development of the College. Dr. Arabinda Sharma, Principal and Member-Secretary expressed his sincere thanks to all the members on behalf of the Chairman for sparing their valuable time and attending the meeting.

LEAVE OF ABSENCE

Leave of absence was granted to Shri M.K. Chaudhary, Dr. Mehtab Singh, Nominee, M.D. University, Rohtak, Shri K.K. Kataria, Director, Technical Education, Haryana, Dr. R.S. Rathore, Regional Officer, AICTE and Dr. Rajiv Gupta, who could not attend the Meeting.

The Chairman, AICTE Regional Committee has not yet nominated an Industrialist / Technologist / Educationist from the region out of the panel approved by the Chairman, AICTE. The State Govt. has also not yet nominated an Industrialist / Technologist / Educationist from the Region.

The following Agenda was discussed during the Meeting:-

ITEM NO. 01: COMPOSITION OF GOVERNING BODY

It was noted that consequent to his appointment as Principal, Dr. Arabinda Sharma becomes Member Secretary of the Governing Body in place of Dr. B.C. Sharma, who has resigned from the post of Principal. It was further noted that Shri Ajay Mahendru, Asstt. Professor of Mechanical Engineering is inducted as Teacher Representative in place of Dr. Arabinda Sharma

The present composition of the Governing Body, reconstituted in the 21st Meeting of the BOG for a 3-year term upto 3rd October, 2017 is as under:-

1.	Shri H. K. Chaudhary	Chairman	Chairman, BRHD Charitable Trust
2.	Shri M. K. Chaudhary	Member	Trustee, “ “ “
3.	Shri Anil Chaudhary	Member	Trustee, “ “ “
4.	Dr. S.K. Sinha	Member	Director(Admn),BRCM Education Society
5.	Dr. Surendra Sharma	Member	HOD-History, Vaish College, Rohtak
6.	Dr. R.S. Rathore	Member (Ex-officio)	Regional Officer, AICTE, NWRO, Chandigarh
7.	Industrialist / Technologist/ Educationist	Member	To be nominated by Chairman, AICTE Regional Committee
8.	Dr. Mehtab Singh	Member (Nominee of MD University, Rohtak)	Professor, Dept. of Geography, M.D. University, Rohtak
9.	Shri K.K. Kataria	Member (Ex-officio) (Nominee of the State Govt.)	Director, Technical Education Haryana, Panchkula.
10.	Industrialist / Technologist/ Educationist	Member	To be nominated by State Govt.
11.	Dr. Rajiv Gupta	Educationist Member (Nominated by Trust)	Senior Professor & Head, Dept. of Civil Engg., BITS Pilani
12.	Shri Surender Kumar Chaudhary	Industrialist (Nominated by Trust)	CEO & President, Advance Ventilation Pvt. Ltd., New Delhi-110 034.
13.	Dr. Arabinda Sharma	Member Secretary	Principal, BRCM CET
14.	Dr. Sudesh Kumar	Teacher Representative	Associate Professor(CSE) BRCM CET
15.	Shri Ajay Mahendru	Teacher Representative	Asstt. Prof.(ME) BRCM CET

The term of the Governing Body is co-terminus for all the Members.

ITEM NO. 02: APPROVAL OF THE APPOINTMENT OF NEW PRINCIPAL

The appointment of Dr. Arabinda Sharma as Principal of BRCM College of Engg. & Technology w.e.f. 12th May, 2016 was approved.

Important highlights from his academic career and professional experience are summarized hereunder:-

Age : 38 yrs

Date of Birth : 12.11.1978

Experience : 12.5 years (Research and Teaching)

Research Publication : 55

Degree	Year	University	Subject/Specialization
Ph. D.	2011	Indian Institute of Technology, Kharagpur	Soil and Water Conservation Engineering
M. Tech.	2003	Birla Institute of Technology, Mesra	Remote Sensing
M. Sc.	2000	Sambalpur University	Environmental Sciences

