AICTE-NEQIP Project, Bongaigaon Polytechnic
Bongaigaon: Assam
2nd Board of Governors meeting
Venue: Office of The Director of Technical Education, Assam
Kahilipara, Guwahati-19
Date: 26.9.2014       Time: 11 AM

The second meeting of Board of Governors for implementing AICTE-NEQIP Project of Bongaigaon Polytechnic, Bongaigaon, Assam is held today under the President ship of Dr. Debabrata Chakraborty, Professor in Mechanical Engineering and Dean (Research) IIT, Guwahati and Chairman of BOG, AICTE-NEQIP Project of Bongaigaon Polytechnic.

AGENDA OF THE MEETING:

1. Taking chair by Dr. Debabrata Chakraborty, Professor in Mechanical Engineering and Dean (Research) IIT, Guwahati and all other members of BOG.
2. Objective: By Mr. Ratan Kr. Ghosh, Principal cum member secretary, NEQIP.
3. Presentation on Action Plan on implementation of 1st phase of the project, by Mr. Chakradhar Das, HOD (i/c) of Electrical Engineering Department.
4. Discussion on action plan.
5. Approval for purchase, work order, industry visit, seminar, remedial classes, finishing school etc. (As per enclosed details in key note agenda)
6. Approval of expenditure till date.
7. Any other matter.
8. Speech from Dr. Atul Bora, Director of Technical Education, Assam.
9. Speech from Dr. Anjan Dutta, Professor of IIT and AICTE representative of NEQIP.
10. Speech from other members.
11. Speech from Chairman.
12. Vote of thanks, by Mr. Manoj Kr. Saud, Lecturer (SG), Automobile Engineering Department.
13. End of meeting.

Members present:

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<tr>
<th>SL.No</th>
<th>Name and Designation</th>
<th>Member/Invitee</th>
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<tbody>
<tr>
<td>1.</td>
<td>Dr. Debabrata Chakraborty, Professor in Mechanical Engineering and Dean (Research) IIT, Guwahati</td>
<td>Chairman</td>
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<td>2.</td>
<td>Mr. Satyendra Brahma Choudhury, Eminent Layer, Bongaigaon-783380</td>
<td>Member</td>
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<td>3.</td>
<td>Dr. Mrigen Das, Ex-Principal, Birjhora Mahavidyalaya, Bongaigaon-783380</td>
<td>Member</td>
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<td>4.</td>
<td>Dr. Anjan Dutta, Professor, Dept. of Civil Engg. IIT Guwahati.</td>
<td>Member (AICTE Nominee)</td>
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<td>5.</td>
<td>Mr. R. Gopal, Principal, ITI Bongaigaon</td>
<td>Member</td>
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<td>6.</td>
<td>Mrs. Chandana Borpujari, Controller of Examinations, SCTE, Assam, Guwahati.</td>
<td>Member (from Affiliating body)</td>
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<td>7.</td>
<td>Dr. Atul Bora, Director of Technical Education, Assam</td>
<td>Member (Govt. Representative)</td>
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<td>8.</td>
<td>Mr. Ratan Kr. Ghosh, Principal i/c, Bongaigaon Polytechnic,</td>
<td>Member Secretary</td>
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Proceedings of the meeting:

1. Mr. Ratan Kr. Ghosh, Principal i/c cum Member Secretary BOG AICTE-NEQIP Project welcome the members and requested Dr. Debabrata Chakraborty, Chairman, BOG to preside over the meeting. He also briefed the objectives of the meeting and also briefs in a nutshell about the processes/steps taken till date for implementing the project. He also requested all the BOG members to provide their suggestions for effective implementation of the project.

2. Dr. Debabrata Chakraborty, Chairman BOG, also welcome all the members and requested Sri Chakradhar Das, Project Co-Ordinator of the institute to proceed with presentation of Action Plan and details of key note agenda etc.

3. Mr. Chakradhar Das have briefed the action plan and all the steps such as Advertisement of Tender and EOI through DIPR, Assam, opening of tenders, preparation of comparative statement, arrangement of study tools for students, holding of Mid-Term Examination, finishing school training, selection of students for remedial classes etc. as per approved proposal of 1st phase of the project. He also explains in details the key note agenda of the meeting.

