

GOVT.OF ASSAM

NOWGONG POLYTCHNIC, NAGAON, ASSAM

MINUTES OF THE 1ST. (FIRST) MEETING OF THE GOVERNING BODY(GB), NOWGONG POLYTECHNIC, HELD AT 11.00AM ON 16 MARCH, 2024 AT THE BOARD ROOM OF NOWGONG POLYTECHNIC, NAGAON, ASSAM.

Members presents:

1. Prof. Utpal Kumar Das, Tezpur University	President
2. Dr. Dilip Kumar Talukdar, Principal, Nowgong Polytechnic	Secretary
3. Sri Pankaj Chakraborty	Member
4. Sri Anil Das	Member
5. Sri Uzzal Rajkhowa	Member
6. Dr. Ajanta Choudhury	Member
7. Sri Sadhuman Patar	Member
8. Sri Achintya Kumar Baruah	Member
9. Sri Bhupen Kumar Goswami	Member
10. Ms. Nibedita Choudhury	Member

However, Sri Ramen Kumar Bharali, member, was absent.

The President of the GB Prof. Utpal Kumar Das couldn't join the meeting physically due to his urgent immediate election duty, but he joined the meet on online mode. Secretary of the Governing Body Dr. Dilip Kumar Talukdar welcomed all the members and the members were felicitated with phulam Gamosa after introduction. Prof. Das extended warm welcome to all the members of the GB and called the meeting into order by requesting the Secretary of the GB to proceed with the agenda of the meeting.

The secretary of GB, Dr. Dilip Kr. Talukdar, presented the items in agenda with details displayed in a power point presentation followed by detailed discussion of the members and decision thereof.

Item No.1	Agenda
GB/01/24/1.01	<p><u>Present Funding procedure and Status:</u> Nowgong Polytechnic receives fund from the following sources for Academic purpose and payment of salaries to teaching and non-teaching staff. Budget received from</p>

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1. the Govt. of Assam for

- Salary, arrear and T.A bill of the employees
- Payment of Electricity bill.
- Office Expense (O.E) (occasional)

Fund received and expenditure from the Govt. of Assam for FY 2023-24 (up to 07/03/2024) are as follows:

Head of Fund	Received (Rs)	Expenditure (Rs)
Salary	12,65,93,000.00	10,14,4,800.00
Electricity	25,60,000.00	23,86,838.00
T.A	60,000.00	25,924.00
Office Expense	3,00,000.00	Nil
Other	40,760.00	Nil

2. AICTE/ISTE etc for specific purpose

3. Student Fees collection: Fees is collected as per the rate fixed by the govt. The rate of fees collection from the students are as in Annexure-I

The fund allocated for salary and other heads are utilized by preparing and submitting the salary and other bill of the employees online to treasury office. Treasury office passes the bill and the amount is deposited directly to the bank account of the employees.

Electricity bill is paid to APDCL directly through treasury after preparing the bill online.

Regarding O.E fund, sealed tenders are invited from the registered suppliers, comparative statements are prepared and supply order is given to the lowest bidder. The bills submitted by the supplier are then forwarded to the government for approval. After receiving the approval, Payment order is signed by the principal and sent to the treasury office for passing the order. After passing the order by the treasury, the amount is deposited directly in the bank account of the firm.

The AICTE/ISTE fund is spent in the specific purpose for which it is granted. At present there is no AICTE/ISTE or other funding.

Fees collected from the students are utilized as per head of collection. Govt. share is deposited to the govt. by preparing online challan, games and sports fees are released to the students on demand from the students union, and other fees also utilized as per head of collection. The development fees collected from the students are utilized for laboratory consumable and for maintenance of the buildings and machineries of the laboratory, campus maintenance, and expense for placement, for payment of wage to some part-time staff and for other miscellaneous purpose as per the resolution taken in the development committee meeting. The account is being audited by the Accountant General as well as we do it by

