



### Minutes of 22<sup>nd</sup> Meeting (MoM) of BoG held on 08/11/2024

The 22<sup>nd</sup> meeting of Board of Governors (BoG) of Government College of Engineering, Jalgaon was held on Friday, 08<sup>th</sup> November, 2024 at 4.00 PM in the meeting hall of the college. Following members were present for the meeting:

1	Shri. Ashok Jain	Chairman
2	Shri. Manoj Patil	Member
3	Shri. Sanjay Birla	Member
4	Dr. J. B. Naik	Member
5	Dr. Vinod Mohitkar (Online Mode)	Member
6	Dr. Shashikant Vagge	Member
7	Dr. Shripad Mohani	Member
8	Dr. Suhas Gajre	Member Secretary

At the start of the meeting, Principal and Member Secretary, Dr. Suhas Gajre welcomed Hon. Chairman and all Hon. members of Board of Governors (BoG). He also informed that Hon. Shri. Bhalchandra Patil, had expressed his inability to attend the meeting due to some unavoidable circumstances and therefore leave of absence was granted to him by Hon. Chairman, BoG.

*With the permission of the Chairman, the proceeding of BoG meeting was started.*

SN	MoM of 22 <sup>nd</sup> Meeting of BoG
1	<p><b>To read and confirm the Minutes of Meeting (MoM) of 21<sup>st</sup> meeting of BoG held on 13<sup>th</sup> January, 2024</b></p> <p>The Minutes of Meeting (MoM) of 21<sup>st</sup> meeting of BoG held on 13<sup>th</sup> January, 2024 were circulated among all honorable members with request to give suggestion/modification (if any) and for confirmation.</p> <p><i>The same were read and confirmed by BoG.</i></p>
2	<p><b>To note and approve the Action Taken Report (ATR) of 21<sup>st</sup> meeting of BoG</b></p> <p>The Action Taken Report (ATR) of 21<sup>st</sup> and earlier meetings of BoG was presented and discussed. Hon. BoG approved the ATR of 21<sup>st</sup> meeting of BoG with the resolutions as follows:</p>



Action Taken Report (as per MoM of 21<sup>st</sup> and earlier meetings of BoG)

Action Taken Report (as per MoM of 18<sup>th</sup> meeting of BoG)

Sr. No.	Item No	Item in brief	Proceeding and expected action	Action Taken	BoG Resolution
6	5	Annual Technical Support of MIS	<ul style="list-style-type: none"><li>• Possibility should be explored for getting support from other MIS providers. Smooth data transfer and data integration from old MIS to new MIS should be ensured.</li><li>• Transparent process should be followed while employing new MIS.</li><li>• Technical Committee is to be formed for this process.</li></ul>	<p><b>Regarding exploring for new MIS software:</b> In the technical scrutiny of the received quotations, it was found to be not comparable with each other from technical point of view, and hence as per the decision of institute-level purchase committee; the process was stopped at that point. It was also decided to have demo sessions of the MIS software from the vendors and then only decision regarding new MIS software should be done. In view of this, demo sessions are being conducted.</p> <p><b>Regarding renewal of AMC for existing MIS software:</b> As stated above, in view of the delay in procurement of new MIS software, and not to hamper the work of the institute, it was decided to renew the AMC for existing MIS software for A.Y. 2024-25. Accordingly, the AMC renewal PO was issued to the existing MIS software vendor (AMC renewal PO copy attached) and this was approved by the Finance Committee. (Page No. 28 - 29)</p>	<p><i>Regarding MIS software, BoG suggested to follow fresh process of procurement of new MIS software.</i></p>



10	12j	IPR policy of the Institute	Noted and allowed to present the policy in the next BoG Meeting.	Draft copy of IPR policy of the institute is ready and is being presented here. Suggestions of Hon. BoG on draft policy will be taken in due course. The draft will be circulated. (Page No. 30 - 51)	BoG suggested referring the IPR policy of reputed institutes and then finalize the draft.
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**Action Taken Report - as per MoM of 19<sup>th</sup> Meeting of BoG**

