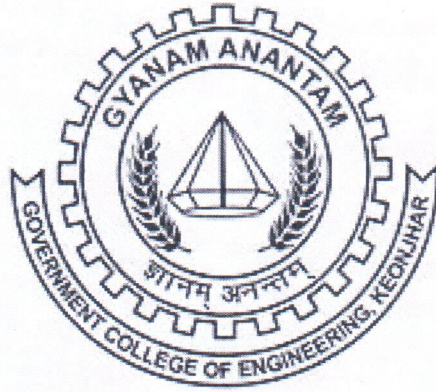


**Proceedings of 15th Meeting
of
Board of Governors of
Government College of Engineering, Keonjhar**



Date: Friday, 20th October 2023

Venue: Conference Hall, SCTEVT, Odisha, Bhubaneswar

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR
15th Meeting of Board of Governors

Venue: Conference Hall, SCTEVT, Odisha, Bhubaneswar

Friday, 20th October 2023 at 12.00 Noon

Minutes

The following members of the BOG were present:

1.	Dr. P.K.Senapati, Ex-Chief Scientist, CSIR-IMMT, Bhubaneswar	Chairman
2.	Sri Gangadhar Sahoo, OSD-cum-Additional Secretary to Govt., SD&TE Department, Govt. of Odisha (Representative of Principal Secretary, SD&TE Dept. Govt. Of Odisha)	Member
3.	Sri Pradipta Kumar Biswal, Under Secretary, (Representative of Principal Secretary Finance Department, Govt. of Odisha)	Member
4.	Dr.S.K.Mohapatra, Asso. Prof., Electrical Engg. (nominated member of GCE, Keonjhar)	Member
5.	Dr. Umakanta Behera, Asst, Prof. Mining Engg. (nominated member of GCE, Keonjhar)	Member
6.	Dr. Swarup Kumar Mohapatra, Prof. Mechanical Engg. IIT, Bhubaneswar	Member
7.	Sri James John, Sr. General Manager-Project, Rungta Mines Ltd.	Member
8.	Sri Amit Das Mohapatra, Procurement Expert, National PMU-RAMP, Ministry of MSME (Alumni Member)	Member
9.	Prof. Trilochan Sahu, Principal, GCE, Keonjhar, Ex-Officio Member	Member Secretary
10.	Sri Alok Patel, Asst. Prof. Civil Engg., Registrar In-charge	Invited Member
11.	Sri Dayanidhi Jena, Asst. Prof. Mechanical Engg., Finance Officer In-charge	Invited Member



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Principal
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15.1 Welcome to the New members and message of gratitude to last members of the Board


At the outset, Principal welcomed Hon'ble Chairman and all the new members present in the 15th BoG meeting and thanked them for attending the meeting. The Chairman, Board of Governors addressed the members present in the meeting and gave his kind consent to start the meetings as per the agenda.

This is the first meeting after the constitution of the bye-law as per the Government Notification vide No. No. SDTE-HTE-HTE-II-0022-2022/2896/SDTE Dt. 15.04.2023. As this is the first meeting being conducted after the formation of the bye-law, the members went through the section 4.1, which gives the power of the Board. All the members opined that many sections of the bye-law requires to be revised. For example, section 4.1 (iv) states that the Board has the power to prescribe and conduct course of study, training and research in different branches of engineering and technology for the advancement of learning and dissemination of knowledge in such branches. In fact, the college being an affiliated college of BPUT, it does not have the power to prescribe and conduct course of study. Similarly, clause 4.1(v) states that the Board has the power to prescribe rules and regulations for the admission of students to the various courses of study in conformity with the policy approved in this behalf by the Government. But in practice, the rules and regulations for the admission of the students is prescribed by the OJEE authority and the Board has no role on this. Hence, the members opined that a letter shall be written to the Department to constitute a committee comprising Principals, Senior Professors, Officials of the SDTE and Finance Department to review the Bye-law and suggest the necessary changes for making it more effective to achieve the objective of the Society.

15.2 Approval of the 1st Building & Works Committee Meeting held on 16.10.2023

The Principal apprised the Board that the Building & Works Committee meeting of the Institute was conducted on Dt.16.10.2023. The Committee has recommended 12 proposals for the Infrastructure Development of the College


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amounting to Rs. 64,96,06,700.00. (**Attached as Annexure-I in the Agenda Notes**). The Board went through the proposals in details and approved the same and recommended to send the Proposals to the Department for administrative approval and release of funds.

15.3 Approval of the 1st Finance Committee Meeting held on 10th October 2023.

The principal apprised the Board that the first Finance Committee meeting of the College was conducted on Dt.10.10.2023. The committee has recommended the Plan and Non-Plan Budget of the College for the Financial Year 2024-25 (**Attached as Annexure-II in the Agenda Notes**). The Board went through the Non-plan and Plan Budget in details and approve the same and recommended to send the Proposals to the Department for approval and release of funds.


15.4 Approval of the Organizational Structure of GCE, Keonjhar

The Principal apprised the Board that as per the newly approved Bye-Law of the College, new positions of Deans, Finance Officer, Registrar were created. Hence, it requires a well-designed Organizational Structure of the College for smooth functioning of academic and administrative activities of the Collegè. Hence, an Organizational Structure was prepared based on the duties and responsibilities to be delegated and the available senior faculty members in the College (**Attached as Annexure-III in the Agenda Notes**). The members went through the proposed Organizational structure and suggested some changes and approved the same after the incorporation of the changes, The approved Organizational Structred is attached herewith as **Annexure-III A**. Also, the Board suggested to write letters to the department for posting the Registrar and Finance Officer as per the provisions of the bye-law at the earliest.

