

FACULTY OF ENGINEERING
DAYALBAGH EDUCATIONAL INSTITUTE
(Deemed to be University)
(1.1 Institute of TEQIP-III)

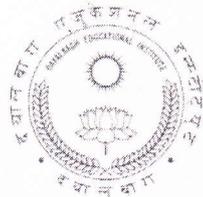
MINUTES of the MEETING of BOARD OF GOVERNORS

Venue:

International Seminar Hall Complex,
D.E.I.

On

Sunday, 29th September 2019 at 11:00 AM



Faculty of Engineering
Dayalbagh Educational Institute (Deemed University)
Dayalbagh, Agra – 282005
Uttar Pradesh, INDIA

Meeting of Board of Governors – 29.9.2019

Venue: Seminar Hall Complex, D.E.I.

Date: 29.9.2019 Time: 11:00 AM

The following were present

S. No	Name	Designation	Position in BoG
1	Ravi Kumar Sinha	Former CEO and Managing Director, SRF Ltd., New Delhi, via Skype.	Chairman
2	A. K. Saxena	Head, Electrical Engg., Faculty of Engineering, D.E.I., Institutional Project Director – TEQIP-III	Member Director
3	V. Soamidas	Prof. & Dean, Faculty of Engineering, D.E.I.	Member Secretary
4	D. Bhagwan Das	Professor, Faculty of Engineering, D.E.I., Coordinator, TEQIP-III.	Member Coordinator
5	Prem Kumar Kalra	Professor, Indian Institute of Technology, Delhi	Member
6	S. P. Gupta	Former Professor, IIT, Roorkee, AICTE Nominee	Member
7	Rahul Swarup Sharma	Professor, Faculty of Engineering, D.E.I., Nodal Officer, Procurement, TEQIP-III	Member
8	Kumar Ratnakar	Asst. Professor, Faculty of Engineering, MIS Officer, TEQIP-III	Special invitee
9	Anurag Gupta	Asst. Professor, Faculty of Engineering, Coordinator, Equity Action Plan, TEQIP-III	Special invitee
10	Ishant Singhal	Assistant Prof., Civil Engineering, Twinning Coordinator, TEQIP III	Special invitee
11	Ashok Yadav	Asst. Professor, Faculty of Engineering, Coordinator Finance, Environment Management Plan	Special invitee
12	G. S. Sailesh Babu	Assoc. Professor, Faculty of Engineering, Start-up Cell Coordinator, TEQIP-III	Special invitee
13	Gurdayal Prasad	Accounts officer, Faculty of Engineering	Special Invitee

Leave of absence was granted to the following (due to travelling¹ or sickness^{*})

1	Rajiv Sinha ¹	Ex Jt. MD, DSCL Ltd., New Delhi	Member
2	Vijay Kumar [*]	Advisor, Medical Education & Healthcare Practice, Dayalbagh, University Nominee	Member
3	B. Venkateshwara Rao ¹	Director, Institute of Science & Technology, JNTU, Hyderabad	Member
4	Ram Chand Gupta [*]	Assoc. Professor, Faculty of Engineering, Nodal Officer, Academic, TEQIP-III	Special invitee

Attendance is attached as Annexure A



Following agenda was discussed in the meeting

AGENDA

Item No.	Description of Item
PART: I Confirmation of Minutes of BoG meeting held on 8.1.2018 and BoG approvals by circulation dated 14.3.2019, 27.4.2019, 4.6.2019	
01/ BoG _Sept-19	Presentation of minutes of BoG Meeting held on 8.1.2018, BoG approvals by circulation dated 14.3.2019, 27.4.2019, 4.6.2019
PART: II TEQIP-III Activities report after fifth BoG meeting	
02/ BoG _Sept-19	Action Taken Report Presentation of report of TEQIP-III activities: Expenditure, Procurement, Academic, Audits (Financial Audit and Performance Audit), and Twinning
PART-III: Items for Consideration and Approval	
03/ BoG _Sept-19	Review of Governance System
04/ BoG _Sept-19	Planning, Coordination and Review System among the Project Director TEQIP, Coordinator TEQIP, and Member Secretary
05/ BoG _Sept-19	Action Plan of Quarter 3 (October-December 2019)
06/ BoG _Sept-19	Procurement plan of Quarter 3 (October-December 2019)
07/BoG _Sept-19	Approval for providing seed money for R&D to faculty members of Faculty of Engineering
08/BoG _Sept-19	Twinning Activities
PART-IV: ITEMS FOR INFORMATION	
09/ BoG _Sept-19	Sanction of R&D projects
10/ BoG _Sept-19	Any other items with the permission of the Chairperson

PART: I Confirmation of minutes of previous BoG meetings

- 01/ BoG _Sept-19
- A. Presentation of the minutes of previous meeting of BoG, held on 8.1.2019.
 - B. BoG approvals by circulation dated 14.3.2019
 - C. BoG approvals by circulation dated 27.4.2019
 - D. BoG approvals by circulation dated 4.6.2019

• Minutes of BoG meeting held on 8.1.2019 that were approved by circulation were noted. Proposals circulated on 14.3.2019, 27.4.2019 and 4.6.2.19 and approved were noted.

