

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

MINUTES

Date : Monday, 30th September, 2015
Venue : Conference Room, BRCM CET, Bahal

22nd Meeting of the Governing Body of BRCM College of Engg. & Technology was held on 30th September, 2015 at 1600 hrs in the Conference Room of BRCMCET, Bahal.

The following Members were present:-

Shri H.K. Chaudhary	- In Chair
Shri S.K. Chaudhary	
Dr. Surendra Sharma	
Dr. Mehtab Singh	
Dr. S.K. Sinha	
Dr. B.C. Sharma	
Dr. Sudesh Kumar	- Teachers' Representative
Dr. Arabinda Sharma	- Teachers' Representative

Special Invitees:

Dr. S.K. Mishra
Shri Praveen Masta
Shri Rajesh Jhajharia
Shri Balwan Singh
Dr. Parveen Kumar Gaur

Quorum being complete the meeting was called to order.

Welcome by the Chairman

Chairman welcomed all the Members, especially Shri Surender Kumar Chaudhary, Dr. Mehtab Singh and Dr. Surendra Sharma who come from far off places to attend the meeting. The Chairman requested all the members to give their valuable suggestions wholeheartedly for betterment, further improvement and development of the College. Dr. B. C. 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, Shri Anil Chaudhary, Shri Subhash Chandra, Director General, Technical Education, Haryana, Shri A.K. Shukla, Regional Officer, AICTE and Dr. Rajeev 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:-

1. COMPOSITION OF GOVERNING BODY

It was noted that the University has appointed Dr. Mehtab Singh, Professor of Geography, M.D. University, Rohtak as a University Nominee on the BOG in place of Dr. K.K. Verma, Professor & Head, Dept. of Chemistry, M.D. University, Rohtak.

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.	Shri A.K. Shukla	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 Subhash Chandra	Member (Ex-officio) Nominee of the State Govt.	Director General, Technical Education Haryana, Panchkula.
10.	Industrialist /Technologist/ Educationist	Member	To be nominated by State Govt.
11.	Dr. Rajiv Gupta	Educationist Member Nominated by Trust	Professor & Head, Dept. of Civil Engg., BITS, Pilani
12.	Shri Surender Kumar Chaudhary	Industrialist member Nominated by Trust	CEO & President, Advance Ventilation Pvt. Ltd., New Delhi-110 034.
13.	Dr. B.C. Sharma	Member Secretary	Principal, BRCM CET
14.	Dr. Sudesh Kumar	Teacher Representative	Associate Professor(CSE) BRCM CET
15.	Dr. Arabinda Sharma	Teacher Representative	Associate Professor(CE), BRCM CET

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

The Chairman advised that at least 2 BOG meetings should be held in a year on half yearly basis. The tentative schedule may be in February and September. The dates can be finalized by the Member Secretary in consultation with the Chairman.

2. 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 29-9-2014.

The Chairman advised 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.

Dr. Mehtab Singh suggested that good Psychologist should also be invited for Expert/Guest lecturers for students on stress management, overall personality development and positive thinking.

3. CONFIRMATION OF MINUTES

The draft Minutes of the last Meeting of the Governing Body held on 29th September, 2014 were circulated to the Members for eliciting their comments. No comments were received from any Member. It was resolved that the Minutes be confirmed.

4. APPROVAL OF APPOINTMENTS OF STAFF

(i) Regular Appointment of Teaching Faculty:

Appointments of the following Teaching Faculty made on regular basis were approved from the dates and on the salary noted against their names:-

