

# MCKV Institute of Engineering

Liluah, Howrah-711204

## Minutes of the 2024-I (69<sup>th</sup>) Governing Body Meeting of the MCKV Institute of Engineering (an Autonomous Institute) held on 13<sup>th</sup> March, 2024 at 10:30 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.) Amitava Sarkar, Former Director, SOM, Maulana Abul Kalam Azad University of Technology, Former Director, IISWBM, Member (Trust Nominee)
6. Dr. Paramita Chattopadhyay, Associate Professor, EE Dept., IEST (Shibpur), Member (AICTE, ERO Nominee)
7. Prof. (Dr.) Suman Chakraborty, Institute Chair Professor & Sir J C Bose National Fellow Dean, SRIC, Professor, Mechanical Engineering, IIT Kharagpur, Member (Trust Nominee)
8. Prof. (Dr.) Abhijit Lahiri, Principal, MCKV Institute of Engineering, Ex-Officio Member
9. Prof. (Dr.) Sudipto Chaki, Professor, AUE Department and Dean Administration of MCKV Institute of Engineering.
10. Prof. (Dr.) Satadal Saha, Professor, ECE Department and Dean Academics of MCKV Institute of Engineering.
11. 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 Patel National Institute of Technology, Surat, Gujarat, Member (UGC Nominee)
2. DTE, Govt. of West Bengal, Member (State Govt. Nominee, Higher Education Dept. (Tech.) Govt. of West Bengal)
3. Prof. (Dr.) Sujit Mukherjee, Member (Nominee of Maulana Abul Kalam Azad University of Technology).

### Agenda Points:

- Agenda no. 1:** Confirmation of the Draft MoM of the 2023-II (68<sup>th</sup>) Governing Body Meeting of the MCKV Institute of Engineering held on 8<sup>th</sup> September, 2023.
- Agenda no. 2:** Action Taken Report based on the earlier minutes of the meeting held on 8<sup>th</sup> September, 2023.
- Agenda no. 3:** To consider the report of the Principal for the period from August, 2023 to January, 2024.
- Agenda no. 4:** To consider the MoM of the Academic Council Meeting held on 7/12/2023.
- Agenda no. 5:** To consider the report of the Finance Committee of the Institute.
- Agenda no. 6:** Discussion on future roadmap of the Institute.
- Agenda no. 7:** Any other item that may be taken up with the permission of the Chair

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2024-I (69<sup>th</sup>) Governing Body Meeting of the MCKV Institute of Engineering was held in hybrid mode on 13<sup>th</sup> March, 2024. 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. Draft Minutes of the 2023-II (68<sup>th</sup>) meeting of the Governing Body (GB) held on 8<sup>th</sup> September, 2023 at 11.30 a.m. were confirmed by all the members with minor corrections.
2. 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.
3. The activity of the college from August, 2023 to January, 2024 was also presented by the Principal. Different relevant matters of the Institute such as final admission status of AY 2023-24, placement status as on date for 2024 passed out students, events organized, achievements of the staff members and students during this period were included in the report. Based on the Principal's report, Honorable members of the GB made following observations/suggestions:
  - (a) Summary of the attendance report of the students was presented in the meeting. Members suggested that program wise average attendance values should be placed in the GB to show the improvement of the attendance level department wise.
  - (b) On Academic Audit, GB suggested that one internal audit should be carried out during every semester and one external audit in every Academic Year. Summary of the academic audit report should be placed in the Academic Council as well as in the GB meeting.
  - (c) Observations of the NBA expert team during its previous visit in February, 2023 was placed in the meeting. Observations of the NBA expert team includes both strength and weakness of the programs they assessed. GB suggested that a small committee should be formed and must be asked to take corrective actions against each and every gap as highlighted by the NBA expert team. The committee should submit the report on the corrective actions taken to overcome the weakness within a month to the Principal for onward submission to the Governing Body.
  - (d) GB suggested that workshop on OBE should be organized regularly.
  - (e) A list of external experts for evaluation of project proposals for external funding agencies was placed in the meeting. GB suggested that if possible, separate experts should be appointed for each department and a revised list to be submitted.
  - (f) It was reported that 5 faculty members have newly enrolled for PhD program during July-December, 2023. GB members suggested that a small list should be placed in the GB meeting stating name of the faculty, Name of the University and the department where they have enrolled and the date of enrollment for better understanding of the status.
  - (g) GB members suggested to take 'Training and Placement' as a separate agenda in the next GB meeting and Head, T&P Cell should give a presentation in the meeting about future action plan for improvement of placement scenario of the Institute.

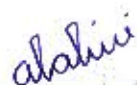
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(h) Members observed that the no. of admissions in few programs were very low in the Academic year 2023-24. Therefore, members were eager to know the corrective measures and initiatives to improve the admission scenario of those programs taken or have planned. The proposed actions should be routed through the Academic Council (AC).

4. The GB approved the MoM of the Academic Council Meeting held on 7<sup>th</sup> December, 2023.
5. The GB approved the Budget of FY 2024-25 proposed by the Finance Committee without any modification as presented by the Principal in the meeting. But GB suggested that during presentation of budget proposal, budget and expenditure of the previous year should also be kept for better understanding.
6. Principal presented a Roadmap towards achieving Academic Excellence of the institute by 2030. Members discussed rigorously on different issues and suggested that few important activities to be identified under the bullet points. Further time bound action plan should be fixed for each activity and responsibilities to be entrusted to specific persons for each activity. It was decided that the matter will be discussed internally among all the HODs, Deans and senior faculty members and a draft roadmap should be proposed within a month. After preparation of the draft roadmap, it should be circulated to the honourable members of GB for their valuable comments/suggestions.
7. Members suggested to increase the frequency of the GB meeting and it was also suggested to conduct the meeting on Saturdays.

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



Principal



Chairman

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