15.5 Approval of the Power and Duties and Delegation of Powers to the Deans

Principal apprised the Board that four Deans as per the Clause 12 of the Bye-Law were appointed amongst the available Professors/Associate


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Professors with the approval of the Chairman, BoG. The powers and duties of these Deans have not been defined in the Bye-Law, hence, these are prepared keeping in mind the smooth functioning of different academic and administrative activities of the college (**Attached as Annexure-IV**). As the Organizational Structures was changed, the power and duties of the Deans were changed accordingly and the same was approved. The responsibilities of the PIC, Academic Affairs, PIC, Examinations and PIC, Training & Placement were also approved.


15.6 Approval of Procurement of Equipment for Different Departments

Principal apprised the Board that the Institute would participate in NAAC accreditation and some Departments would also apply for the NBA accreditation. As per the requirement of the accreditation agencies and to develop some new laboratories, equipment/software are required to be procured. In this regard all the HoDs have submitted the requirement and the same was approved in a HoD meeting. The compiled list is attached as **Annexure-V of the Agenda Notes**. The expenditure for the same will be from the Plan Budget Grant provided by Government from time to time and these new laboratories/ procurement of new equipment will be done in phases depending upon the availability of fund from the Plan Budget for procurement of equipment and distribution of fund to the Departments. The Board after a thorough discussion approved the same and asked the Principal to procure the equipment at the earliest.

15.7 Approval of Engagement of Additional Manpower under HoDs and Deans for Smooth Management of Academic & Administrative Works

Principal apprised the Board that there is no clerical support to the HoDs and Deans. As the institution is going to apply for different accreditation processes and also for smooth functioning of the academic and administrative purpose, clerical help need to be provided to the HoDs, Deans and different important sections. These manpower will be engaged on outsource basis. These are in addition to the posts created by the Government and the expenditure for engaging them will be either from the Non-plan budget or from


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the available College Development Fund. The Board approved the proposal with some minor modification as given below and asked the Principal to send the proposal to Government for approval.

Sl. No.	Name. of Office of Deans/ Section	No of Clerical persons required	Educational Qualification
1	DF&P, DSW, DSRIC, DPGS&R	02(to be shared with 4 Deans)	Graduation with Computer Knowledge and 5 Years of work experience
2	8 Nos. of HoDs	04 (to be shared with 8 HoDs)	Graduation with Computer Knowledge and 5 Years of work experience
3	Academic Section	01	Graduation with Computer Knowledge and 5 Years of work experience
4	Examination Section	01	Graduation with Computer Knowledge and 5 Years of work experience
5	Procurement Section	01	Graduation with Computer Knowledge and 5 Years of work experience
6	Civil Maintenance	01	Diploma in Civil Engineering with 3 years experience
7	Computer Maintenance	01	Diploma in Computer Science/ Electronics with 3 years experience in repair and maintenance of Computer and Networking equipment

15.8 Approval of engagement of Guest Faculty for 11 months instead of One Semester

Principal apprised the Board that as per the earlier University guidelines, the Guest Faculty members were being engaged for one semester only. So, it is required to conduct interview and do the selection process in each semester which is becoming difficult. Also, different accreditation agencies calculate the SFR taking these guest faculty in account, if they are engaged continuously for two semesters. Hence, it was proposed to engage the Guest Faculty for 11 months instead of one semester as per the present practice. The Board after a through discussion approved the same.


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15.9 Approval of Financial Support for Conducting FDP/Seminar/Workshop from Development Fund of the Institute

Principal apprised the Board that the conduct of Conference/ FDP/STTP/Symposium/Student Workshop is a basic requirement for the academic development of an institute. Also, these are required for applying different accreditation process and NIRF ranking. During the TEQIP period, all the departments have conducted similar programme as these are funded by TEQIP grant. But, after the lapse of the TEQIP programme, the departments are not being able to conduct such programme due to non-availability of funds. Hence, it was proposed to provide a fund of Rs. 2,00,000/- (Rupees Two Lakh) only to each department per year from the Development Fund for conduction for such programme. The Board suggested that Rs. 2,00,000/- will not be sufficient and approved that a fund Rs. 4,00,000/- to each department may be provided for conducting these events in each financial year from the Development Fund for conduct for such programmes, but with proper documentation and outcome.


15.10 Approval for Providing Contingency Fund to Principal, Deans and HoDs from the Non-plan Budget from the Head Other Charges

Principal apprised the Board that the HoDs, Deans, Principal conducts fortnightly, monthly meeting for planning and reviewing different academic and administrative matters. In these meetings for providing tea/snacks, there is no fund specified. Also, in the case of emergency some funds must be available with these officials. Hence, it was proposed to provide a contingency fund to each Dean and HoD an amount of Rs. 5000/- and to the Principal an amount of Rs. 50,000/- per year. The Board after a thorough discussion approved to provide a contingency fund to each Dean and HoD an amount of Rs. 10,000/- and to the Principal an amount of Rs. 50,000/- per year. The funds may be allotted from the head Other Charges from the Non-Plan Budget.

15.11 Decision on Change of HoDs of all the Departments

Principal apprised the Board of the present position of Regular Faculty members available in each department is given as below.