	<p>Chartered Accountant (Annexure-A) and the report is being submitted to the Director of Technical education.</p> <p>4. Internal Revenue Generation (IRG): Internal revenue is generated by conducting different short courses by different departments, testing services in the Civil Engg Department, rent from field etc. The revenue generated is very less as numbers of short course are diminishing and testing service is also almost halted due to shortage of faculty. Some expenditure for activities of the institute is made from this account. The amount available in the bank as per C.A. Audit of 2020 is Rs. 10,30,773.00.</p> <p>The Present approximate available fund in bank are as follows: In govt. A/C Rs. 37,52,614.00 (Unutilised fund for library, medical and other student fund). Development Fund Rs. 63,90,715.00 (in all heads)</p> <p>Proposal: For smooth running of the institute, proposal is made to allow the principal to purchase all class materials and arrange for the maintenance of the Polytechnic building, furniture, and equipment as required including campus cleaning, playground, auditorium libraries etc. and for placement expense from including expense for holding the GB meeting etc. from the development fund as usual and the amount spend will be regularized in the next Governing Body meeting.</p> <p>Matter is placed for appraisal and discussion.</p>
Discussion and Decision	<p>Members of the GB took part in discussion. The members agreed that the regular academic activities of the institutes should not be hampered due to fund constraints. It was noted that the Laboratory Development Fund is a component of the fee deposited by the student and, therefore, be spent only for the benefits of the students. Therefore, if there is no other fund available for the activities in the proposal, the Principal of the institute may make expense from student development fund for the activities as proposed, subject to a maximum of Rs. 10,000.00 (Ten Thousand) only per transaction. However, if an emergency arises leading to an increase in expenditure of Rs. 10,000.00, the proposal may be shared with all members the GB through a Whats App group by the principal for concurrence. Accounts of all proposals and expenditures made from the Laboratory Development Fund have to be submitted in the next meeting of GB for ratification.</p> <p>Further, all the members stressed on the increase in the internal Revenue Generation. The Principal was advised to explore different possibilities in this regard and discuss in next GB meeting.</p>

Item No.2	Agenda
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GB/01/24/1.02	<p><u>Status of Students and Examination Result:</u> The branch wise intake capacity is as follows:</p> <p>Civil Engg.: = 60+6(EWS) = 66 Mechanical Engg: = 40+4(EWS) = 44 Electrical Engg. = 40+4(EWS) = 44 Computer Engg. = 30+3(EWS) = 33</p> <p style="text-align: center;">----- Total = 187 per year</p> <p>Present Students for the year 2023-24</p> <table border="1" data-bbox="443 571 1380 806"> <thead> <tr> <th>Branch</th> <th>1st sem</th> <th>3rd sem</th> <th>5th sem</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Civil Engg</td> <td>66</td> <td>62</td> <td>50</td> <td>178</td> </tr> <tr> <td>Elect.Engg</td> <td>43</td> <td>36</td> <td>33</td> <td>112</td> </tr> <tr> <td>Mech.Engg.</td> <td>42</td> <td>40</td> <td>26</td> <td>108</td> </tr> <tr> <td>Comp Engg</td> <td>29</td> <td>26</td> <td>26</td> <td>81</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total</td> <td>479</td> </tr> </tbody> </table> <p>The examination results of last three years are shown in Annexure-B Placement and higher studies data are shown in Annexure-C</p> <p>Matter is placed for appraisal and discussion.</p>	Branch	1 st sem	3 rd sem	5 th sem	Total	Civil Engg	66	62	50	178	Elect.Engg	43	36	33	112	Mech.Engg.	42	40	26	108	Comp Engg	29	26	26	81	Total				479
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Discussion and Decision	<p>The members of GB took note of the current status and remarked that admission of students in the institute is satisfactory as the required min 75% of admission is fulfilled.</p>																														

Item No.3	Agenda																								
GB/01/24/1.03	<p><u>Status of disbursement of Scholarship to students:</u></p> <p>For scholarship, students apply through National Scholarship Portal (NPS) for various categories of scholarship. The forms are verified by the Principal and submitted on line. Finally, scholarships are deposited directly in the beneficiary account. The status of scholarship for last two years are as follow:</p> <table border="1" data-bbox="430 1601 1364 1982"> <thead> <tr> <th>Year</th> <th>Name of Scholarship</th> <th>Nos. of student</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td rowspan="4">2022-23</td> <td>Pragati</td> <td>20</td> <td rowspan="4">76</td> </tr> <tr> <td>SC</td> <td>10</td> </tr> <tr> <td>ST</td> <td>06</td> </tr> <tr> <td>OBC</td> <td>40</td> </tr> <tr> <td rowspan="4">2023-24*</td> <td>Pragati</td> <td>38</td> <td rowspan="4">95</td> </tr> <tr> <td>SC</td> <td>06</td> </tr> <tr> <td>ST</td> <td>10</td> </tr> <tr> <td>OBC</td> <td>33</td> </tr> </tbody> </table>	Year	Name of Scholarship	Nos. of student	Total	2022-23	Pragati	20	76	SC	10	ST	06	OBC	40	2023-24*	Pragati	38	95	SC	06	ST	10	OBC	33
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NEC	08		
Discussion and Decision	<p>The G B also asked the principal to present an analysis of the scholarship availability of the students. Principal apprised the members that every information regarding scholarship is disseminated to the students through the students WhatsApp group and in notice board. Submitted applications were verified from institute end in time.</p>		

