

GOVT.OF ASSAM

NOWGONG POLYTCHNIC, NAGAON, ASSAM

**MINUTES OF THE 2ND (SECOND) MEETING OF THE GOVERNING BODY (GB),
NOWGONG POLYTECHNIC, HELD AT 11.00AM ON 29TH JANUARY , 2025 AT
THE CONFERENCE ROOM OF NOWGONG POLYTECHNIC, NAGAON, ASSAM.**

Members presents:

1. Prof. Utpal Kumar Das, Tezpur University	President
2. Dr. Dilip Kumar Talukdar, Principal, Nowgong Polytechnic	Member 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.

Secretary of the Governing Body Dr. Dilip Kumar Talukdar welcomed all the members. The President of GB, Prof. Utpal Kumar 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.

The resolutions taken in the previous meeting and action taken thereof were discussed. All the members took part in the discussion and they expressed satisfaction in the action taken in respect of the resolutions taken in the previous meeting with the following suggestion from the members:

President of GB, Prof. Utpal Kumar Das suggested that extra classes for poor performing students should be taken after proper information to the students and records are to be kept. Regarding comparison of examination results, president advised to show three years result

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instead of two. He also advised for mentoring of the apprentices that were engaged in different branches of engineering by existing faculty of the respective departments.

Shri Bhupen Kumar Goswami, member of GB, suggested that higher authority should be informed about the actual scenario of the shortage of faculties. He also advised to send attendance of the students to their parents twice in a semester to aware the parents.

Another member, Achinta Baruah suggested to inform the parents about the poor performing students and to arrange for interactions with notable alumni to encourage students.

Regarding pending works of infrastructure development, the GB advised the Principal to write a letter to the higher authority mentioning the concern of the Governing Body.

The GB advised to prepare for the groundworks for accreditation by NBA. In this regard it was advised to maintain Academic Course Files by each teacher and submit the same for every course taught after completion of the semester. Library books may also be updated with latest editions. Uzzal Rajkhowa, another member of GB apprised about the discussions that was held in the meeting of GB members with the Govt at Assam Administrative Staffs College, Guwahati.

The following new agenda were placed by the Member Secretary for discussion and decision thereof.