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Sl. No.	Department	Nos. of Regular Faculty Members
1	Mining Engineering	2 Nos. of Assistant Professors
2	Mechanical Engineering	3 Nos. of Assistant Professors
3	Electrical Engineering	1 No. of Professor, 1 No. of Associate Professor, 4 Nos. Assistant Professors
4	Metallurgical & Materials Engineering	1 No. of Assistant Professor
5	Mineral Engineering	1 No. of Assistant Professor
6	Computer Science & Engineering	1 No. of Assistant Professor to be redesignated as Associate Professor after the approval of this Board
7	Civil Engineering	3 Nos. of Assistant Professors

In continuation Principal apprised the Board that in each of these departments, one faculty member is assigned the responsibility of HoD for the smooth functioning of different academic and administrative activities. The details of the faculty members who have been assigned the responsibility of HoD is given as below.

Sl. No.	Department	Name of the HoD	From the Date
1	Mining Engineering	Dr. S.R. Mallick	04.01.2016
2	Mechanical Engineering	Sri Dayanidhi Jena	14.09.2022
3	Electrical Engineering	Dr. S.S. Dash	30.05.2018
4	Metallurgical & Materials Engineering	Sri Adiraj Behera	26.08.2015
5	Mineral Engineering	Sri S.K.Pradhan	10.11.2016
6	Computer Science & Engineering	Dr. Mukesh Bathre	04.01.2016
7	Civil Engineering	Sri Alok Patel	27.08.2015
8	Basic Sciences & Humanities	Sri Rakesh Rajan Shukla	22.02.2023


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Principal apprised the Board that as the Institute was a Constituent College of BPUT, it was governed by the BPUT 1st Statute. The 1st Statute in Clause 42(2) specifies the following regarding Heads of the Department

2. A Head of the Department shall be appointed by the Principal with the approval of the Vice-Chancellor in the manner specified below
 - i. Where there is only one Professor in the Department, such Professor or if there be more than one such Professor, senior most Professor;
 - ii. In the absence of a Professor, the Assistant Professor of the Department, if there be one; or the senior most Assistant Professor if there be more than one such Assistant Professor; and
 - iii. In the absence of both a Professor and Assistant Professor, the next senior most Lecturer for so long as such absence continues;
 - iv. Notwithstanding any thing contained in the foregoing provisions of this Statute, Vice-Chancellor shall have the power for reasons to be recorded in writing to appoint any Professor or Asst. Professor as the case may be, other than the senior most, as the Head of the Department. For the purpose of this Statute, Seniority in respect of any particular grade shall, in the absence of special order made by the Board of Management in that behalf be determined by the combined length of service under Government and under the University in such grade.
 - v. The Head of Department shall be appointed basis on rotation basis on completion of every two years from amongst the Professor at first instance and then from among the Asst. Professors, keeping in view the above guidelines.

As per the above provisions of the 1st Statute of BPUT, the HoDs should have been rotated in every two years. But considering that the nos. of regular faculty members available in CSE, Metallurgical and Mineral is One, and in Mechanical there was one Reader(Associate Professor) and 3 Assistant Professor (Lecturers), the rotation policy could not be implemented. Hence, the HoDs are in their positions since long as shown in the above table. The present Bye-Law in its Clause 13 specifies the following:


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- (i) Each Department of the College shall be placed in charge of a head who shall be selected by the Principal from amongst the Professors and Associate Professors of that Department:

Provided that if a Department has no Professor or Associate Professor, the Principal may appoint an Assistant Professor of that Department as the Head of the Department.

- (ii). The Head of the Department shall hold his post for the post of two years Provided that after the expiry of his term of office, he shall continue to hold office till appointment of his successor:

Provided further that no person shall head a Department for a period exceeding 3 years unless he is specially appointed atleast for a second term.


- (iii) The Principal may himself take temporary charge of a Department or place it under the charge of a Professor from another Department for a period not exceeding six months.

As the incumbent HoDs are working since a long time as given in the above table, these should be rotated among other available faculty members following the new provisions of the Bye-Law. The Board had a thorough deliberation on the issue and suggested that the HoDs of Mining Engineering, Civil Engineering and Electrical Engineering would be rotated among the available Professor/Associate Professor/Assistant Professor on the basis of seniority with immediate effect. For the Mechanical Engineering Department, the rotation policy will be implemented on the completion of two years of the present HoDs. For the other three departments i.e. Computer Science & Engineering, Metallurgical Engineering and Mineral Engineering as there is only one faculty member is available, they may be continued as HoD till the recruitment of new faculty members in the department.

15.12 Decision on Continuance of Mineral Engineering Department

Principal apprised the Board that the Government sanctioned intake for the Mineral Engineering Department was 30, but the AICTE approved intake was 22. This is the only Institute in India which provides B.Tech. in Mineral


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Engineering. The admission statistics of the department in last five years is given below.