Item No.4	Agenda																																
GB/01/24/1.04	<p>Status of faculty and other staff: There is acute shortage of faculty in each Department. The availability of present faculty and Sr. Instructors in each Departments are as follows:</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Posts</th> <th>Nos</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Civil</td> <td>Lecturer</td> <td>02</td> <td>Both are part time</td> </tr> <tr> <td>Sr.Instructor</td> <td>03</td> <td>One part time</td> </tr> <tr> <td rowspan="2">Mechanical</td> <td>Lecturer</td> <td>04</td> <td>Three are part time</td> </tr> <tr> <td>Sr.Instructor</td> <td>01</td> <td>Part time</td> </tr> <tr> <td rowspan="2">Electrical</td> <td>Lecturer</td> <td>04</td> <td>Two are part time</td> </tr> <tr> <td>Sr.Instructor</td> <td>01</td> <td>Part time</td> </tr> <tr> <td rowspan="2">Computer</td> <td>Lecturer</td> <td>04</td> <td>All are part time</td> </tr> <tr> <td>Sr.Instructor</td> <td>01</td> <td>Part time</td> </tr> </tbody> </table> <p>The details of staff are shown in Annexure-D There is a huge shortage of faculty in almost all the branches of Engineering.</p> <p>Proposal: For smooth running of all the classes, it is proposed to allow Principal to engage sweeper, it is proposed to spend a remuneration of Rs. 5000/ (L.S) per month (it is going on).</p> <p>The matter is placed for appraisal and discussion.</p>	Department	Posts	Nos	Remarks	Civil	Lecturer	02	Both are part time	Sr.Instructor	03	One part time	Mechanical	Lecturer	04	Three are part time	Sr.Instructor	01	Part time	Electrical	Lecturer	04	Two are part time	Sr.Instructor	01	Part time	Computer	Lecturer	04	All are part time	Sr.Instructor	01	Part time
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Discussion and Decision	<p>The members expressed concern at the shortage of faculties almost in all branches of engineering and also in other categories of posts. They are of the opinion that Government is to take appropriate steps for filling up of the various vacant posts for smooth conduction of classes and other activities.</p> <p>The GB also is in the opinion that to keep the class rooms, laboratories and toilets of the students clean, sweeper is very much essential. As there is a dearth of sweeper, the GB allows the Principal to take the service of</p>																																

	a sweeper and to pay a maximum amount of Rs. 5000.00 (five thousand) per month from the Development fund.
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Item No.5	Agenda
GB/01/24/1.05	<p><u>Status of infrastructure and machineries requirement:</u></p> <p>No direct fund for development is provided by the government. All infrastructural development is done by the Govt. through State Public Works Department (PWD). For machinery, it is supplied by the Govt. as per requirement.</p> <p>The details of the requirements are shown in Annexure-E</p> <p><u>Proposal:</u></p> <p>As there is a shortage of computer it is propose to purchase 10 Nos. of Computer from Development fund.</p> <p>The matter is placed for appraisal and discussion.</p>
Discussion and Decision	<p>As the infrastructure development is done by the state Public Works Department (PWD), members of the GB urged the Govt. to take necessary step to complete the already sanctioned works of the hostels and other works.</p> <p>As Principal informed that a proposal was already submitted to the Director of Technical Education for supply of computer, the GB suggested for perusal of the matter and update in the next meeting.</p>

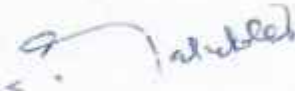
Item No.6	Agenda
GB/01/24/1.06	<p><u>Status Accreditation:</u></p> <ul style="list-style-type: none"> • All the Four Branches are Accredited by All India Council for Technical Education (AICTE). • NBA Accreditation Status: We were prepared to apply for NBA accreditation in 2023, but we could not fulfill the criteria of Student Faculty Ratio (SFR) requirement due to shortage of regular faculty and we failed to apply. • NEP 2020 is yet to implement. But NEP Cell of Nowgong Polytechnic is doing some awareness Program. <p>The matter is placed for appraisal and discussion.</p>
Discussion and Decision	<p>The GB expressed satisfaction that all the four branches of engineering are approved by the All India Council for Technical Education (AICTE). The GB also request the Govt. to provide required faculty in each branch of engineering so that the necessary Student Faculty Ratio (SFR) is fulfilled so that the institute can apply for NBA accreditation.</p>