Item No	Item in brief	Proceeding/BoG resolution and expected action	Action Taken	BoG Resolution
6	To discuss and recommend the construction of academic buildings for Civil, Computer and Electrical Engineering departments.	Noted. BoG directed to take follow-up with authorities on a regular basis.	Follow-up is being taken with the concerned authorities. <ul style="list-style-type: none"> <li>Proposal of civil work is submitted to Govt. of Maharashtra through DTE, Mumbai for administrative approval (Rs. 210 lakh)</li> <li>The construction of SC / ST Girls' Hostel is in progress. An amount of Rs. 269.92 lacs is sanctioned for this in FY 2024-25, out of which amount of Rs. 160.752 lacs has been released.</li> </ul> (Documents enclosed) (Page No. 52 - 58)	The BoG resolved to constitute the Building and Works Committee (BWC) of the institute. Also, as per the proposals by BWC, the measures required for face-lifting of the institute and maintenance be implemented through the institute funds.

**Action Taken Report - as per MoM of 20<sup>th</sup> Meeting of BoG**

Item No	Item in brief	Proceeding/BoG resolution and expected action	Action Taken	BoG Resolution
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3	<p>To note and provide post-facto approval for the expenditure incurred by the institute for F.Y. 2019-20, 2020-21 and 2021-22 and also for the expenditures on repairs, maintenance and other issues in boys and girls hostel for previous years. BoG is requested to provide post-facto approval for the above expenditures.</p>	<ul style="list-style-type: none"> <li>• Approved</li> <li>• Balance sheet of the institute should be prepared and kept before BoG in the next meeting.</li> </ul>	<p>Audited statements issued by CAs are enclosed herewith. Also directives from finance committee have been issued in its recent meeting and accordingly it will be executed. (Page No. 59 - 69)</p>	<p><i>BoG noted these action taken points.</i></p>
7	<p>To seek approval for the sanction of grants for various activities of Faculty Development namely:</p> <ol style="list-style-type: none"> <li>For attending the conferences with paper presentations (conference registration fees, travel expenses and stay/ lodging boarding expenses.)</li> <li>Reimbursement of expenditures for attending FDPs, STTPs, Training Programs, NPTEL MOOCs, cost incurred for research paper publication</li> <li>Ph. D. (Higher Education) fees etc for faculty members of this Institute.</li> </ol>	<p>Noted that the Internal Institute level committee is appointed. The decision of the committee should be brought before BoG after getting approval from the Finance Committee.</p>	<p>In this context, there is a separate agenda point 5 (i) of RADIANCE (Research and Development, Innovation, Advancement, Networking, Collaboration, and Excellence) policy in this meeting.</p>	<p><i>BoG resolution about RADIANCE policy is mentioned under separate agenda point no. 5 in this meeting.</i></p>



9	To provide approval for: i) Fixed Deposit of 50% of development fund (approximately 50% of 16.61 Crores). ii) Fixed Deposit of 75% of Testing and Consultancy amount (approximately 75% of 2.71 Crores)	<ul style="list-style-type: none"> <li>Approved to invest up to 90% amount in fixed deposit depending upon the cash/credit requirements.</li> <li>Suggested to take steps to get exemption from tax on FD interest being a Govt. Institute</li> <li>Proposal for revival of the frozen PLA account of the institute should be sent to Govt. of Maharashtra through DTE as early as possible.</li> </ul>	<ul style="list-style-type: none"> <li>As directed, the amounts have been kept in Fixed Deposits (FD). (Page No. 70)</li> <li>Such steps have been taken by the institute. (Page No. 71 - 72)</li> <li>Such a proposal has been sent by the institute. (Page No. 73)</li> </ul>	<i>BoG noted and approved the action taken.</i>
16a	To seek approval for code of conduct for students of the Institute.	Noted. The resolution of the Academic Council should be brought before the BoG in the next BoG meeting.	Earlier code of conduct for students of the Institute is still in force. Approval of BoG is sought. (Page No. 74 - 75)	<i>BoG provided approval to the existing code of conduct.</i>