Sl.No.	Year	Admission in 1 st Year	Admission in 2 nd Year Lateral Entry
1	2019-20	04	0
2	2020-21	04	05
3	2021-22	03	01
4	2022-23	03	02
5	2023-24	03	02

Due to the poor admission, this year AICTE has reduced the intake to 11. It is a very specialized branch and it is becoming very difficult to attract students to take admission in this branch. Even, the institute had published advertisement in the news papers for this branch only, but there is no improvement in the admission status. Hence, the members deliberated on the issue and proposed to close the Mineral Engineering Department and amalgamate with Metallurgical and Materials Engineering Department with the new nomenclature as Mineral, Metallurgical and Materials Engineering Department. The present regular faculty member in Mineral Engineering Department may be transferred to the Mining Engineering Department as he has his B.Tech. in Mining Engineering. In the place of Mineral Engineering, a new department i.e. Electronics & Communication Engineering Department would be opened. The vacant sanctioned positions of the Mineral Engineering Department may be transferred to the new department. The Board asked the Principal to send the proposal to Government for approval.

15.13 Approval for Procurement of Desktop Computers to all the Faculty Members and Fire Wall for the Institute

Principal apprised the Board that all the regular faculty members had been provided with a Desktop Computer with a Muti-function Printer. For the use of the Contractual and Guest Faculty members some computers with a printer have been provided in each department. But it is felt that all the faculty


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members (Regular, Contractual & Guest) should be provided with a Desktop Computer with Internet Connection to carry out their academic and research work. Also, all the faculty members may be provided with a user id for using the anti-plagiarism software available with the Institute. Hence, it was proposed to procure and provide one Desktop Computer with Internet connection and providing user id for using the anti-plagiarism software to all the faculty members. A firewall must also be procured for safeguarding the network systems of the Institute. The Board approved the same.


15.14 Approval for Opening of Regular M.Tech. Programme in Electrical Engineering Department and Mining and Mechanical Engineering Department

Principal apprised that the Electrical Engineering Department was established in the year 1997 and it got NBA accreditation recently till June 2025. Hence, it was proposed to open a regular M.Tech. programme in this department with an Intake of 18. The Board approved the same and asked the Principal to send the Proposal to Government for approval.

15.15 Approval for Redesignation of Dr. Mukesh Bathre to Associate Professor as per the provisions of the ETET Notification No. 6254—I-FE-31/2013(Pt.)-ETET Dt. 25.10.2013

Principal apprised the Board that Dr. Mukesh Bathre was working as Assistant Professor in the Computer Science & Engineering Department of Government College of Engineering, Keonjhar in the pay scale of Rs. 15,600-39,100/- + AGP – Rs. 8,000/- since 19.03.2012. He was redesignated in 3-tier system to the post of Assistant Professor with revised pay band of Rs. 37,400 – 67,000/- + AGP – Rs. 9,000/- effective from date 19.03.2017 as per the Notification No.: BPUT/Estt./3663/dated 20.07.2019 of BPUT. As per the Resolution No.: I-FE-31/2013 (pt.) 6254/ETET, Bhubaneswar, dated 25.10.2013 of the ETET Department (Presently SDTE Department), Government of Odisha, he was given the financial benefits of the post of Associate Professor in the Pay Scale: Rs. 37,400 – 67,000/- + AGP – Rs. 9,000/-, but, not redesignated to the post of Associate Professor due non-


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fulfilment of minimum qualification requirement i.e. Ph. D. at that time. Now, he has completed Ph. D. in Engineering (Information Technology) from VSSUT, Burla on 13.05.2023. and he is eligible to be redesignated from the post of Assistant Professor to Associate Professor as per the minimum eligibility criteria. The Board approved the re-designation of Dr. Mukesh Bathre to the post of Associate Professor in the Pay Scale: Rs. 37,400 – 67,000/- + AGP – Rs. 9,000/- with effect from Dt. 13.05.2023 and asked the Principal to write letters to Government for approval.

15.16 Approval for Providing Financial Assistance to Students for attending Conferences/ Workshop/Symposium/ Competitions in various Sports/Curricular/ Extra-curricular activities in Institutes of National Importance like NIT, IIT etc. and Inter-College Competitions Conducted by BPUT and other Government Colleges & Universities

Principal apprised the Board that the students are attending various Conference/Workshops/Symposiums at different outside Institutes and also participating in different competitions related to Curricular and Extra-Curricular activities conducted by NITs, IITs, BPUT and other Government Colleges and Universities. Presently, there is no provision for extending them any financial benefit. It is proposed that the institute should provide the registration fee and TA & DA to these students for participation in these activities from the Development Fund of the Institute. A committee will be formed to securitize the applications for approval before the attending the programme. The Board approved the same.


15.17 Approval for Reimbursement of the Registration Fee for at least one Professional Society to the Regular Faculty Members


The Board asked the Principal to place this agenda item in the next Board.

15.18 Decision on the case of Bhaktishree Nayak, Lecturer Contractual, Mineral Engineering

The Board asked the Principal to place this agenda item in the next Board.

15.19 To Ratify the Joining of Deans, Registrar and Finance Officer


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Principal apprised the Board that in pursuance to the Section 12 of the By-law of college and subsequent approval of Chairman, BoG, the following faculty members in addition to their normal duties shall act as Dean as an additional assignment as mentioned against each for a period of three years from the date of issue of this order. Further, in pursuance to the Sections 9 & 10 of the By-law and subsequent approval of Chairman, BoG, the following faculty members, in addition to their normal duties, shall act as Registrar and Finance Officer respectively until any officer from government is appointed against the post.