Item No.1	Agenda																																							
GB/02/24/1.01	<p><u>Present Funding procedure and Status:</u> Fund received and expenditure from the Govt. of Assam for FY 2024-25 (up to 31/12/2024) are as follows:</p> <table border="1"> <thead> <tr> <th>Head of Fund</th> <th>Received (Rs)</th> <th>Expenditure (Rs)</th> </tr> </thead> <tbody> <tr> <td>Salary</td> <td>15,50,00,000.00</td> <td>7,72,45,161.00</td> </tr> <tr> <td>Electricity</td> <td>31,00,000.00</td> <td>19,21,953.00</td> </tr> <tr> <td>T.A</td> <td>80,000.00</td> <td>Nil</td> </tr> <tr> <td>Office Expense</td> <td>5,00,000.00</td> <td>Nil</td> </tr> <tr> <td>Other</td> <td>NIL</td> <td>Nil</td> </tr> </tbody> </table> <p>Total expenditure from development fund up from last BG meeting to 31/12/2024 is Rs.2,46,394.00 (voucher and statement attached).</p> <table> <tbody> <tr> <td>BSNL Bill</td> <td>=</td> <td>Rs. 33,300.00</td> </tr> <tr> <td>Sweeper</td> <td>=</td> <td>Rs. 45,000.00</td> </tr> <tr> <td>Apprentice</td> <td>=</td> <td>Rs. 30,000.00</td> </tr> <tr> <td>AICTE, TER Fees</td> <td>=</td> <td>Rs. 22,500.00</td> </tr> <tr> <td>Grievance Redressal</td> <td>=</td> <td>Rs. 14,160.00</td> </tr> <tr> <td>Others</td> <td>=</td> <td>Rs. 2,45,236.00</td> </tr> <tr> <td>Total</td> <td>=</td> <td>Rs. 3,89,896.00</td> </tr> </tbody> </table> <p>The Present approximate available fund in bank (bank account not updated) are as follows:</p> <ol style="list-style-type: none"> In govt. A/C Rs. 52,55,494.94 as on 30.11.2024 (Unutilised fund for 	Head of Fund	Received (Rs)	Expenditure (Rs)	Salary	15,50,00,000.00	7,72,45,161.00	Electricity	31,00,000.00	19,21,953.00	T.A	80,000.00	Nil	Office Expense	5,00,000.00	Nil	Other	NIL	Nil	BSNL Bill	=	Rs. 33,300.00	Sweeper	=	Rs. 45,000.00	Apprentice	=	Rs. 30,000.00	AICTE, TER Fees	=	Rs. 22,500.00	Grievance Redressal	=	Rs. 14,160.00	Others	=	Rs. 2,45,236.00	Total	=	Rs. 3,89,896.00
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	<p>library, medical and other student fund).</p> <p>2. Development Fund Rs. 66,19,248.54 (in all heads)</p> <p>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 like repair and maintenance of the executive furniture, visit to Haflong Polytechnic as directed by the DTE, purchase of office stationery etc. were made from this account.</p> <p>Proposal:</p> <p>1. In the previous meeting, Principal of the institute was allowed to 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.</p> <p>The Member Secretary placed before the GB that while following the upper limit of Rs.10,000/- some practical difficulties were faced in some instances such as maintenance of some laboratory equipment, urgent purchase some small apparatus for the laboratory, purchase of language lab software etc. where the cost may go beyond 10,000/. Since the apparatus/equipments are to be purchased from market making immediate payment, it is proposed to increase the expenditure limit up to 25000/ per transaction for expenditure of this nature.</p> <p>2. A sweeper is being engaging as per resolution of previous GB meeting at fixed amount of 5000/ per month and we could engage him only for about 12 days as the remuneration is to be fixed as per labour law of the govt. Another sweeper has retired on 31st Dec/2024. At present there are three regular sweepers in three hostels and practically there is no regular sweeper to look after the class rooms and toilets. With only one sweeper for 12 days of work it is not possible to maintain the toilets of two buildings and class rooms. Therefore, a proposal for discussion to engage one more sweeper and to pay the remuneration from the development fund. It is also proposed to increase the number of working days for the sweeper up to about 20 days and maximum remuneration may be increases up to 8000/ per month (@ Rs. 400/ per day)</p> <p>Matter is placed for appraisal and discussion.</p>
Discussion and Decision	<p>The proposal to increase the expenditure limit from Rs.10,000.00 per transaction from the Development fund was discussed. The GB was informed that there is a Development Committee of the Institute overlooking the works taken up from the Development Fund. The GB agreed that for</p>

	<p>expenditures of urgent nature the expenditure limit from Development Fund may be increased to Rs.25,000.00 per transaction subject to discussion in Development Committee on the justification of the proposed expenditure exceeding Rs. 10,000.00 per transaction. Each such transaction exceeding Rs.10,000.00 along with recommendation of Development Committee are to be placed in immediate next GB meeting for ratification</p> <p>The GB authorised the Principal to keep two numbers of sweepers to up keep the institute as there is shortage of regular sweeper and to pay their remuneration @ Rs. 6500.00 per month per sweeper in the line of Assam Engineering Institute, Guwahati and payments are to be made from development fund.</p>
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Item No.2	Agenda
GB/02/24/1.02	<p>Shortage of amenities for students/staff: The following shortage of amenities are there for the students:</p> <ul style="list-style-type: none"> i. Govt. has supplied 30 Nos. of computers (yet to be installed), but no computer table is there. There is a shortage of computer table in the institute. ii. There is shortage of class room furniture due to damage of some old furniture and due to the increase in number of students. iii. There is no provision of ACs in the computer Engg. Laboratories due to which the computers are damaged. iv. The biometric attendance machines of the staff are out of order and manual system of recording the attendance of the staff is going on. <p>Proposal: To fulfil the shortage of amenities, proposal is made to allow the Principal to purchase the following from the Development/IRG Fund:</p> <ul style="list-style-type: none"> a. 30 Nos. of Computer Table and electrical installation. b. 50 Nos. of moulded chair and single table. c. 5 Nos. of AC. d. To purchase and install two biometric attendance machine for the staff from the IRG. e. Two engage two numbers of apprentices (diploma one each in electrical and computer branch @ Rs 4000/ per month for one year as per govt direction. <p>Matter is placed for appraisal and discussion.</p>
Discussion and Decision	Shortage of amenities for students and staff as placed by the Principal was