4. The Chairman raises the various points of the action plan and suggested to ensure quality of items before purchase.

5. Dr. Anjan Dutta also put his suggestions for effective implantation of the project.

6. Mr. Manoj Kr. Saud, offer vote of thanks.

Resolutions of the meeting:

After the discussions of the action plan and approved plan of 1st phase of the project following resolutions are taken unanimously.

1. For the items in which three or more valid quotations are received the order may be placed to the lowest bidder as per comparative statement. Before placing order of UTM, care should be taken on performance criteria and quality. Lowest bidder namely MIKA Electronics may be asked to produce performance certificate from the institute they have supplied the UTM earlier and also the manufacturer's authorization certificate. Failing to which the order for UTM may be placed to next bidder A& B Associates, with negotiation after fulfilling all conditions.

2. (a) For the items for which two quotations are submitted, order may be placed to lowest bidder by justifying the quality except D.C. panel board and 3-Phase A.C. to D.C. rectifier panel board in which the rates are absurd.

(b) For D.C. panel board and 3-Phase A.C. to D.C. rectifier panel board re-tendering may be called with proper justifications.
(c) For purchase of library books further negotiations may be initiated to the lowest bidder (UBSPD) to enhancing the discount to 20% for those items where they have quoted less than 20%.

For the books for which the lowest bidder (UPSPD) have not quoted negotiation may be done with next lowest bidder (Puberun Books Stall) to enhance the reduction from 11% to 20% and accordingly order may be placed.

(d) For supply of furniture items sample to be verified before placing order. For the furniture items such as books selves (double sided), Double secretariat table, MS Table, Armed cushioned chair re-tender may be called as the quoted rate is too low.

3. For items for which only one quotation is received the price should be checked with the existing price of authorized dealer. If the rates are found reasonable order may be placed.

For the item air cooler, water purifier and water cooler the only bidder (A&B Associates) may be negotiate to reduce the quoted price at least by 10%.

4. For Civil renovation works in conference room, library and class room re-EOI may be called as the rates are unrealistic and proper design, specifications not submitted.

5. For furniture items for conference room and library re-EOI may be called as the rates are unrealistic and proper design, specifications not submitted.

6. For campus wide Wi-Fi LAN the order may be placed to Rahul Trade & Agency as their rates are lowest among the valid bidders.

7. For finishing school training, Computer training for office staffs, English draft writing training for staffs, order may be placed to the lowest valid bidder (Third-Eye Education Private Limited). Cost per trainee should be considered.

8. For utilization of fund under publishing research paper a committee may be formed for justification of credential of publisher and screening, finalization of paper.

9. For educational tour/Industrial visit T.A.(Actual Expenses) & D.A. of faculty may be paid as per Govt. rule with justification. The expenditure related to student undergoing visit to industries to be justified and realistic.

10. Detail break up to be carried out for expenditure related to organizing Technical discussions, seminars etc. The expenditure related to campus interview may be clubbed with this.

11. Under institutional reforms the expenditure related to Mid-Term Exams. Should be break up and justified. The results of Mid-Term exams. Should be analyzed and weak students should be selected for remedial classes for improvement of performance.

12. Remedial classes may be started for identified weak, SC/ST students immediately. The T.A. & D.A. and remuneration to the experts (both internal and external) to be paid as per Govt. rules. The cost of refreshment to students to be modified with justifications.

13. The detail budget for curriculum development for organizing state level workshop to be approved after placing detail budget or the recommendation of fund by SCTE, Assam.

14. The cost related to NBA accreditation to be break up before expenditure.
15. Dr. P. Kakoti, OSD-I have suggested to develop MIS software under institutional reform head from the 2nd phase of the project.

16. For unspent balance amount additional items such as accessories of Total Station and any other related items/equipments may be purchased within the approved plan with proper justification.

17. The up-to-date expenditure Rs. 104086.00 under the head incremental operating cost such as cost related to 1st BOG meeting/ mentors visiting related cost, office stationaries up to 25/09/2014 have approved.

(Dr. Debabrata Chakraborty)  
Chairman BOG, AICTE-NEQIP  
Bongaigaon Polytechnic, Bongaigaon

( Ratan Kr. Ghosh)  
Member Secretary, BOG, AICTE-NEQIP  
Bongaigaon Polytechnic, Bongaigaon

(Dr. Atul Bora)  
( Dr. Anjan Dutta)  
( Dr. Mrigen Das)

(Satyendra Brahma Choudhury)  
(R. Gopal)  
(Chandana Borpujari)

(Chakradhar Das)  
( Manoj Kr. Saud)