S. N.	Name	Qualification	DOB	Date of Joining on Adhoc	Date of Joining Regular	Basic Pay (Rs./p.m.)	AGP (Rs./p.m.)	Gross Salary
Assistant Professor: (Pay Band Rs. 15600-39100, AGP 6000)								
1.	Mahesh Juneja	B.Tech.(ME),ME (Thermal Engg.)	07-05-1987	-	20-07-2015	16860/-	6000/-	33819/-
2.	Mukesh Kumar	B.Tech (ME), M.Tech (MT&A)	04-04-1975	-	20-07-2015	15600/-	6000/-	31740/-
3.	Ajay Mahendru*	B.Tech(ME), M.Tech (MT&A)	12-03-1989	03-08-2012	01-08-2015	16550/-	6000/-	33308/-
4.	Vishwas Yadav*	B.Tech (ME), M.Tech (Industrial Prod. Engg.)	25-11-1991	16-07-2013	01-08-2015	16070/-	6000/-	32516/-
5.	Mahender Singh Kaswan*	B.E (ME), M.Tech (Industrial Prod. Engg.)	07-11-1986	18-07-2013	01-08-2015	17040/-	6000/-	34116/-
6.	Nitesh Jain*	B.E (ME), M.Tech (MT&A)	09-12-1988	17-07-2013	01-08-2015	16070/-	6000/-	32516/-
7.	Vinod Kumar*	B.Tech (ME), M.Tech (Industrial Prod. Engg.)	08-02-1988	18-07-2013	01-08-2015	16070/-	6000/-	32516/-

* Initially appointed on 'adhoc' basis and thereafter appointed on regular basis on Probation w.e.f. the date mentioned against their names.

(ii) Regular appointment of Teaching Supporting Staff:

Appointments of the following Teaching Supporting Staff made on regular basis were approved from the dates and on the salary noted against their names:-

S. N.	Name	Designation	Qualification	DOB	DOJ on Adhoc	DOJ Regular	Consolidated Salary (Rs./p.m.)
1.	Hardeep*	Instructor	Dip in Civil Engg	30-04-1992	28-08-2012	01-06-2015	7720/-
2.	Mandeep*	Instructor	Diploma in ME	23-11-1989	27-07-2010	01-06-2015	6300/-
3.	Vijayender Kumar*	Instructor	Dip in ECE	28-11-1988	17-07-2013	01-06-2015	5000/-

* Initially appointed on 'ad hoc' basis and thereafter appointed on regular basis Probation w.e.f. 1-6-2015.

(iii) Regular appointment of Administrative Staff:

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

S. N.	Name	Designation	Qualification	DOB	DOJ on Adhoc	DOJ Regular	Consolidated Salary (Rs./p.m.)
1.	Rajendra Prasad Tamboly	Chief Maintenance Supervisor	12th, B.Com	16-06-1969	-	24-09-2014	17500/-
2.	Subhash Chandra*	Hostel Supervisor	10 th	08-12-1969	01-04-2013	01-01-2015	8820/-
3.	Naveen Kumar*	Electrical Engineer	Diploma in Electrical Engg.	10-12-1983	06-05-2013	01-06-2015	26500/-
4.	Sudip Banerjee	Mess Manager	B.Sc. (H.M. & Tourism), Dip. in H.M. & Tourism	08-04-1984	-	02-03-2015	38000/-
5.	Sandeep Banerjee	Accountant	B.Sc.	18-03-1977	-	17-06-2015	18000/-
6.	Varsha Banerjee	P.A. to Principal	12th, Diploma in Aviations Hospitality Management	29-06-1987	-	15-07-2015	16000/-

* Initially appointed on 'ad hoc' basis and thereafter appointed on Regular basis on Probation w.e.f. the dates mentioned against their names.

(iv) Temporary Appointment of Teaching Faculty:

Appointment of the following Teaching Faculty made on temporary basis was approved from the dates and on the salary noted against her name:-

S. N.	Name	Designation	Qualification	DOB	DOJ	Consolidated Salary (Rs./p.m.)
1.	Superna Sharma	Asstt Prof.	B.A., M.A. (English), B.Ed., M.Phil (English)	27-10-1975	01-05-2015	30520/-

(v) **Temporary appointment of Administrative Staff:**

Appointment of the following Administrative Staff made on temporary basis was approved from the dates and on the salary noted against his name:-

S. N.	Name	Designation	Qualification	DOB	DOJ	Consolidated Salary (Rs./p.m.)
1.	Jitendra Kumar Vashishtha	Head - Training & Placement	BCA, MCA, MBA	19-01-1983	01-01-2015	50000/-

5. APPROVAL OF THE PROCEEDINGS OF SELECTION COMMITTEES FOR THE SESSION 2015-16

Proceedings of the Selection Committee Meeting held on 28-06-2015 for the appointment of Asstt. Professor of Mechanical Engineering, appended as **Annexure-III** to the Agenda, was approved.