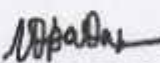
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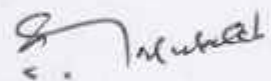
	<p>discussed. Realizing the need of amenities for smooth conduct of the classes, GB authorized the Principal to purchase the following items by following the government norms of purchase :</p> <ol style="list-style-type: none"> a. 30 Nos of Computer Table and electrical installation. b. 50 Nos. of moulded chair and single table. c. 5 Nos. of AC for computer laboratory. d. To purchase and install two biometric attendance machine for the staff from the IRG. <p>Regarding engagement of diploma apprentice, GB stated that it is the direction of the Govt and the principal will act accordingly.</p>
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Item No.3	Agenda
GB/03/24/1.03	<p><u>Other miscellaneous matter</u></p> <p>(A) NOC provided by the Govt. for handing over of 15 bighas of Polytechnic land for construction of a Convention Centre and Multipurpose Town Hall vide letter No. eFile No.370910/2 Dated Dispur, the 23rd February, 2024.</p> <p>(B) Encroachment of land: Some organization (Sut Development Council), erected some temporary shed near the abandoned residential quarter of Nowgong Polytechnic. When the authorities asked them, they said that it is a govt. land and was allotted by the circle officer of Nagao Sadar Revenue Circle, but failed to provide and supporting document. They said that they will submit the required allotment document latter on. When the Principal contacted the Circle Officer of Sadar Revenue Circle, Nagaon, he replied that till now no land was allotted to the said organization. In this regard, an application requesting to inquire whether the land in question is govt. land or not was submitted to the Circle Officer, Nagaon, vide letter No.NP (Esstt)/Misc.06/23/4919 Dated Nagaon, the 31st July, 2024.</p> <p>(C) Successful completion of PM Vishwakarma Scheme of Govt. of India. Nowgong Polytechnic is implementing the Govt. of India's P.M. Vishwakarma Scheme for training the artists and craftsman. As already shared the message that Nowgong Polytechnic was selected as a Centre amongst 50 centre all over India in which some dignitaries will visit the centres on 20.09.2024 and the honorable Prime Minister of India was to interact with the trainee.</p> <p>Accordingly, honourable cabinet Minister of Govt. of Assam, Shri Pijush</p>

	<p>Hazarika, Honourable M.L.As Shri Rupak Sarma and Shri Jitu Goswami visited Nowgong Polytechnic on that day and the program was completed successfully.</p> <p>(D) As per direction of AICTE and to prevent the menace of ragging of 1st semester hostel students, all the senior boarders of hostel No. 3 was transferred to Hostel No. 1&2 and Hostel No. 3 is now being used only for the 1st semester students. The process will continue.</p> <p>As there is only one Girls' hostel, 1st semester students were placed in a separate block</p> <p>Matter is placed for appraisal and discussion.</p>
Discussion and Decision	<p>Regarding the handing over of Polytechnic land (15 bighas) by the Govt to DC office, Nagaon for construction of convention Centre and multipurpose town Hall, GB opined that under no case the academic environment of the institute is to be disturbed.</p> <p>Regarding encroachment of Polytechnic land by the Sut Development Council (assuming the said land to be Govt land) , GB expressed satisfaction at the communication by the Principal with the Nagaon Sadar Revenue Circle and Additional District Commissioner (Revenue) with proper information to the Director of Technical Education, Assam,</p> <p>The GB expressed satisfaction for successful completion of P.M Vishwakarma Scheme of the Govt of India and for being within 50 institutes all over India to be interacted by the Honorable Prime Minister of India.</p> <p>The GB also expressed satisfaction for arrangement of separate hostel for 1st Semester students by the authority of Polytechnic. Sri Bhupen Kumar Goswami also advised to keep strict vigilance in the 1st semester hostel.</p>

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

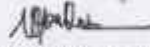
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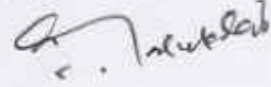
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Copy to:

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
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