

Minutes of the 10th Academic Council meeting of Jalpaiguri Government Engineering College held in Conference room at 11.00 a.m. on 09.08.2018 to discuss important issues and transact the views for the academic interest of the Institution.

Members present:

1. Prof.(Dr.) Utpal Kumar Mondal, Prof. CE, Member
2. Prof. (Dr.) Goutam Kumar Panda, Prof. &HOD.EE, Member
3. Prof. Subrata Bhattacharya, Associate Professor & HOD, ME, Member
4. Prof. (Dr.) Sudip Mukherjee, Prof., ME, Member
5. Prof. Dhiman Mondal, Associate Prof. & HOD,CSE, Member
6. Prof. (Dr.) Jishan Mehedi, Associate Prof. &HOD, ECE, Member
7. Prof. Aditya Samanta, Assistant Prof. & HOD, IT, Member
8. Prof. (Dr.) Swapan Kumar Roy, Associate Prof. & HOD, Mathematics, Member
9. Prof. (Dr.) Nripati Chakravorty, Associate Prof. &HOD, Physics, Member
10. Prof. (Dr.) Shyamapada Shit, Associate Prof. &HOD, Chemistry, Member
11. Prof. (Dr.) Arindam Saha, Assistant Prof. & HOD, Humanities, Member
12. Prof. Ashim Roy, Supt. of Workshop, Member
13. Prof.(Dr.) Santanu Das, Associate Professor, EE, Member
14. Prof. N.C. Sadhukhan, Retd. Professor, JGEC, External expert member, Member
15. Prof. Asish Bhattacharya, Assistant Professor, ME, SIEM, Siliguri, MAKAUT nominee
16. Prof. Tapan Kr. Sen, Associate Professor,CE, SIEM, Siliguri, MAKAUT nominee
17. Prof. Chinmay Ghosh, Assistant Prof.,CSE & Ex. COE, Special Invitee
18. Mr.Sridip Duttgupta, Deputy Registrar, Special Invitee
19. Prof. (Dr.) Dipak Koley, Associate Professor, CSE, Special Invitee
20. Prof. S Roychowdhury, Associate Professor, ME, Special Invitee
21. Prof. (Dr.) P.K. Saha, Prof.,EE- Academic Council Nominee
22. Prof(Dr.) Amitava Ray, Principal, JGEC & Chairman- Academic Council

Minutes:

10.1: Dr. Amitava Ray, Principal welcome the members present in the meeting and requested the Member-Secretary to start discussion as per Agenda. Dr. Goutam Bairagi, Member Secretary, Jalpaiguri Govt. Engineering College introduced the members present in the meeting

Proceedings: With the permission of the Chair, the minutes of the last meeting of Academic Council held on 8th March, 2017 has been read out fully by the Member-Secretary and the Chairman invited annotations or suggestions from the members present..

Resolution: Minutes of the last meeting of Academic Council held on 8th March, 2017, has been read and confirmed unanimously.

10.2: Action taken on the minutes of last Academic Council Meeting held on 8th March, 2017.

Proceedings: Member-secretary apprised the members in details about the Action Taken Report (ATR) in respect of the Minutes of the last meeting of Academic Council held on 8th March, 2017 as follows:

- a. MAKAUT is approached again for setting up PhD Cell. But no response is received.
- b. The Institute Disciplinary Committee considering the reference 6.6a of rules and regulations of the College under Autonomous Status is framed and it is in operation.
- c. Details of Departmental Committee in different departments are received.
- d. Details of BOS in different departments are received.
- e. The Board of Examinations to the Academic Council is framed and it is in operation.
- f. The PG programmes in other departments (CE,CSE,ECE,IT) could not be started due to the lack of NBA accreditation.
- g. Initiation of Condensed BE Courses is yet to be taken.
- h. The involvement of PG students for classroom teachings/ tutorials/ lab work is initiated.
- i. Internship: Internship program already started. External Agencies are approached for internship to frame the process for smooth commencement and running the program.
- j. Amendment works on "The Rules and Regulations relating to Academic activities of Jalpaiguri Govt. Engg. College" are taken up.
- k. Creation of Non-Government fund for the research and other welfare activities of the students: Action in process.

Resolution: Members unanimously appreciated the drive action taken by the college on the minutes of the last meeting of Academic Council held on 8th March, 2017 and requested to the authority to step forward further to improve the image of the college.. ATR has been confirmed unanimously as is being presented. a special drive should be taken for different

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important post like Registrar, PA to Principal, Care Taker, Professor (T & P), faculty in the Department of Humanities, IT, ECE etc. to maintain regular academic activities.

10.3: To discuss on newly started Induction Program for 1st year B.Tech. students.

The Principal reported in details regarding the introduction of Induction Program held from 16.07.2018 to 04.08.2018 as per guidelines of AICTE and MAKAUT and to organize the program an amount of Rs. 3,00,000/- was spent. In exigency of services all the bills and the bills related to the academic & research activities in future for the benefits of the entire student community may be settled from the interest of the corpus fund [vide G.O. No. 649-Edn(t)] or from the Examination Fund as per UGC Guidelines.