6. APPROVAL OF CONFIRMATIONS OF STAFF

The services of the following Teaching Faculty 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) Faculty:

S. N.	Name	Designation	Qualification	DOJ	Basic Pay (Rs./p.m.)	AGP (Rs./p.m.)	Date of Confirmation
1.	Suresh Kumar	Asstt Prof.	B.E.(ME), M.Tech. (MT&A)	02-09-2011	17050/-	6000/-	01-04-2015
2.	Sunil	Asstt Prof.	B.Tech.(ME), M.Tech. (Thermal Engg.), Ph.D (Pursuing)	09-07-2012	19480/-	6000/-	01-04-2015
3.	Amit Kumar	Asstt Prof.	B.Tech.(ME), M.Tech. (ME)	10-07-2012	16550/-	6000/-	01-04-2015

(ii) Administrative Staff:

S. N.	Name	Designation	Qualification	DOJ	Consolidated Salary (Rs./p.m.)	Date of Confirmation
1.	Mohammad Zamshid	DBA	BA	28-08-2013	17460/-	28-03-2015
2.	Pratap Narayan Mishra	Security Officer	BA	17-05-2013	15870/-	01-06-2015
3.	Attar Singh	Security Officer	Graduation from Army	01-08-2012	13730/-	01-06-2015

7. **RATIFICATION OF THE REVISION IN EXISTING SCHOLARSHIP SCHEMES AND FEE CONCESSIONS FOR THE SESSION 2015-16.**

The members noted the revisions made by the management in consultation with the Chairman in the existing Scholarship Schemes and after detailed deliberations the revisions made for the session 2015-16 as mentioned below were approved:

(A) G D Memorial Scholarship for students having good academic record

(a) JEE Rank Scholarship:

JEE Rank	Existing Scheme (2014-15)	Revised Scheme (2015-16)
1-100000	100% of Tuition Fee for 1 st year	30000/- for 1 st year
100001 - 200000	50% of Tuition Fee for 1 st year	20000/- for 1 st year
200001 - 400000	25% of Tuition Fee for 1 st year	10000/- for 1 st year

OR

10+2 Merit Scholarship

Marks in 10+2	Existing Scheme (2014-15)	Revised Scheme (2015-16)
Above 90%	100% of Tuition Fee for 1 st year	30000/- for 1 st year
80-90%	50% of Tuition Fee for 1 st year	20000/- for 1 st year
70-80%	25% of Tuition Fee for 1 st year	10000/- for 1 st year

(b) Diploma Merit Scholarship for 2nd year LEET

Marks in Diploma	Existing Scheme (2014-15)	Revised Scheme (2015-16)
Above 75%	100% of Tuition Fee for 1 st year	10000/- for 1 st Year
70-75%	50% of Tuition Fee for 1 st year	7500/- for 1 st Year
65-70%	25% of Tuition Fee for 1 st year	5000/- for 1 st Year

(B) Special Scholarship Scheme for 1st year B.Tech Girl students:

25% Waiver in Tuition Fee (i.e. Rs. 14000/- p.a.) for full duration of the Course irrespective of other admissible scholarship/s.

(C) **Special Scholarship for 2nd year B. Tech LEET students:**

Existing Scheme (2014-15)	Revised Scheme (2015-16)
50% Waiver in Tuition Fee (i.e. Rs. 28000/- p.a.) for full duration of the Course irrespective of other admissible scholarship/s.	Scholarship of Rs. 20000/- p.a. for full duration of the Course irrespective of other admissible scholarship/s.

(D) **Talent Search Test Scholarship:**

Existing Scheme (2014-15)	Revised Scheme (2015-16)
50% and 25% Waiver in Tuition Fee to 1 st & 2 nd topper students (only for 1 st Semester) from each school/coaching centre where Talent Search Test was conducted if they take admission in BRCMCET.	Scholarship of Rs. 10000/- & Rs. 5000/- to 1 st & 2 nd topper students (only for 1 st Semester) from each school/coaching centre/institute where Talent Search Test was conducted if they take admission in BRCMCET.

(E) **Scholarship for BRCM Public School Alumni:**

Existing Scheme (2014-15)	Revised Scheme (2015-16)
20,000/- p.a.	10,000/- p.a.