PART: II TEQIP-III Activities Report after BoG meeting on 8.1.2019

- 02/BoG_ Sept-19
- A. Action Taken Report
 - B. Presentation of report of TEQIP-III activities: Expenditure, Procurement, , Financial Audit, Performance Audit, Academic and Twinning

A. Review of Action Taken Report (ATR) on previous minutes of BoG

- 1) **Impact Analysis:** A detailed report of procured items, their usage and impact on academics and research may be prepared, circulated by end of October 2019-

Action- Prof Rahul Swarup Sharma, Procurement Coordinator to take necessary action by 27th October, 2019.

- 2) **Annual Calendar:** An annual calendar of BoG meetings and TEQIP activities to be prepared. 30/11/2019 29/2/2020 and 30/5/2020 were proposed as dates for subsequent BoG meetings for current session and these dates were approved.

Action- Prof. V Soami Das, Member Secretary to ensure holding of meetings on scheduled dates.

- 3) **Presentation of Review Reports to BoG:** Reviews of all the plans should be presented showing targets. Highlights should show achievements, shortfalls and countermeasures against shortfalls.

Action- Prof. D. Bhagwan Das, Coordinator TEQIP may ensure that such report for Quarter 1 & 2 are prepared and circulated by end of October 2019.

- 4) **Manpower:** Situation of Manpower has improved in general due to posts granted by NIPU and support from scholars and all constraints would be over by November 2019. This came up in the context of explanation of delays in holding meetings of BoG.

Action- Prof. A.K.Saxena, Project Director may ensure sufficient manpower and support.

- 5) **GATE Training:** Students' feedback for empaneled vendor hired for GATE training was not very positive. A written feedback may be sent to NPIU in this regard. AICTE nominee suggested that in-house expertise may be developed for such training and questions from GATE papers may be included in regular teaching and internal evaluations.

Action- Mr Ram Chand Gupta, Activity Coordinator to take necessary action by 30th October, 2019.

PART: I Confirmation of minutes of previous BoG meetings

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- A. Presentation of the minutes of previous meeting of BoG, held on 8.1.2019,
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PART: II TEQIP-III Activities Report after BoG meeting on 8.1.2019

- 02/BoG _Sept-19
- A. Action Taken Report
 - B. Presentation of report of TEQIP-III activities: Expenditure, Procurement, , Financial Audit, Performance Audit, Academic and Twinning

A. Review of Action Taken Report (ATR) on previous minutes of BoG

- 1) **Impact Analysis:** A detailed report of procured items, their usage and impact on academics and research may be prepared, circulated by end of October 2019-

Action- Prof Rahul Swarup Sharma, Procurement Coordinator to take necessary action by 27th October, 2019.

- 2) **Annual Calendar:** An annual calendar of BoG meetings and TEQIP activities to be prepared. 30/11/2019 29/2/2020 and 30/5/2020 were proposed as dates for subsequent BoG meetings for current session and these dates were approved.

Action- Prof. V Soami Das, Member Secretary to ensure holding of meetings on scheduled dates.

- 3) **Presentation of Review Reports to BoG:** Reviews of all the plans should be presented showing targets. Highlights should show achievements, shortfalls and countermeasures against shortfalls.

Action- Prof. D. Bhagwan Das, Coordinator TEQIP may ensure that such report for Quarter 1 & 2 are prepared and circulated by end of October 2019.

- 4) **Manpower:** Situation of Manpower has improved in general due to posts granted by NIPU and support from scholars and all constraints would be over by November 2019. This came up in the context of explanation of delays in holding meetings of BoG.

Action- Prof. A.K.Saxena, Project Director may ensure sufficient manpower and support.

- 5) **GATE Training:** Students' feedback for empaneled vendor hired for GATE training was not very positive. A written feedback may be sent to NPIU in this regard. AICTE nominee suggested that in-house expertise may be developed for such training and questions from GATE papers may be included in regular teaching and internal evaluations.