Proceedings: Members exchanged their views on report of Prof. Amitava Ray, Principal of JGEC regarding the newly started Induction Program for 1st year B.Tech. students. Discussion held for further course of action are to be taken in this regard.

Resolution: Members unanimously welcomed the drive & its execution and deliver all the responsibilities to the authority to go forward. In exigency of services all the bills and the bills related to the academic & research activities in future for the benefits of the entire student community may be settled from the interest of the corpus fund [vide G.O. No. 649-Edn(t)] or from the Examination Fund as per UGC Guidelines after acceptance from BOG.

10.4: To discuss on newly started Mandatory Additional Requirements to earn B.Tech. degree.

The Principal reported in details regarding the Mandatory Additional Requirements to earn B.Tech. degree as per guidelines of MAKAUT and to organize the program an amount of Rs. 50,000/- may be required every year. In exigency of services all the bills and the bills related to the academic & research activities in future for the benefits of the entire student community may be settled from the interest of the corpus fund [vide G.O. No. 649-Edn(t)] or from the Examination Fund as per UGC Guidelines.

Proceedings: Members exchanged their views on report of Prof. Amitava Ray, Principal of JGEC regarding the Mandatory Additional Requirements to earn B.Tech. degree. Discussion held for further course of action are to be taken in this regard.

Resolution: Members unanimously welcomed the drive & its execution and deliver all the responsibilities to the authority to go forward. In exigency of services all the bills and the bills related to the academic & research activities in future for the benefits of the entire student community may be settled from the interest of the corpus fund [vide G.O. No. 649-Edn(t)] or from the Examination Fund as per UGC Guidelines after acceptance from BOG.

10.5: To discuss & receive new syllabus from 2018-19 both for B.Tech. & M.Tech. degree:

The Principal reported in details regarding the introduction of New syllabus from the session 2018-19 as per guidelines of AICTE and MAKAUT for both B.Tech. and M.Tech. program. It is also reported that a "Syllabus Committee" was formed in this regard and they submitted the draft syllabus.

Proceedings: Members exchanged their views on report of Prof. Amitava Ray, Principal of JGEC regarding the new syllabus to be implemented from the session 2018-19 as per guidelines of AICTE and MAKAUT for both B.Tech. and M.Tech. program. Discussion held for further course of action are to be taken in this regard.

Resolution: Members unanimously welcomed the drive & its execution and deliver all the responsibilities to implement it.

10.6: To discuss the academic issues / constraints as reported by HODS, COE section etc.

Prof. Subrata Bhattacharya, HOD, ME informed that the progress of the assigned project to some M.Tech. students of Mechanical Engineering was not satisfactory at the end of 3rd semester. So they could not be able to complete & submit the final project in time and asked for a resolution in this regard.

Proceedings: Members exchanged their views on this matter and discussion held for further course of action are to be taken in this regard.

Resolution: Members unanimously took the decision that if the progress of the assigned project to the M.Tech. students is not satisfactory at the end of 3rd semester then the concerned students may be permitted to submit the progress report in the next semester for necessary actions. In case of further failure, it will be delayed by another semester. After fulfilling the progress, the concerned student will be allowed for submission of final project in the subsequent semester but the student has to complete and pass all subjects in their syllabus within four academic years from their entry year (as example, if entry year is 2016 of 2016-17 then everything should be completed by 2019-2020). It is also resolved that this amendments should be incorporated in the Academic Statute.

10 To discuss about the enhancement of Examination & result related fees in tune of MAKAUT.:

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The Principal reported in details regarding the Examination & result related fees prevailing in MAKAUT as follows:

- i. Examination fees: Rs. 1200.00
- ii. Backlog examination fees: Rs. 1000.00
- iii. Duplicate documents by COE section: Rs. 500.00
- iv. Duplicate certificate by COE section: Rs. 800.00

Members are requested to consider the matter regarding the enhancement of Examination & result related fees in tune of MAKAUT

Proceedings: Members exchanged their views on the matter. Discussion held for further course of action are to be taken in this regard.

Resolution: Members unanimously accepted the proposal and permitted for execution after approval of BOG.

10.7; To discuss about the enhancement of remunerations in relation of Examination;

Some of the members present in the meeting placed the view of all the faculty regarding the enhancement of remunerations in relation of Examination. They also inform the house regarding the prevailing fees in other institutions.

Proceedings: Members exchanged their views on the matter. Discussion held for further course of action are to be taken in this regard.

Resolution: Members unanimously accepted the proposal and proposed the remunerations as follows and permitted for execution after approval of BOG.