Item No.7	Agenda
GB/01/24/1.07	<p data-bbox="459 210 852 248"><u>Other miscellaneous matter:</u></p> <ol style="list-style-type: none"> <li data-bbox="501 286 1390 398">1. As there is no mention about the remuneration of the GB members and other expenditure that may incur for holding the GB meeting, a proposal for the following expense may be discussed. Remuneration for: President – Rs. 3000/ Other members Rs. 2000/ Expense for holding the meeting including refreshment (L.S) Rs.5000/ <li data-bbox="501 546 1390 869">2. Office Expense: To run the office, huge amount of stationery is required. The cost of newspapers, fees to be paid to the Chartered Account for regular uploading of data etc. are paid after receiving the ceiling from the Govt. But, the required ceiling was not issued due to some technical problem for last two years and payment to the vendors could not pay. So, to run the office smoothly, it may be allowed to purchase office stationery and other essential articles not covered in development fund by using IRG fund, if required. Law and order: <ol style="list-style-type: none"> <li data-bbox="491 913 1382 1128">a. There is a very serious law and order problem in the institute. The campus of the Polytechnic is not a close one as a PWD road is passing through the Polytechnic. Due to this different types of people pass through this road almost 24 hours. Also some drug addicted miscreants often loiter around the campus creating a fear psychosis among the hostel boarders and the campus inmates. <li data-bbox="491 1128 1382 1196">b. Another burning problem is frequent theft in the institute and in the residents of the quarter. <li data-bbox="491 1196 1382 1263">c. Police was informed about different incidents. Even though police make periodical night patrolling, it is not controlled. <p data-bbox="437 1308 1070 1346">The matter is placed for appraisal and discussion.</p>

Discussion and Decision	<p>The GB discussed about the proposal made by the Principal regarding remuneration of the GB members. All the members of the GB opined that it is up to the Govt. and the members do not have any demand regarding this. However, Principal can write individual letter to the govt. Regarding this.</p> <p>To run the office, GB allows the principal to make office expense from the IRG fund.</p> <p>The members also discussed about the source of energy in the institute. The principal informed that there is no power backup available in the institute. Moreover, there are no air conditioners (AC) in the computer labs.</p> <p>Dr. Ajanta Choudhury, member, raised the matter of the solar power unit that was functioning in the institute a couple of years ago. The principal enlightened the GB members of the ground situation related to the matter at hand.</p> <p>Sri Bhupen Kumar Goswami, member who is retired as CGM, ASEB, assured all possible help from his side to check the possibility of re-functioning of the existing Solar Power unit in the institute.</p> <p>Mr. Achinta Baruah, member from alumni, suggests that the alumni association be requested to lend their support to the institute in any possible way. All the members supporting the suggestion made by Mr. Baruah, agrees that the alumni association should be made stronger and he was requested to do the needful in this direction.</p> <p>Discussions was also made about the frequency of GB meeting. The meeting decides that the GB should sit for at least thrice a year. If there is any emergency, there can be more sessions. Moreover, communication can be done through the Whats App group.</p> <p>Understanding the law-and-order situation of the institute, the G B decided to write a letter to the police authority on the matter and take appropriate action. As suggested by the GB, the principal may request for the deployment of home guards at strategic points.</p>
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There being no other items for discussion, the meeting ended with vote of thanks by Dr. Aradhana Saikia Bora, Lect(SG) in English, Nowgong Polytechnic.


(Dr. Utpal Kumar Das)
Prof. Tezpur University &
President, Governing Body


(Dr. Dilip Kumar Talukdar)
Principal, Nowgong Polytechnic &
Secretary, Governing Body

Principal
Nowgong Polytechnic
Nagaon :: Assam

Memo No.NP(E)/GB-1/23/ 3019

Dated Nagaon the 01/04/24

Copy to:

1. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information.
2. All the members of GB of Nowgong Polytechnic for information.
3. O/C



(Dr. Utpal Kumar Das)
Prof. Tezpur University &
President, Governing Body



(Dr. Dilip Kumar Talukdar)
Principal, Nowgong Polytechnic &
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Principal
Nowgong Polytechnic
Nagaon :: Assam