Action- Mr Ram Chand Gupta, Activity Coordinator to take necessary action by 30th October, 2019.

Patents: Increase in number of patents filed (three) and granted (two) was noted and appreciated. It was suggested to accelerate efforts in this regard.

6) Actions taken in rest of the items (2, 7,9, 10, 11, 12, and 14) were noted.

B. Reports on TEQIP-III activities

1) **Expenditure and Performance Benchmarks**-The annexure 2B (1) may be revised as below:

- i. In Procurement details, 'Expected' expenditure may be restated as 'NPIU Target'.
- ii. In Page 4/4 of Annexure 2B (1), Performance Benchmarks (till 15th Sept.) to be corrected as (till 30th Sept.)

Action-Prof. Rahul Swarup Sharma to take necessary action.

2) **Procurement:** Progress in procurement of Quarter 1 & 2 was noted.

Actual usage, impact of items may be included in detailed report mentioned in Part II/A (1), to be circulated by end of October 2019.

Action- Prof. Rahul Swarup Sharma to take necessary action by 27th October, 2019.

3) **Financial Audit:** Audit objections and the reply given by TEQIP were noted and the following observations were made.

- a. Comments of the auditors were strong, and they must be responded to appropriately.
- b. For each observation of auditors, it should be mentioned separately whether there is compliance or non-compliance as per management.
- c. Any difference of opinion with auditors must be resolved and a report of acceptance of responses from management may be obtained from auditors.
- d. The column for 'Remedial measures to be adopted' was found to be sketchy. The same may be resubmitted to BoG after incorporating actions to be taken to avoid recurrence of deviation.

Action-Mr. Gur Dayal Prasad alongwith Project Director & Project Coordinator to take necessary action by 27th October 2019 and take up this matter with SPIU/NPIU.

4) **Performance Audit:** Performance Audit report was presented, and score obtained was appreciated. Following observations were also made-

- a. Performance audit report must mention the scale of scores.
- b. Noted that Performance audit report can be challenged. Also noted that top 7 scores are counted under 'Twinning Activities' head.
- c. A review report with reasons and possible remedies for points with score of 2 or 3 may be presented in next BoG meeting

Action- Prof. D. Bhagwan Das, Project Coordinator to respond.

5) **Academic and Twinning activities:** Activities under these heads may be presented with clear mention of targets versus achievements.

Action- Sh. Ishant Singhal, Associate Professor, Civil Engineering to present the same in the next meeting.

PART: III Items for Consideration and Approval

Following are the items presented for Consideration. Observations made by BoG for each item are noted below

03/BoG_ Sept-19 Review of Governance System

- a. A proposal implementation of governance system may be circulated by 31st October 2019. Project Director may take lead and ensure that all items in NPIU report regarding good governance are implemented before Next meeting of BoG.

Action- By Project Director, 31.10.19.

- b. Five separate committees viz. Procurement Committee, Academic Activities Committee, Finance Activities Committee, Twinning Activities Committee, Startup Committee, are formed for handling five major branches of TEQIP activities. These committees may present current status and future plan of action in the BoG meetings.

Procurement Committee:

- a. Prof. Rahul Swarup Sharma, **Procurement Coordinator**
- b. Dean, Engineering
- c. Project Director
- d. Project Coordinator
- e. HoDs
- f. Teacher Concerned

Academic Activities Committee:

- a. Sh. Ram Chand Gupta, **Activity Coordinator**
- b. Dean, Engineering
- c. Project Director
- d. Project Coordinator
- e. Sh. Kumar Ratnakar, Sh. Anurag Gupta, Sh. Gaurav P. Rana, Sh. Ishant Singhal

Finance Activities Committee:

- a. Sh. Gurdayal Prasad: **Nodal Officer, Finance**
- b. Dean, Engineering
- c. Project Director
- d. Project Coordinator
- e. Procurement Coordinator
- f. Dr. Ashok Yadav

Twining Activities Committee,

- a. Sh. Ishant Singhal, **Twining Coordinator**
- b. Dr. G.S.S. Babu, Dr. Ankit Sahai
- c. Dean, Engineering
- d. Project Director
- e. Project Coordinator
- f. Procurement Coordinators
- g. HoDs

Start-up Committee

- a. Dr. G.S.S. Babu, **Start-up & Entrepreneurship Coordinator**
- b. Dean, Engineering
- c. Project Director
- d. Project Coordinator
- e. Procurement Coordinator
- f. HoDs

Action- Project Director will ensure the smooth functioning of above committees.