Sl. No.	Additional Responsibilities/Charges	Name of the Faculty Member	Duration
As per Clause-12 of the Bye-Law			
1	Dean Post Graduate Studies & Research (In-Charge)	Dr. Trilochan Sahu, Principal	Till the appointment of a Regular Prof./Asso. Prof.
2	Dean Faculty & Planning	Dr. S.S.Dash, Prof. Electrical Engg.	Three Years
3	Dean Sponsored Research & Industrial Consultancy	Dr. S.K.Mohapatra, Asso. Prof., Electrical Engg._	Three Years
4	Dean Students' Welfare	Dr. Mukesh Bathre, Asst. Prof. Computer Science & Engg.	Three Years
As per Clause-9 of Bye Law			
5	Registrar In-charge	Sri Alok Patel, Asst. Prof. Civil Engg.	Three Years or till appointment by Govt. whichever is earlier
As per Clause-10 of Bye-Law			
6	Finance Officer In-charge	Sri Dayanidhi Jena, Asst. Prof. Mechanical Engg.	Three Years or till appointment by Govt. whichever is earlier

The Deans shall exercise such powers and perform such duties as may be delegated to them by the Board. The Professor-in-Charge (PIC)/


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Coordinators/ Hostel Wardens working under their administrative control shall report to them for smooth functioning of their cells. The Board ratified the same.

15.20 Information on GCE, Keonjhar as a Registered Society

The Board asked the Principal to place this agenda item in the next Board.

15.21 Information on Engagement of Guest Faculty through NICSI

Principal informed the Board that as per the SDTE Department Letter No. SDTE-HTE-HTE-II-0008-2023/ 5469/SDTE, Dt. 28.07.2023, NICSI was approached to provide guest faculty for the ongoing odd semester. The organization has agreed to provide Guest Faculty on outsource basis from this semester onwards. The cost of engagement will be higher as the we are paying commission and GST charges for providing the service. The Board has taken the kind note of the same.

15.22 Information on Signing of MoU with Industries in last Three Months

The Board asked the Principal to place this agenda item in the next Board.


15.23 Information on Placement of Students in Last Two Years


The Board asked the Principal to place this agenda item in the next Board.

15.24 Any other points with the Permission of the Chair

i. Providing Seed Money to Regular Faculty Members for Starting of Research Projects

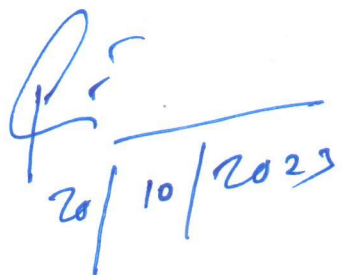
It was informed by the Board that Government in SDTE Department is coming with a flagship scheme with financial assistance to inoculate R & D culture among the faculties and students in the engineering institutions. Also, postgraduate studies in different departments will be introduced in the college in the near future. Till launching of the Scheme by the Government, the seed money amount as practiced in BPUT/OUTR/VSSUT or any State Universities may be followed. The interested faculty members may submit the project proposal in the areas of mining, minerals, materials & energy and the proposal should be very much relevant to society & industry. The duration of

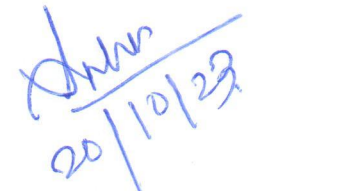

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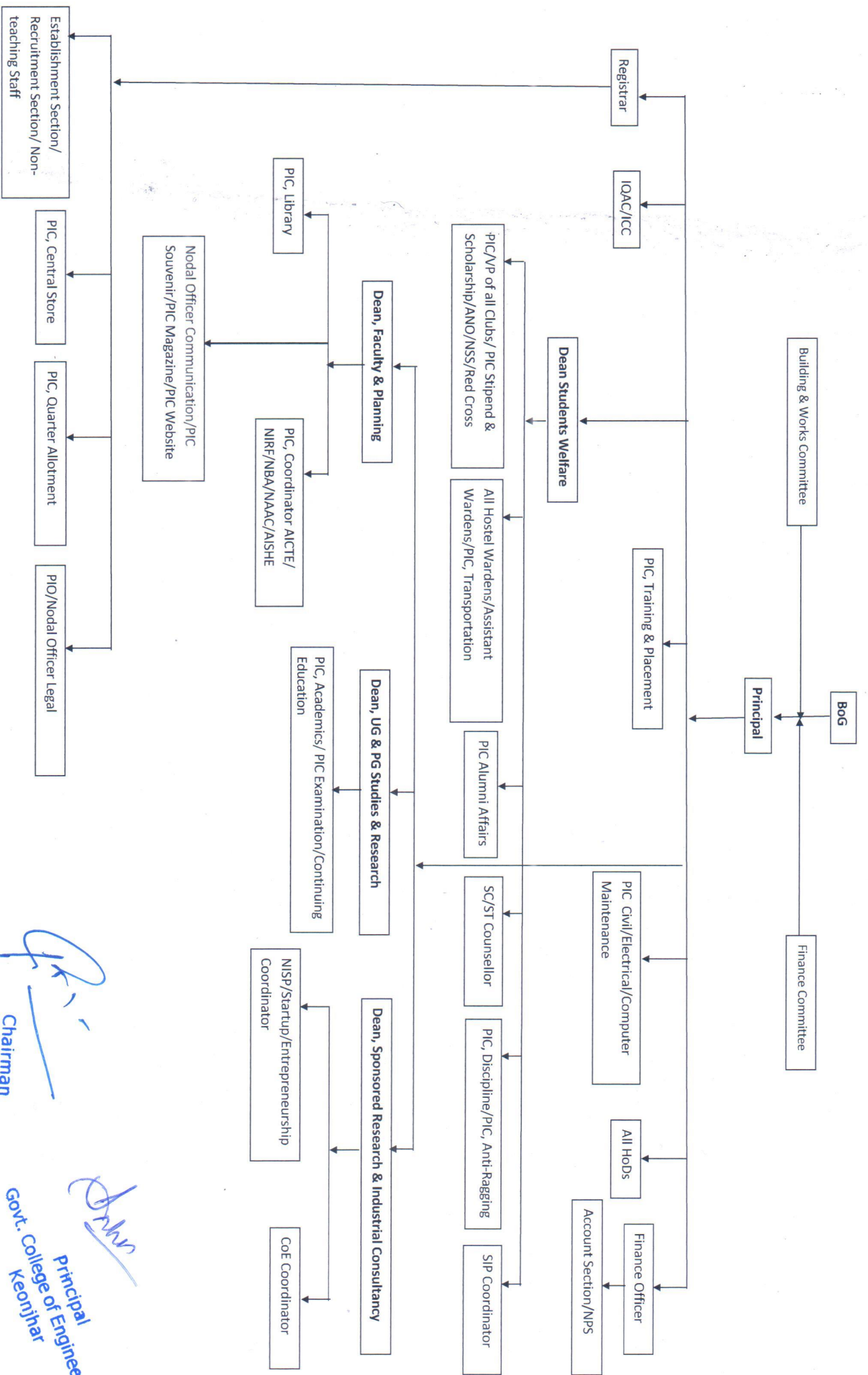