(F) **Scholarship for Wards of BRCM Institutions/Group/Organization Employees:**

Criteria (Length of service of employee)	Scholarship Amount p.a.
Below 3 years	10000/-
3 < 6 years	15000/-
6 < 10 years	20000/-
Above 10 years	25000/-

Note: 1. Students can avail only one scholarship either for BRCM Public School Alumni or for Wards of BRCM Institutions from the session 2015-16 while they could avail both scholarships in 2014-15.

2. Maximum amount of Scholarship/s shall not be more than the amount of Tuition Fee.

The chairman advised that criteria (length of service of employee) should be minimum 5 years to get scholarship for wards of BRCM Institutions. He also advised that the wards of lower grade staff may be given more financial help, for which judicious system should be adopted.

08. NBA ACCREDITATION OF 2 UG COURSES

The members were glad to note that the National Board of Accreditation (NBA), New Delhi has granted Accreditation to the following courses of our College for 2 years w.e.f. 01-07-2015 as per the

copy of accreditation letter No. F.NO.21-45-2014-NBA dated 13-07-2015 received from NBA, New Delhi appended as Annexure-V to the Agenda:-

- B.Tech Mechanical Engineering
- B.Tech Electronics & Communication Engineering

09. APPROVAL FOR GETTING NBA ACCREDITATION FOR REMAINING 3 UG COURSES

The Members keenly noted the proposal for NBA Accreditation of the following courses during the session 2015-16:-

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

The BOG deliberated on the proposal in detail keeping in view the present scenario of technical education sector and the efforts and inputs needed to upgrade the quality of technical education.

After detailed discussions it was unanimously resolved to submit application for NBA Accreditation of the above said courses during the session 2015-16. It was further resolved that all requisite infrastructure and financial support will be provided. The Principal is hereby authorized to comply with all processes in this respect.

10. REDUCTION IN INTAKE OF 4 UG COURSES FROM THE SESSION 2016-17

The Members deliberated in detail about the low admissions in engineering courses during the last 3 years and also about the scenario in near future and came to the conclusion that we should focus on upgrading and maintaining the quality of education in our College not on quantity. It was unanimously resolved to reduce the intake of the following B.Tech courses from 120 seats to 60 seats each from the session 2016-17 and the Principal should submit Application to AICTE in this regard and comply with all required processes with AICTE and other concerned govt. departments:-

- Civil Engineering
- Computer Science & Engineering
- Electrical & Electronics Engineering
- Mechanical Engineering

11. REVIEW OF ADMISSION SCENARIO AND FUTURE STRATEGY

The Members were deeply concerned about the poor admission status in the College during the session 2015-16. 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 with full dedication and commitment as it is the worst phase for the technical education sector. The Chairman further advised that efforts for admissions for the session 2016-17 be started right now and should be kept on throughout the year. All the senior functionaries should monitor the admission activities and its progress on regular intervals.

All the faculty and staff must also be involved in the admission process and motivated to improve the admissions.

12. REVIEW OF PROGRESS

1. The members were happy to note that 156 B.Tech. and 55 M.Tech. students of our College secured University Merit Positions in the Odd Semester Exam held in December, 2014.
2. The Members were concerned about the low number of clear pass students. The BOG suggested that extra classes must be conducted to improve the academic result of students. Teachers should create interest among students for the subjects. The Chairman advised that we should also explore the core strengths and values of reputed institutes like BITS Pilani, VIT Vellure, Amity University, etc. and implement in our College wherever we are lagging for further improvement in the academics and results of the students.
3. He further advised that since most of the students come from rural areas, we should improve the life style of such students and they should be acquainted about their time management and health management to make them more employable.
4. Shri Surender Kumar Chaudhary advised that students should be identified and put in different groups according to their capabilities in communication skills in English and special matching lessons should be prepared for them so that the communication skill of each and every student is improved to make them more employable.
5. The Chairman was concerned about the training and placement of the students. He advised that more focus be given on the Industrial Training of the students and it should be monitored by the faculty.

6. The Chairman further advised that the faculty and staff should put all out efforts to improve the academics, training and placement of the students which will also help in brand building of the College.
7. The Chairman also advised that the database of the Alumni should be updated from time to time and take their help in the placement of the students.

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


Dr. B.C. Sharma
Member-Secretary