### Action Taken Report - as per MoM of 21<sup>st</sup> Meeting of BoG

Item No	Item in brief	Proceeding/BoG resolution and expected action	Action Taken	BoG Resolution
3.	To note and approve the proposed expenditure for procurement of lab equipment, desktop computers, laptops and printers for all the departments and sections of the institute for strengthening the UG and Research laboratories as well as office, library and T & P sections of the institute (approved	Principal (Member Secretary) briefed BoG about the rationalized and compiled requirement of equipment and other items which was approved by the Finance Committee in its 6th meeting. BoG noted, discussed and approved this requirement of equipment and funds for all the departments and sections of the	As per this approval, list of the items purchased is enclosed. Software such as MATLAB, Turnitin (with campus wide License), as well as e-journals have been procured. (Page No. 76 - 93) For other items the process of preparation of detailed technical specifications is in	<i>BoG noted and provided approval for already purchased items. Also, it was suggested to speed-up the process of procurement process as per the already sanctioned proposals.</i>



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	by the Finance Committee of the institute)	institute. BoG suggested executing the procurement process in a phased manner. The purchases should be carried out as per the norms.	progress. (Delay in procurement is caused due to NAAC SSR preparation and NAAC visit preparations) As directed, the procurement is being done in a phased manner.	
6.	To grant the permission for appointment of technical and non-technical support staff (non-teaching staff) on contract basis (through manpower supply agency) for 11 months	Principal (Member Secretary) briefed BoG about the necessity of technical and non-technical support staff for smooth conduct of practical sessions, and for various functionalities in view of autonomy of the institute such as academic and examination cell, training and placement office etc. BoG noted the existing strength of technical and non-technical support staff in the institute, and also took note of the shortfall. BoG approved appointment of technical and non-technical support staff (non-teaching staff) on contract basis through a manpower supply agency as per standard norms. The selection of the agency should be done according to the prevalent guidelines for such procedure.	The process for appointment of technical and non-technical support staff (non-teaching staff) on contract basis (through manpower supply agency) for 11 months is in progress.	<i>BoG noted it and asked to speed-up the process.</i>
7.	To grant the permission to hire contractual services for cleaning in view	Principal (Member Secretary) briefed BoG about the necessity of hiring contractual	The process to hire contractual services for cleaning in view of maintaining the	<i>BoG noted this point.</i>



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	of maintaining the cleanliness in the institute campus	services to maintain cleanliness in the institute through a manpower supply agency. He also informed BoG about such practices followed in other Govt. and Govt. aided institutes in Maharashtra. BoG approved to hire contractual manpower services for cleaning on contract basis through a manpower supply agency as per standard norms. The selection of the agency should be done according to the prevalent guidelines for such procedure.	cleanliness in the institute campus is in progress and the work order will be issued in due course of time. (The status report is enclosed herewith) (Page No. 95 - 102)	
11	i. To discuss and approve proposal for rent of seminar hall of the institute	i. BoG noted, discussed and approved the proposal for rent of the seminar hall of the institute and approved the following rates: Government Organization : Nil Entity under Government of Maharashtra: Rs. 5000/- per day Private Organization: Rs. 10000/- per day	i. The finance committee in its recent meeting suggested that the rent of the seminar hall shall be Rs. 3000/- (instead of NIL) and if it is required to waive off then the Principal has authority about it. BoG approval is requested for this.	<i>BoG decided to keep the earlier sanctioned proposal same, without making any change.</i>
	ii. To discuss and approve proposal for industry-alumni meet	ii. BoG noted, discussed and approved the proposal for industry-alumni meet to be held at Pune with estimated expenditure of Rs. 2,55,000/-.	ii. The industry-Alumni meet was held at Pune, with good response from alumni and industry-persons. The actual expenditure for this meet was Rs. 2,58,374/-. Finance committee has	<i>BoG noted and approved the expenditure for industry-alumni meet held in March 2024 at Pune.</i>



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			approved these expenses. BoG is requested to give the approval for this expenditure.	
	iii. Appointment of Professor of Practice in each department.	iii. In view of shortfall of regular faculty members in the institute, BoG resolved that Professor of Practice / Professor-Emeritus can be appointed in each department. BoG also directed to frame rules and regulations in line with Govt. of Maharashtra (GoM) for the appointment of Professor of Practice/Emeritus Professor.	iii. In view of shortfall of regular faculty members in the institute, the institute appointed one (01) Professor of Practice and six (06) number of Adjunct Faculty. All the rules and regulations of UGC/AICTE/GoM have been followed while appointing Professor of Practice and adjunct faculty.	<i>BoG noted and approved the appointments of Professor of Practice (PoP) and Adjunct Faculty in the institute. BoG suggested appointing PoPs and adjunct faculty in all departments.</i>