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such projects will be for a period of 1.5 years. The project proposals will be scrutinized and thoroughly evaluated by a committee constituted by the Principal. The progress of such projects will be evaluated quarterly and based on the merit and progress of the project output, decision will be taken by the committee to continue or discontinue the project. Further, based on the preliminary results and knowledge gained through these inhouse projects the faculty members would prepare and communicate project proposal to various funding agencies like DST, AICTE, CSIR and various line ministries of Govt. of India for external funding.

The meeting ended with a vote of thanks to the chair.


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GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

POWERS AND DUTIES OF THE DEANS

The Dean of the Students' Welfare

- 1) The Institute shall have a Dean, Students' Welfare as per Clause 12 of the Bye-Law who is a whole time Professor/Associate Professor of the College on additional duty. He/She shall be appointed by the Principal with the approval of the Board for such period and under such terms as may be approved by the Board from among the Professors/Associate Professors of the College for a period of three years in rotation.

Powers & Duties	2) He/ She shall have the following powers and duties: —
Administrative Powers	<ul style="list-style-type: none"> i. Organizing & Managing all matters related to students' welfare, conduct, discipline for all the students ii. Co-ordinating N.C.C./Physical Training/N.S.S./Yoga/Redcross programmes etc. conducted for students and their sessional credits. iii. Liaison with parents/guardians of students with respect to their performance and conduct on a regular basis. iv. Co-ordination with Wardens / Assistant Wardens of Hall of Residences regarding smooth functioning of the hall of residence. v. Co-ordination with Vice-Presidents/PICs/Coordinators of Students' Societies/Clubs (Cultural Club, Sports Club, Dance Club, Music Club, Robotics Club or any other club recognized by the college) about the curricular and extra-curricular activities of students and shall cause audit to the students' account with the help of Vice-Presidents/PICs/Coordinators and student representatives. He/She shall act as the Chairman of the Student Activity Council. vi. Co-ordination with the Counsellor for S.C./S.T. students regarding their problems. vii. Co-ordinate with the PIC of the Scholarship and Stipend section. viii. Co-ordination with Anti Ragging Squad and Anti Ragging Monitoring Committee. He/She shall be chairman of the Anti-ragging squad. ix. He/She shall co-ordinate with Law and Order authorities with respect to student discipline along with the Registrar. x. He/She shall look after the overall development of hall of residences and act as Chairman of Hall Co-ordination Committee. Wardens and Assistant Wardens shall report to him regarding Hall of Residence Management. xi. Coordinate with PIC, Alumni Affairs for improving the Alumni-Institute relationship xii. Exercising such other powers as may be delegated by the Principal or the Board from time to time.
Financial Powers	<ul style="list-style-type: none"> (vii) He/She shall have the powers to countersign travelling allowance bills of the College employees working under him. (viii) He shall have powers to sanction expenditure up to Rs. 5,000.00 per annum in each case chargeable to contingencies within the


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budget provision.

The Dean, Faculty & Planning

- (1) The Institute shall have a Dean, Faculty & Planning as per Clause 12 of the Bye-Law who is a whole time Professor/Associate Professor of the College on additional duty. He/She shall be appointed by the Principal with the approval of the Board for such period and under such terms as may be approved by the Board from among the Professors/Associate Professors of the College for a period of three years in rotation.