04/BoG_ Sept-19 ***Planning, Coordination and Review System among the Project Director TEQIP, Coordinator TEQIP, and Member Secretary and other office bearers.***

- a. Propose a system for internal planning, coordination and review by the team involved in TEQIP including Director, Secretary and Coordinator, Committee heads.
- b. Specific roles/responsibilities of office bearers to be to be defined, particularly for Director, Secretary and Coordinator.
- c. Regular review meetings (once a month) with the office bearers may be called by Project Director. The schedule of review meeting may be fixed, and meetings may be regularly conducted. Brief report of review meetings may be presented in BoG.

Action- Project Director shall convene meetings every week.

- d. A system of charge handover may be formulated to ensure continuity, especially for Dean, Engineering where the post is by rotation.

Action- Proposal for above points to be finalized by Project Director by 30th October, 2019.

- e. A review of progress on broad goals, targets and achievements and shortfalls may be presented in next meeting of BoG.

Action- Project Director.

- f. Chairperson highlighted importance of leadership role to be played by Project Director in ensuring involvement, coordination and alignment of all concerned.

05/BoG_ Sept-19 ***Action Plan of Quarter 3 (October-December 2019)***

- a. Targets/activities list to be mentioned in Action plan against which review to be carried out.
- b. MITACS related achievements to be reported.

Action- Mr. Ram Chand Gupta to report the above.

06/BoG_ Sept-19 ***Procurement Plan of Quarter 3 (October-December 2019)***

- a. Procurement plan to be split between 'already ordered' and 'to be ordered' such that total of both matches that in Quarter Plan in Annex 3(1).
- b. Procurement plan approval implies approval of overall expenditure. Each individual item needs to be approved separately backed by a proposal for justification.

Action- Prof. Rahul Swarup Sharma, Procurement Coordinator to take action by 30th October, 2019.

07/BoG_ Sept-19 ***Approval for providing seed money for R&D to faculty members of Faculty of Engineering***

- a. Provision of providing seed money for R&D activities to faculty members of Faculty of Engineering is approved in principle subject to submission of screened proposals to BoG. Salient details of such grant are as follows-

- i. Duration of such project would be ONE year.
- ii. Grant would be catering to expenditure against purchase of consumables, hiring services and outsourcing.
- iii. Following committee is constituted for evaluation of R&D proposals for said grant and to accept them as it is/ suggest modification/ reject them.

Prof. A.K. Saxena, Project Director, TEQIP-III

Prof. D. Bhagwan Das, Project Coordinator, TEQIP-III

All Heads of the departments.

08/BoG_ Sept-19 *Twining Activities (October-December 2019)*

- a. Plan for Twining activities for October to December 2019 was approved.

PART-IV: ITEMS FOR INFORMATION

09/BoG_ Sept-19 *Sanction of R&D Projects-for noting*

Following R&D project were granted to TEQIP staff

- i. Mr. Md. Sharique Ahmad. was sanctioned 11,48,000/- “Encapsulation of Phase Change Materials in Building Components”
- ii. Mr. Faisal K M was sanctioned Rs. 21,33,000/- for his project entitled “Behavior of Micro-structure of Inter-facial Transition Zone of High Performance Concrete”
- iii. Dr. Tilak Joshi was sanctioned Rs. 11,66,000/- for his project entitled “Self-sustainable Liquid Crystal Memory Displays Driven by Tribo-Electrification”. He was unable to begin any activity with respect to his project before resigning. Hence, as per the rules governing projects in TEQIP, the project will be closed.

10/BoG_ Sept-19 *Any other items with the permission of Chair*

1. NBA accreditation team will be visiting on 15th to 17th November 2019 for accreditation of B. Tech. Electrical and Mechanical. Civil Engineering became eligible this year and will apply for accreditation in the next session.
2. Noted that Dr. Tilak Joshi, a TEQIP faculty, has resigned from his present post of Assistant Professor, and consequently a note has been sent to NPIU for replacement of one teaching staff granted from central pool of NPIU for teaching physics course.
3. In view of the Audit objections raised by the Auditors in various accounting issues, it was proposed that Sh. Gur Dayal Prasad, who has adequate accounting experience, be



nominated as Nodal Officer, Finance in place of Dr. Ashok Yadav, Assistant Professor, Mechanical Engineering Department. The proposal was approved.

The meeting ended with a Vote of Thanks to the Chair and other members, proposed by the Member Secretary.


Member Secretary
Board of Governors


Chairman
Board of Governors