3	<p><b>To apprise Hon. BoG members of the NAAC grade and score secured by the institute, and discussion about the road ahead looking into the comments and suggestions by NAAC Peer Team</b></p> <p>It was informed to the BoG that the NAAC Peer Team visited this institute on 13<sup>th</sup> and 14<sup>th</sup> September, 2024 for NAAC accreditation and the institute has secured a grade of 'B++' with a score of <b>2.85</b> on the scale of 4. Member secretary Dr. Gajre further informed that the visiting committee mainly commented upon very less number of regular faculty members in the institute, resulting further into less number of research publications and research activities. This resulted in less score in criteria II (Teaching-learning and evaluation) and criteria III (Research innovations and extensions) of the accreditation process. NAAC grade report and its analysis were presented in the meeting.</p> <p><i>In view of this, Hon. BoG provided some valuable inputs and suggestions for further improvement such as enhancing R &amp; D activities and improving the maintenance of equipment in the institute. The BoG also congratulated the Principal and entire faculty and staff of the institute for improvement in earlier grade and securing B++ grade.</i></p>
4	<p><b>To note and approve the list of graduating students of the Academic Year 2023-24 (list of graduating students as already approved by the Examination Committee)</b></p> <p>The list of graduating students of the Academic Year 2023-24 (as already approved by the Examination Committee) was presented in the meeting. Total 366 students graduated from this institute (6 B.Tech. programs) in this year. BoG suggested to present result analysis of the graduating students in the next BoG meeting.</p> <p><i>BoG provided approval to the list of graduating students of the Academic Year 2023-24.</i></p>

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5	<p><b>To note and approve the following as recommended in the 7<sup>th</sup> meeting of the Finance Committee*</b></p>												
	<p><b>i. Research and Development, Innovation, Advancement, Networking, Collaboration, and Excellence (RADIANCE) Policy for faculty development</b></p> <p>The institute has prepared a comprehensive policy (RADIANCE) for promoting the activities related to Research and Development, Innovation, Networking and Collaborations in the institute to achieve Advancement and Excellence. This policy was presented in the meeting.</p> <p><i>BoG appreciated and approved the RADIANCE policy (with following modification in this policy) to promote the research culture in the institute:</i></p> <p>Under clause D (Financial Assistance to Faculty), point no. 1, 2, 10, 11 and anywhere else (if mentioned), the provision of cash incentive for paper publications for both 1<sup>st</sup> author and 2<sup>nd</sup> author should be removed. Instead, the institute may go for providing publication fee or reimbursement of any research related expenditure etc. Additional seed funding instead of cash prize may be considered.</p>												
	<p><b>ii. Policy for industrial visits of the students</b></p> <p>Policy for industrial visits of the students was presented in the meeting.</p> <p><i>BoG asked to present annual financial implication (expected annual expenditure) of this policy in the next meeting.</i></p>												
	<p><b>iii. Teaching Assistantship to full-time Research Scholars in the institute</b></p> <p>The finance committee had recommended approving Rs 30,000/- per month as Teaching Assistantship to full-time Ph. D. Research Scholars with 5% annual increment, payable for maximum three academic years or till the completion of Ph. D., whichever is earlier.</p> <p><i>BoG provided approval to the same without any modification.</i></p>												
	<p><b>iv. Interim increase in daily wages of un-skilled and skilled workers</b></p> <p>It was noted by the BoG that, it is necessary to revise the rate of daily wages of the labours in the institute as per minimum wages act of Govt. of Maharashtra. In view of this, <i>the following wages for the workforce on daily wages (Minimum 4 days unpaid compulsory no-show in a month) were approved by the BoG:</i></p> <table border="1" data-bbox="289 1329 1398 1782"> <thead> <tr> <th>Sr. No.</th> <th>Type of workforce</th> <th>Recommended wages</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Unskilled Workforce</td> <td>Rs. 500/- per day</td> </tr> <tr> <td>2</td> <td>Skilled Workforce (like Electrician, Accountant, Workshop Assistant, GeM Operator, Store Assistant, MIS operators/managers, Data entry operator) with no or less than 2 years experience</td> <td>Rs. 600/- per day</td> </tr> <tr> <td>3</td> <td>Skilled Workforce (like Electrician, Accountant, Workshop Assistant, GeM Operator, Store Assistant, MIS operators/managers, Data entry operator, plumber) with experience of at least 2 years (5 years desirable)</td> <td>Rs. 700/- per day</td> </tr> </tbody> </table> <p><i>For skilled manpower, the wages of Rs. 800/- per day may also be provided as per the skill and the nature of the work and experience. The decision will be taken by the principal.</i></p>	Sr. No.	Type of workforce	Recommended wages	1	Unskilled Workforce	Rs. 500/- per day	2	Skilled Workforce (like Electrician, Accountant, Workshop Assistant, GeM Operator, Store Assistant, MIS operators/managers, Data entry operator) with no or less than 2 years experience	Rs. 600/- per day	3	Skilled Workforce (like Electrician, Accountant, Workshop Assistant, GeM Operator, Store Assistant, MIS operators/managers, Data entry operator, plumber) with experience of at least 2 years (5 years desirable)	Rs. 700/- per day
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	<p><b>v. Annual budget of the institute for FY 2024-25</b></p> <p>The annual budget of the institute for FY 2024-25 (including the budget of all departments, sections, students' clubs and technical activities) was presented in the meeting. Principal Dr. Gajre informed the BoG that the delay in presenting the budget was due to the full engagement of the faculty and staff of the institute in the NAAC SSR preparation and NAAC visit preparation</p>												