Powers & Duties	2) He/ She shall have the following powers and duties: —
Administrative Powers	<ul style="list-style-type: none">i. He/She shall be responsible for preparation of Plan Documents and Plan Estimates and monitoring of Plan Expenditure.ii. He/She shall be responsible for co-ordination of Plan development of the Departments and Centres. He shall plan and prepare proposals for inflow of fund from the Central / State Government for overall development of the College.iii. He/She will coordinate with the Professor-in-charge of Library for procurement of Books, Magazines, journal for smooth functioning of the Library.iv. He/She shall be responsible for co-ordination for the Publication of News Letter, Bulletin, Annual Report, Prospectus, Magazine, Souvenir and other such publications of the Institute and updating the official Website of the Institute including the social media pages.v. He/She shall coordinate with PICs/Coordinators (AICTE, NBA, NAAC, NIRF, AISHE) and submission of the documents with the concerned organization/agency. He will be responsible for answering queries from outside organizations such as U.G.C., A.I.C.T.E., State Government, Central Government, Indian & Foreign Universities, Ministry of Education, Parliament, Assembly etc. with approval of the Principal.vi. He/She shall monitor cultural and other exchange programmes with foreign Universities and other Foreign visits of faculty members.vii. He/She will coordinate with the Registrar for guest faculty recruitment.viii. He/She shall monitor the proposals for attending Short Term Courses / FDPs/ Seminars/ Conferences etc.ix. He/She shall process the CAS forms of the faculty members for promotion under CAS.x. He/She shall monitor cultural and other exchange programmes with foreign Universities and other Foreign visits of faculty members.xi. Exercising such other powers as may be delegated by the Principal or the Board from time to time.
Financial Powers	<ul style="list-style-type: none">xii. He/She shall have the powers to countersign travelling allowance bills of the College employees working under him.xiii. He shall have powers to sanction expenditure up to Rs. 5,000.00 per annum in each case chargeable to contingencies within the budget provision.


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The Dean, Sponsored Research & Industrial Consultancy


- (1) The Institute shall have a Dean, Sponsored Research & Industrial Consultancy as per Clause 12 of the Bye-Law who is a whole time Professor/Associate Professor of the College on additional duty. He/She shall be appointed by the Principal with the approval of the Board for such period and under such terms as may be approved by the Board from among the Professors/Associate Professors of the College for a period of three years in rotation.

Powers & Duties	2) He/ She shall have the following powers and duties: —
Administrative Powers	<ul style="list-style-type: none">i. He/She shall lay down procedures and rules for sponsored research, projects and industrial consultancy and maintain separate accounts for same.ii. He/She shall be responsible for identification, motivation and training for the involved researchers and teachers.iii. He/She shall be responsible for use of special operating procedures for Departments/ Laboratories where sponsored and industrial consultancy research is conducted.iv. He/She shall be responsible for compliance, monitoring and reporting to ensure that established requirements and procedures are implemented as intended. He shall cause audit to such accounts.v. He/She shall be responsible for co-ordinating all the Testing and Consultancy work carried out in the College.vi. All papers / proposals for Sponsored Research, Projects, Consultancy shall be monitored by him/her.vii. He/She shall manage the e-learning, e-governance and video conferencing and related activities of the College and shall keep close liaison with industries, R&D Organization for liaison projects / consultancy of different departments of the College.viii. He/she will coordinate with PIC/Coordinator of NISP, Startup Cell, Entrepreneurship Cell etc.ix. He/she will coordinate with the PIC/Coordinator of the Centre of Excellence developed by different departments.
Financial Powers	<ul style="list-style-type: none">x. He/She shall have the powers to countersign travelling allowance bills of the College employees working under him.xi. He shall have powers to sanction expenditure up to Rs. 5,000.00 per annum in each case chargeable to contingencies within the budget provision.xii. He/She shall attend to duties as assigned by Principal from time to time.

The Dean, Under-Graduate and Post-Graduate Studies & Research

- (1) The Institute shall have a Dean, Post Graduate Studies & Research as per Clause 12 of the Bye-Law who is a whole time Professor/Associate Professor of the College on additional duty. The Board after a thorough deliberation approved the change in the name of as Dean, Under-Graduate and Post-Graduate Studies & Research. He/She shall be appointed by the Principal with the approval of the Board for such period and under such terms as may be approved by the Board from among the Professors/Associate Professors of the College for a period of three years in rotation.


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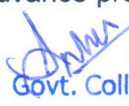
Powers & Duties	2) He/ She shall have the following powers and duties: —
Administrative Powers	<ul style="list-style-type: none"> i. To formulate and determine policy and guidelines on the administration of post-graduate education, research, and regarding admission, course, examinations in accordance with the policy of the Affiliating University. ii. To formulate and determine policy and guidelines on the requirements for the award of the degrees of M.A., M.Sc., MBA, MCA, M.Tech., Ph.D. and Post-doctoral degrees in accordance of the policy of the Affiliating University. iii. To advise on all issues relating to the administration of regulations and procedures governing the M.A., M.Sc., MBA, MCA, M.Tech., Ph.D. and Post-doctoral degrees. iv. He/She shall be responsible for all P.G., Ph.D. admission. He/She shall act as Chairman of Post-graduate Programme and Evaluation Committee. v. He/She shall supervise recruitment, retention and outreach activities related to Post-Graduate & Research Programs. vi. He/She shall keep liaison with the Director of Examinations of the University and supervise the progress of all M.A., M.Sc., MBA, MCA, M.Tech. and Ph.D. students with reference to the expected completion times for the relevant degree. He shall be responsible for the scholarship of all P.-G. and Ph.D. students as well as research scholars engaged in different research projects. vii. He/She will coordinate with PIC, Academics, PIC, Examination and PIC, Continuing Education for the smooth functioning of the Examination and Academic Affairs of the Institution. viii. He/She shall have the powers to countersign travelling allowance bills of the College employees working under him. <ul style="list-style-type: none"> ii. (viii) He/She shall exercise such other powers as may be delegated by the Principal from time to time.
Financial Powers	<ul style="list-style-type: none"> iii. (viii) He/She shall have the powers to countersign travelling allowance bills of the College employees working under him. iv. (ix) He shall have powers to sanction expenditure up to Rs. 5,000.00 per annum in each case chargeable to contingencies within the budget provision. v. (x) He/She shall attend to duties as assigned by Principal from time to time.