Dr. Arabinda Sharma possesses a rich Research and Teaching experience. Prior to present assignment he has worked as an Associate Professor & Head of Civil Engineering Department, BRCM CET since 16th August, 2011. He did his Ph.D. in Soil & Water Conservation Engineering from IIT Kharagpur. He published 55 research papers in National and International Journals/Conferences. He guided four M.Tech students. He served as reviewer and member of Editorial Board of more than fifteen internationally reputed SCI journals published by Elsevier, Springer, Taylor & Francis, Wiley etc. He has organized two National Conferences, three Workshops, four Training Programme as a Coordinator / Convener. He also served as member of technical programme committee of many conferences and resource person to various national level workshops. For his excellent academic and professional achievements, his biography was included in 29th Edition of "Marquis Who's Who in the World", USA (2011) and "2000 intellectual of 21st century", IBC, Cambridge, London (2012). He was conferred with several national awards such as "**Jawaharlal Nehru Outstanding Doctoral Thesis Award-2012**" from **Indian Council of Agricultural Research, New Delhi**, and "**Young Achiever Award- 2013**" from **Indian Society of Geomatics, Ahmedabad**. He is recipient of many fellowships to pursue higher education such as National Post Matric Scholarship (1993-95), GATE-2000 fellowship (2001-03), MHRD fellowship (2006-09), etc.

ITEM NO. 03: ACTION TAKEN REPORT OF LAST BOG MEETING

The members noted with satisfaction the Action Taken Report on the points discussed in the last BOG meeting held on 30-9-2015.

The Chairman advised in the last meeting of BOG held on 30.09.2015 that “Geeta” and “Constitution of India” should be distributed to the students in form of small booklets and the students should be groomed in such a way that while they excel in their technical pursuits they also imbibe the rich culture and tradition of our country.

The members were happy to note that the copies of “Geeta” and “Constitution of India” distributed among the students and motivated them to install Apps of “Geeta” and “Constitution of India” in their Mobiles.

The Chairman further advised to note the action of students on the both Apps. He emphasized to compose ‘Students Ethics Club’ to organize Quiz and Debates on “Geeta” and “Constitution of India” and also on the value of ethics. He also suggested the name of Dr. S.K. Mishra, Principal, GDC Memorial College as Advisor for these activities.

The Chairman further suggested for inviting new experts also for guest/expert lectures for students. In this regard Shri P.K. Agarwal suggested the name of Mr. Ojha and Mr. Anil Bhisaria.

ITEM NO. 04: CONFIRMATION OF MINUTES OF LAST MEETING

The draft Minutes of the last Meeting of the Governing Body held on 30th September, 2015 were circulated to the Members for eliciting their comments. No comments were received from any Member. It was resolved that the Minutes be confirmed.

ITEM NO. 05: APPROVAL OF APPOINTMENTS OF STAFF

(i) Regular appointment of Administrative Staff:

Appointments of the following Administrative Staff made on regular basis were approved from the dates noted against their names:-

S. No.	Name	Designation	Qualification	DOB	Date of Joining on Regular
1	Ajeet Singh Shekhawat	P.A. to Director	BCA, MBA	20.12.85	01.03.16
2	Avdhesh Kumar Mishra	Accountants Assistant	B.Com (Hons), C.A. Inter	09.10.94	01.05.16
3	Vikash	Telephone Operator	12 th , Certificate of Proficiency in Computer	01.03.94	01.05.16
4	Avnish Upadhyaya	Catering Manager	B.Sc., Dip. in Hotel Mgt., Ctrg. & Nutr.	14.07.64	01.07.16
5	Vijay Kumar	Mess Supervisor	B.A., Craftsmanship Course in Food Production, Dip. In Comp.Apl.	27.05.89	09.07.16

ITEM NO. 06: APPROVAL OF CONFIRMATIONS OF STAFF

The services of the following Teaching Supporting and Administrative staff working 'on Probation' were confirmed upon satisfactory completion of the probation period w.e.f. the dates indicated against their names:-

(i) Teaching Supporting Staff:

S. No.	Name	Designation	Qualification	DOJ	Date of Confirmation
1	Mandeep	Instructor	B.Tech (ME), M.Tech (Pursuing)	27.07.10	01.06.16
2	Vijayender Kumar	Instructor	Dip in ECE	17.07.13	01.06.16

(ii) Administrative Staff:

S. No.	Name	Designation	Qualification	DOJ	Date of Confirmation
1	Suresh Kumar	Sr. Accountant	B.Com, M.Com	01.04.10	18.03.16
2	Subhash Chandra	Hostel Supervisor	10th	01.04.13	01.01.16
3	Naveen Kumar	Electrical Engineer	Diploma in Electrical Engg.	06.05.13	01.06.16

ITEM NO. 07: APPROVAL OF PROMOTIONS OF STAFF

(i) Administrative Staff:

Promotions of the following administrative staff in the next higher cadre were approved from the date indicated against their names on the basis of satisfactory performance:-

S. No.	Name	Qualification	Original Post	DOJ	Promotion as	Date of Promotion
1	Suresh Kumar	B.Com, M.Com	Accountant	01.04.10	Sr. Accountant	01.01.16
2	Pawan Kumar	B.A., PGDCA, MBA	Sr. Assistant	21.05.07	Asstt. Registrar	01.08.16

ITEM NO. 08: APPROVAL OF THE AMENDMENTS IN LEAVE RULES

The amended Leave Rules for Employees (Teaching, Teaching Supporting, Administrative and Service Staff) were considered by the members. It was resolved that the following amended Leave Rules be and hereby approved:-

Type of leave	Existing Rules	Amended / Revised Rules
Casual Leave	Casual Leave may be granted upto a maximum of 15 days during a year.	Casual Leave may be granted upto a maximum of 12 days during a year.
Earned Leave	A non-vacation employee shall be entitled for Earned Leave with pay if he/she has completed service for one year. Earned Leave can be accumulated upto 180 for encashment.	Accumulation of Earned Leave shall be permissible upto 120 days only for encashment at the time of leaving service. After attaining the maximum accumulation limit of 120 days, only 30 EL will carry forward in the next year, which shall automatically lapse at the end of the year, if not availed.
Medical/Sick Leave	Sick Leave admissible to an employee in respect of each completed year of service shall be ten(10) days.	Sick Leave admissible to an employee in respect of each completed year of service shall be ten(10) days. The unavailed Medical Leave shall be permitted to accumulate upto 30 days and credited to the employee's leave account. Unavailed Medical Leave beyond 30 days shall automatically lapse.

Compensatory Leave	Compensatory Leave may be granted by the authority competent to sanction, in case an employee is directed to perform duty on any holiday.	Compensatory Leave will be admissible only upto the level of Assistant. No other employee whether teaching/non-teaching or administrative will be given Compensatory Leave.
Special Compensatory Leave	-	<p>The staff working in the essential services categories like Mess, Security, Cleanliness, Diary Farm, Electrical Dept., Horticulture, Gardner, Grounds Man, Plumbers, Carpenter, STP Operator, Welder, Pump Operator, Hostel Staff, Horse Riding Staff, etc. who work whole year mostly without availing any weekly off.</p> <p>Keeping in view the welfare of these employees, 30 days Special Compensatory Leave will be allowed as under:-</p> <ul style="list-style-type: none"> • During Summer Vacation : 20 days • During Winter Vacation : 10 days

Note: The existing employees who are already having more than 120 days EL in their Leave account shall be encashed or availed by employees over and above 120 days.

ITEM NO. 09: RATIFICATION OF THE REVISION IN EXISTING SCHOLARSHIP SCHEMES FOR WARDS OF EMPLOYEES OF BRCM INSTITUTIONS / GROUP/ORGANIZATION FROM THE SESSION 2017-18.

The members discussed about the below mentioned Existing and Proposed Scholarship Scheme for wards of employees of BRCM Institutions/Group/Organization.

Existing Scholarship Scheme (2016-17)		Proposed Scholarship Scheme (2017-18)	
Criteria (Length of service of employee)	Scholarship Amount p.a.	Criteria (Length of service of employee)	Scholarship Amount p.a.
Below 3 years	10000/-	Below 5 Years	Nil
3 < 6 years	15000/-	5 < 10 years	15000/-
6 < 10 years	20000/-		
Above 10 years	25000/-	Above 10 years	25000/-

After detailed discussion in the meeting it was resolved that the existing Scholarship Scheme (2016-17) for Wards of Employees of BRCM Institutions/Group/Organization will be continued further.

The Chairman advised that the Scholarship to the wards of employees who have not completed 3 years service at BRCM may also be given with the special permission of the Director/Principal.

ITEM NO. 10: CLOSER OF M.TECH. IN ELECTRICAL & ELECTRONICS ENGG. AND INTRODUCTION OF M.TECH. IN POWER SYSTEMS

The BOG considered the proposal of closer of M.Tech. in Electrical & Electronics Engg. and in place of it introduction of M.Tech. in Power System with an intake of 18 from the session 2017-18. However, it was suggested by the BOG that a detailed survey on the demand of M.Tech. Power System course is required in the nearby colleges before starting the course.