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	<p>work. BoG asked to avoid such delay in presenting the budget and also resolved that the budget meeting for the budget of FY 2025-26 shall be held in the month of February 2025 itself. BoG also asked to provide the budget document to the BoG in the format of receipts and expenditure. <i>BoG sent back the budget to the finance committee for modification.</i></p>
6	<p><b>To apprise Hon. BoG members of the Alumni-Industry Meet (Silver Jubilee of the first batch of GCOEJ) to be held in January 2025 in the institute</b></p> <p>It was informed to the BoG that, in view of Silver Jubilee year of the first batch of GCOEJ, the special alumni industry meet is scheduled in January 2025 in the institute campus. This is planned to be a grand event in the institute. <i>The BoG noted this and provided approval to the proposed expenditure for this event.</i></p>
7	<p><b>Any other business, with permission of the Chair</b></p> <p>Following points were discussed in the meeting with the permission of the chair:</p> <ol style="list-style-type: none"> <li>The proposal and the grant sanctioned by Govt. of Maharashtra regarding installation of CCTV in the Girls' hostel was discussed. Hon. Director of Technical Education, Dr. Vinod Mohitkar also elaborated about this proposal and the decision of the Govt. of Maharashtra regarding the same. Ref. नियोजन/वसतीगृह CCTV/२०२४/३८८ दि. २९ अक्टोबर २०२४ चे मा. संचालक, तंत्र शिक्षण, म. रा. यांचे पत्र. <i>BOG approved the same.</i></li> <li>The proposal sent by Head of Civil Engineering Department regarding the request for approval to send the proposal for start of a new PG program of M. Tech. (Structures) in the institute was discussed. <i>BoG asked to present the proposal after it is approved in the Academic Council. Also, BoG asked to check the proposal from all the aspects including current faculty position in the Civil Engineering department, and the demand for such a PG program in the region.</i></li> <li>Hon. Chairman, BoG Shri. Ashok Jain informed the BoG that, as a special initiative and as per the requirement of this institute, Jain Irrigation Systems Ltd. can provide the solar water heater plant to the institute (for hostels) at subsidized rate (on no profit, no loss basis). <i>BoG welcomed this proposal and approved it.</i></li> </ol>

\* 7<sup>th</sup> meeting of Finance Committee was held on 9<sup>th</sup> October, 2024.

**Dr. Suhas Gajre thanked all members for their valuable inputs. The meeting ended with the permission of the Chairman, BoG.**



(Dr. Suhas Sudhakarrao Gajre)  
Principal and Member Secretary of BoG  
Govt. College of Engineering, Jalgaon

**(Dr. Suhas Sudhakarrao Gajre)**  
Principal  
Government College of Engineering,  
Jalgaon




(Shri. Ashok Bhanwarlal Jain)  
Chairman, BoG  
Govt. College of Engineering, Jalgaon

अशोक जैन  
अध्यक्ष, नियामक मंडळ  
शासकीय अभियांत्रिकी महाविद्यालय,  
जळगाव