In addition to the Deans, many PICs/ Coordinators and Vice Presidents of different clubs and societies positions are to be created for the smooth administration of the college. The powers and duties of the three following PICs are given below.

The PIC, Academic Affairs

- (1) The Institute shall have a PIC, Academic Affairs He/She is a whole time Professor/Associate Professor of the College on additional duty. If Professor/Associate Professor is not available, then an Assistant Professor may be given the responsibility. He/She shall be appointed by the Principal and under such terms as may be approved by the Board from among the Professors/Associate Professors/Assistant Professors of the College for a period of two years in rotation.
- (2) He/She shall have following powers and duties : —
 - i. He/She shall prepare an academic calendar and other academic activities to be conducted by the College during a year well in advance preferably at the beginning of


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- the Academic Year in accordance with academic calendar of the University and cause it to be circulated to all concerned after the same has been approved by the Principal.
- ii. He/She shall coordinate with all HoDs for collecting information regarding academic data of the students for AICTE/UGC as required for approval process and NBA, NAAC, NIRF accreditation process.
 - iii. He/She will coordinate for the admission and registration process of the students.
 - iv. He/she will monitor the attendance of the students in coordination with the HoDs and send letters to the parents regarding the same.
 - v. He will take the feedback of the students in coordination with the HoDs of the department.
 - vi. He/She will prepare the procedure for the academic audit of every department and cause the academic audit after completion of every academic year with the approval of the Principal.
 - vii. He/She shall attend to duties as assigned by Principal from time to time.

The PIC, Examination Affairs

1. The Institute shall have a PIC, Examination Affairs. He/She is a whole time Professor/Associate Professor of the College on additional duty. If Professor/Associate Professor is not available, then an Assistant Professor may be given the responsibility. He/She shall be appointed by the Principal for such period and under such terms as may be approved by the Board from among the Professors/Associate Professors/Assistant Professors of the College for a period of two years in rotation.
2. He/She shall have following powers and duties : —
 - i. Conducting examinations in a fair manner in the College observing utmost confidentiality in the process of paper setting and printing followed by evaluation and publication of results.
 - ii. Appointing Supervisors, Invigilators, Examiners etc. from amongst the teachers of the College on approval of the Principal.
 - iii. Maintaining academic records, examination records, tabulation records and processing of results, issue of admit cards, certificates, degrees and diplomas and issue of the same to the successful students.
 - iv. Act as the Member Convener in the Examination Committee Meeting, and Disciplinary Committee Meeting related to examination works.
 - v. Conducting investigations into alleged malpractices by the students during examination and recommending action.
 - vi. Prepare programmes of various examinations and cause their circulation to all concerned well in advance, after the same has been approved by the Principal.
 - vii. He/She shall register candidates for various examinations of the College and scrutinize all such cases with reference to the relevant Regulations, if any, on collection of prescribed fees.
 - viii. He/She shall coordinate with the University for payment of remuneration and other allowances to the invigilators, the examiners, persons associated with examination process and the examination expenses, as admissible.
 - ix. He/She shall render such assistance to the Registrar, Dean UG and Post-Graduate Studies & Research and Principal as may be necessary in the performance of their duties.


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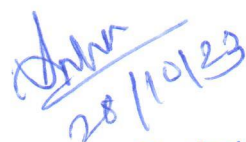

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- x. He/She shall maintain the accounts of receipts, payments and utilization of Examination funds. He shall make audit of Examination Account every year as per the approval of the Principal.
- xi. He/She shall have the powers to countersign travelling allowance bills of the College employees working under him.
- xii. He/She shall prepare an annual budget of examination taking into account the income and expenditure with approval of the Principal and shall place it before the Examination Committee for approval.
- xiii. He/She shall be responsible for any other examinations conducted by state/central government in coordination with the authority associated.
- xiv. He/She shall be responsible for audit of the Examination Account.
- xv. He/She shall attend to duties as assigned by Principal from time to time.

The PIC, Training & Placement

- (1) The Institute shall have a PIC, Training & Placement. He/She is a whole time Professor/Associate Professor of the College on additional duty. If Professor/Associate Professor is not available, then an Assistant Professor may be given the responsibility. He/She shall be appointed by the Principal for such period and under such terms as may be approved by the Board from among the Professors/Associate Professors/Assistant Professors of the College for a period of two years in rotation.
- (2) He/She shall have the following duties and responsibilities :
 - i. Organizing & managing all matters related to students' industrial training programmes for all the students.
 - ii. Coordinating the Training and Placement works for all the registered students of the College.
 - iii. He/She will keep all the records of the placement and coordinate with the HoDs for the additional skill/soft skill training requirement of the students.
 - iv. He/She will coordinate with the industry for vocational training/internship of the students.
 - v. He/She will coordinate with different Industries/Institutes for signing of MoUs for improving the Industry-Institute interaction.
 - vi. He/She will be chairman of the Industry-Institute-Interaction Cell
 - vii. He/She shall attend to duties as assigned by Principal from time to time.


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