The proposed Remuneration for Academic/Examination related matters are as follows:

- i. Paper setter: Rs. 600.00 per paper
- ii. Moderation :Rs. 600.00 per paper and it will be divided equally among the moderator(s).
- iii. Paper examination / evaluation/ review: Rs. 25.00 per answer scripts. It is fixed to a minimum amount of Rs. 200.00 in a particular subject.
- iv. Scrutinizer: Rs. 5/- per answer script. It is fixed to a minimum amount of Rs. 50.00 in a particular subject.
- v. Invigilation : Rs. 200.00 per duty
- vi. Helper :Rs. 100.00 per duty
- vii. Head examiner ship: Rs. 500.00 per department per paper.
- viii. External for B.Tech. Project: Rs. 5000.00 per department (Consolidated)
- ix. External for M.Tech. Project: Rs. 5000.00 per department (Consolidated)
- x. Each member of the Examination Committee: To be decided by Board of Examination
- xi. Each staff engaged for full time in examination duration : To be decided by Board of Examination.
- xii. An amount depending on the involvement may be settled , engaged indirectly to examination as decided by Board of Examination

10.8: Misc.

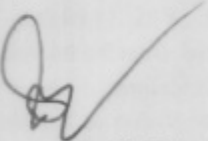
- a. Members proposed that the Members attending the meeting of Academic Council / Board of Studies / Governing body will be paid Rs. 2000.00(Consolidated) as honarium. It may be settled from the interest of the corpus fund [vide G.O. No. 649-Edn(t)] or from the Examination Fund as per UGC Guidelines.
- b. Members proposed that the Special Lectures may be arranged by the experienced persons for the benefit of the students with an amount of Rs. 3000/- (for maximum 2 days at a stretch and for maximum 3 times in a semester). It may be settled from the interest of the corpus fund [vide G.O. No. 649-Edn(t)] or from the Examination Fund as per UGC Guidelines
- c. The Principal informed that no communication is received from the higher authority for next convocation yet. So an "Award Giving ceremony" may be held in December, 2018 as an alternate arrangement to distribute the degree certificates for the benefit of the students. To organize it an amount of Rs. 12,00,000/- may be required as per sanctioned budget for last convocation. The amount may be incurred from the interest of the corpus fund [vide G.O. No. 649-Edn(t)] or from the Examination Fund as per UGC Guidelines.
- d. The Principal informed that Prof. Bidyut Baran Chowdhury , Professor & Head, Computer Vision & Pattern Recognition Unit, ISI is being appointed as Visiting Professor for CSE department sponsored by INAE.
- e. The Principal proposed that Hostel no. 2 may be used for Internship Candidates for staying in summer.



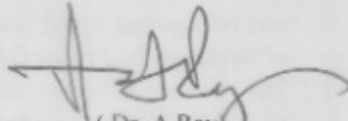
- f. Some of the members present in the meeting placed the point regarding the pending backlog till date and to eradicate the complicity arising. They also suggested to constitute a committee with all the HODs to investigate the matter and to place the draft recommendations for further action, may be taken.
- g. Some of the members present in the meeting placed the view of all the faculty regarding the timing of academic council meeting. They suggested to arrange it in afternoon session.
- h. The Principal asked the members to suggest the dates of Special Back Examinations for the 7th & 8th semester of the student appeared for final examination (8th semester) in May-June, 2018. After discussion the members took the decision that the said examinations will be held from 28th August, 2018 and the controller section is advised to follow it.
- i. Secretary, Academic Council placed the minutes of BOS for different departments as follows;
 - i. After autonomous status, the institution adopted the parent university syllabus and after that a revised syllabus was adopted. The board resolved to initiate for adopting modified syllabus with the guidelines given by AICTE and a draft proposal having relevance to the local/ national / regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all the program offered by the Institution will be sent to The Academic Council for further action.
 - ii. Some courses already having focus on employability/ entrepreneurship/ skill development and we are always in a tune of that. Alumni association and some reputed companies are providing and guiding the students in various ways. The board resolved that it will continued and more such type activities will be initiated.
 - iii. Students are encouraged for undertaking field projects / internships. The board resolved to initiate the more internship programs in the department to accommodate more internal as well as external students.
 - iv. The board resolved to initiate Feedback Systems from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents, for design and review of syllabus.
 - v. The board resolved to initiate more coverage of teaching using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. Department will prepare an exhaustive list of requirement for the academic development and research activities
 - vi. The board resolved to initiate more capability enhancement program and development schemes.
 - vii. The board resolved to apply for projects and research activities.
 - viii. The board resolved to increase the following activities:
Guidance for competitive examinations, Career Counseling, Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga and Meditation, Personal Counseling
 - ix. The board advice the department to assess the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners.
 - x. The board suggest the department to initiate the Student centric methods, such as experiential learning, Participative learning and problem solving methodologies are used for enhancing learning experiences.
 - xi. The board suggest the department to integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics.

Proceedings: Members exchanged their views on the matters. Discussion held for further course of action are to be taken in this regard.

Resolution: Members unanimously welcomed and accepted all the proposals as mentioned above for execution after approval of BOG.


(Dr. G. Bairagi)
Secretary, Academic Council




(Dr. A. Ray)
Principal, JGEC

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