ITEM NO. 11: CLOSURE OF M.TECH. IN MACHINE DESIGN

Keeping in view the below mentioned poor admission status in M.Tech in Machine Design from the starting of this Course, the members of BOG considered the proposal to close the M.Tech. in Machine Design course from the session 2017-18.

Session	Seats Filled up	Vacant Seats
2011-12	0	18
2012-13	2	16
2013-14	0	18
2014-15	2	16
2015-16	4	14
2016-17	1	17

It was unanimously resolved to close the M.Tech. in Machine Design from the session 2017-18.

ITEM NO: 12 & 13 CLOSURE OF B.TECH. IN ELECTRICAL & ELECTRONICS ENGG. AND INTRODUCTION OF B.TECH. IN ELECTRICAL ENGG.

The members deliberately discussed about the closer of B.Tech. Electrical & Electronics Engineering and introduction of B.Tech. Electrical Engineering.

After detailed discussion it was resolved that the above said proposal should be kept pending this year. More detailed survey is needed on this proposal. The data of admission scenario of B.Tech. Electrical Engineering should be collected from the nearby colleges and universities to know the demand of the Course.

ITEM NO. 14: NBA ACCREDITATION OF 2 UG COURSES

The members noted the progress submitted by the Member Secretary with regard to submit the proposal for NBA Accreditation of the following courses during the session 2016-17:-

- (i) B.Tech Civil Engineering
- (ii) B.Tech Computer Science & Engineering

It was unanimously resolved to submit application for NBA Accreditation of the above said courses during the session 2016-17.

ITEM NO. 15: REVIEW OF ADMISSION SCENARIO AND FUTURE STRATEGY

The Members were deeply concerned about the poor admission status in the College during the session 2016-17. The members also noted that the overall admission scenario of engineering colleges throughout the country is very poor these days. The Chairman advised that more and more efforts should be put to improve the admissions such as publicity of the College by giving advertisements in newspapers, Career counselling of students of 10+2 (non-medical) in nearby colleges, by announcing scholarship / fee concession to attract the good students.

ITEM NO. 16: REVIEW OF PROGRESS

- a. The members were happy to note the Merit Positions secured by our B.Tech. & M.Tech. Students in Even (May, 2015) and Odd (Dec, 2015) semester exam. The detail is given below:-

<u>Exam</u>	<u>Course</u>	<u>No. of Merit Positions</u>
May, 2015 :	B.Tech.	79
	M.Tech.	45
December, 2015:	B.Tech.	87
	M.Tech.	79

- b. The members were glad to note the selection of following four students of our College in Government jobs:-

- Ms. Avisha, M.Tech. in Instrumentation & Control Engg.(2014-16) in Central Excise Commissionerate, Chandigarh.
- Mr. Devdutt, B.Tech. Electrical & Electronics Engg (2012- 2016) in Indian Navy
- Mr. Dharmender Kumar, B.Tech in Mechanical Engg. (2011- 2015) in Indian Army.
- Mr. Harsh Vardhan Singh, B.Tech. Electrical & Electronics Engg (2009-2013) in CISF

- c. The Chairman and Shri Surender Kumar Chaudhary emphasized on the improvement in English communication of the students. Language Lab classes should be included in the Time Table of the students. Written and oral tests of students were conducted in the College and if needed English faculty from other institutions may also be invited for the purpose.
- d. A form should be designed to know the personal life style, results and other activities of the students.
- e. The members advised for more interaction with Alumni and emphasized to strengthen the Alumni database. The BOG members also suggested for approaching the Alumni to improve branding, admission and training activities of the College.
- f. As the natural resources are limited, we have to face the shortage of natural resources like water, etc. in future. Keeping in view of this fact, a great demand of engineers in the field of Renewable Energy shall arise. It was also discussed that there is scarcity of trained engineers in Solar Industry also.

A detailed feasible survey on the demand of B.Tech./M.Tech. in Renewable Energy was suggested by the Chairman for starting UG/PG course in Renewable Energy in our College.

- g. The BOG members advised to put B.Tech. Electronics & Comm. Engg. into No-admission category from the academic year 2017-18 keeping in view extremely poor admission status during the current academic year 2016-17. It has been finalized that the admission for the next academic year i.e. 2017-18 will go with four UG branches only i.e. Civil Engg., Computer Sc. & Engg., Electrical & Electronics Engg. and Mechanical Engg.

There being no other business the meeting was terminated with a hearty vote of thanks to the Chair.



Dr. Arabinda Sharma
Member-Secretary