

MCKV Institute of Engineering

243, G.T. Road(N), Liluah, Howrah-711204

Minutes of the 2023-II (68th) Governing Body Meeting of the MCKV Institute of Engineering (an Autonomous Institute) held on 8th September, 2023 at 11:30 am.

Members Present: -

1. Mr. Kishan Kumar Kejriwal, Chairman of the Trust, Chairman GB
2. Prof. (Dr.) Sajal Dasgupta, Former DTE, Govt. of West Bengal, Member (Trust Nominee)
3. Mr. Ravi Sehgal, Managing Director, Carnation Industries Ltd., Member (Trust Nominee as Industrialist)
4. Prof. (Dr.) Pradip Kumar Ray, Dean, VG SoM, Professor, Dept. of I & SE, IIT Kharagpur, Member (Trust Nominee)
5. Prof. (Dr.) Sujit Mukherjee, Member (Nominee of Maulana Abul Kalam Azad University of Technology)
6. Prof. (Dr.) Abhijit Lahiri, Principal, MCKV Institute of Engineering, Ex-Officio Member
7. Prof. (Dr.) Sudipto Chaki, Professor, AUE Department and Dean Administration of MCKV Institute of Engineering.
8. Prof. (Dr.) Satadal Saha, Professor, ECE Department and Dean Academics of MCKV Institute of Engineering.
9. Dr. Shampa Sengupta, Associate. Prof., IT Department, MCKV Institute of Engineering, Member (Teachers' Representative)

Special Invitees: -

1. Prof. (Dr.) Parthasarathi Chakraborty, CEO, MCKV Group
2. Mr. Abhay Kejriwal, Trustee Member
3. Dr. Kalyan Biswas, Assistant Professor, ECE, MCKV Institute of Engineering

Leave of absence granted: -

1. Prof. Ravipudi Venkata Rao, Professor (Higher Administrative Grade), Mechanical Engineering Department, Sardar Vallabhbhai National Institute of Technology, Surat, Gujarat, Member (UGC Nominee)
2. Prof. (Dr.) Amitava Sarkar, Former Director, SOM, Maulana Abul Kalam Azad University of Technology, Former Director, IISWBM, Member (Trust Nominee)
3. Dr. Paramita Chatterjee, Associate Professor, EE Dept., IEST (Shibpur), Member (AICTE, ERO Nominee)
4. Prof. (Dr.) Suman Chakraborty, Institute Chair Professor & Sir J C Bose National Fellow Dean, SRIC, Professor, Mechanical Engineering, IIT Kharagpur, Member (Trust Nominee)
5. DTE Govt. of West Bengal, Member (State Govt. Nominee, Higher Education Dept. (Tech.) Govt. of West Bengal)

Agenda Points:

Agenda no. 1: Introduction of the new members in the Governing Body.

Agenda no. 2: Confirmation of MoM of the 2023-I (67th) Governing Body Meeting of the MCKV Institute of Engineering held on 18th March, 2023.

Agenda no. 3: Action Taken Report based on the earlier minutes of the meeting held on 18th March, 2023.

Agenda no. 4: To consider the report of the Principal for the period from February, 2023 to July, 2023.

Agenda no. 5: Approval of the reconstructed Academic Council of the Institute for 2023-2026.

Agenda no. 6: Approval of the reconstructed Finance Committee of the Institute.

Agenda no.7: Approval of the reconstructed Anti-Ragging Committee and Anti-Ragging Squad.

Agenda no. 8: Approval for Proposal of Incentive Policy of existing Staff members.

Agenda no. 9: Any other item that may be taken up with the permission of the Chair.

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2023-II (68th) Governing Body Meeting of the MCKV Institute of Engineering was held in hybrid mode on 8th September, 2023. Mr. Kishan Kumar Kejriwal, Honorable Chairman of the Trust & Chairman of the Governing Body requested Prof.(Dr.) Sajal Dasgupta, Former DTE, Govt. of West Bengal to Chair the meeting. Prof. (Dr.) Sajal Dasgupta kindly agreed to chair the meeting with consent from all the committee members. Prof. Dasgupta started the meeting by welcoming all the members present in the meeting and requested Principal, Prof. (Dr.) Abhijit Lahiri to proceed with the agenda of the meeting.

The following resolutions were unanimously adopted thereafter in the meeting:

Resolutions: -

1. Principal introduced the two new members of the Governing Body to the other honorable members present in the meeting. Prof. (Dr.) Arghya Sarkar, Dean Academics and Administration has resigned from this institute and joined as a Principal in a Govt. College. As a result, following two new members are included as members in the Governing Body:
 - Prof. (Dr.) Satadal Saha, Professor, ECE Department and Dean Academics of MCKVIE.
 - Prof. (Dr.) Sudipto Chaki, Professor, AUE Department and Dean Administration of MCKVIE.
2. Minutes of the 2023-I (67th) meeting of the Governing Body held on 18th March, 2023 at 11.30 a.m. were confirmed by all the members.
3. Principal presented the action taken report of the previous meeting. Few minor issues were raised by the members which were responded satisfactorily by the Principal.
4. The progress report of the college from February, 2023 to July, 2023 was also presented by the Principal to the Governing Body Members. Different relevant matters of the Institute such as admissions, placements, events organized, achievements of the staff members and students etc. were included in the report. Based on the Principal's report, Honorable members of the Governing Body made following observations/suggestions:
 - (a) Members suggested that online classes should be discouraged. Measures should be taken so that students attend regular classes in offline mode. To improve the students' attendance in regular classes, internal examination may be conducted in regular classes and marks of those examinations should be considered in internal assessment process. Principal/Dean Academics should monitor the students' attendance and monthly attendance report should be obtained from the HOD. Faculty should try to make regular classes attractive by employing different innovative teaching methods. In this regard, Dean Academics informed that many faculty uses innovative teaching methods and in future this practice should be increased manifold.
 - (b) Academic Audit should be conducted for all the departments at least twice a year. Observations of the auditors should be reported to GB.
 - (c) Report of the NBA Expert team should be placed in the Governing body. Strength, Weakness and Concerns of the Institute as highlighted by the NBA team should be discussed in Governing Body meeting and proper measures should be taken to overcome the weakness.

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- (d) Academic reforms committee should be more active. Regular meetings should be conducted by the committee. Governing Body members are eager to know about the feedback of OBE workshop.
- (e) Attainment of Course Outcomes (COs) for all the courses should be evaluated after each semester. Program Outcomes (POs) and Program Specific Outcomes (PSOs) should be evaluated as soon as the first batch (i.e. current final year batch) under autonomy pass out from the Institute.
- (f) Principal reported the status of submitted research project proposals to different funding agencies. It is observed that total seven project proposals were submitted for funding during last few months. In this regards, GB suggested that Research Committee should be proactive to improve the research outcome of the Institute. It was suggested to form a Screening/Advisory Committee consisting of one or two external experts having wide experience in conducting sponsored projects to evaluate the submitted project proposals and to guide the faculty members towards improvement of the same. It was also suggested that a representative from the Institute preferably Dean Research and CEO should meet the contact persons of the funding agencies regularly to check the status of the submitted project proposals.
- (g) Faculty should try to publish papers in high impact factor journals. Among the published papers with institute affiliation, paper published in highest impact factor journal should be awarded. Final year students should be encouraged to publish paper from final year projects. It was advised that faculty with M.Tech degree should try to enroll for PhD as early as possible. Enrolled and registered PhD candidates should try to receive the conferment of the degree at the earliest.
- (h) Regarding placement scenario, Governing Body suggested that Training & Placement department must submit a report about future action plan for improvement of placement scenario of the Institute. They must consider the feedback provided by different recruiters of the Institute.
- (i) A time slot should be provided in regular routine to conduct different events for students such as workshops/seminar/project work etc. without hampering the regular classes.
- (j) Governing Body suggested that MCKVIE should identify a benchmark institute and prepare a roadmap to reach that position. It was suggested to form a core committee for that purpose and the roadmap should be placed in next 69th GB meeting to be held in December, 2023. Roadmap should include well defined timeline to reach an identified milestone such as getting an NIRF ranking/ achieving Deemed to be University status etc.
5. The Governing Body approved the reconstructed Academic Council for 2023-26. As the tenure of the existing Academic Council has expired on 30.06.2023, a new Academic Council has been constructed following the UGC guidelines (2023 Autonomous Regulations, published on 03.04.2023). Number of experts in the Academic council is increased from four to ten. Names of ten (10) experts in the field of academics and industries were approved by the Governing Body. Other than Governing Body nominations, MAKAUT, W.B nominated three experts. HODs of all the departments are also included in the Academic Council along with four senior faculty as nominated by the Institute (Annexure-I).



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6. Finance committee of the Institute needs to be reconstituted due to the exit of Prof. (Dr.) Arghya Sarkar. The names of the members for proposed Finance Committee following UGC guidelines for Autonomous Institutes was approved by the Governing body (Annexure-II).
7. Existing Anti-Ragging Committee of the Institute need to be reconstituted due to exit of the students of 2023 passed out batch and the guardians. The reconstituted Anti-ragging committee and Anti-ragging squad are approved by the Governing Body (Annexure-III).
8. A revised incentive policy of the teaching staffs has been prepared by the Institute (Annexure-IV). Recommendations of the Research Committee is also obtained for framing this policy. Facilities planned to be extended to the teaching staff members towards qualification upgradation and encouragement for academic achievements. The Governing Body accepted the proposal and advised to circulate the proposed Incentive Policy for teaching staff members of the MCKVIE for having valuable comments/suggestions/approval from Honorable GB Members. Chairman requested all the members to go through the incentive policy and provide required feedback within one/two week.
9. Mr. Kishan Kumar Kejriwal, Honorable Chairman of the Governing Body, informed that Institute has completed 25 years of foundation on 3rd September, 2023 and is going to celebrate the silver jubilee events during next one year with different activities. A special logo is designed to mark 25 years of establishment of the Institute. Governing Body members congratulated the Chairman for this proud moment and achievements of the Institute.

With no other points to discuss, Chairman thanked all the honorable members for their valuable suggestions for the betterment of the Institute. The meeting ended with a vote of thanks to the Chair.

Principal

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