

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

MINUTES of THE MEETING of BOARD OF GOVERNORS

Venue: Seminar Hall Complex
D.E.I.

On

Saturday, 30th November 2019, at 11:00 AM



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

Minutes of the Meeting of Board of Governors, TEQIP-III, DEI, Dayalbagh
held on 30.11.2019 at 11:00 A.M.
Venue: Seminar Hall Complex, D.E.I.
Dayalbagh, Agra

Following were present

S. No	Name	Designation	Position in BoG	Presence
1.	Ravi Kumar Sinha	Former CEO and Managing Director, SRF Ltd., New Delhi	Chairman	Present via Video Conferencing
2.	V. Soamidas	Professor & Dean, Faculty of Engineering, D.E.I.	Member Secretary	Present
3.	Rajiv Sinha	Senior Advisor, DCM Sriram Ltd., New Delhi	Member	Present via Video Conferencing
4.	Prem Kumar Kalra	Professor, Indian Institute of Technology, Delhi	Member	Present
5.	Vijay Kumar	Advisor, Medical Education & Healthcare Practice, Dayalbagh, University Nominee	Member	Present
6.	A. K. Saxena	Professor & Head, Electrical Engg., Faculty of Engineering, D.E.I., Institutional Project Director – TEQIP-III	Member	Present
7.	B. Venkateshwara Rao	Director, Institute of Science & Technology, JNTU, Hyderabad	Member	Present
8.	Rahul Swarup Sharma	Professor, Faculty of Engineering, D.E.I., Nodal Officer, Procurement, TEQIP-III	Member	Present
9.	K. Hans Raj	Professor and Head, Mechanical Engineering Department, Faculty of Engineering, D.E.I.	Special invitee	Present
10.	Ram Chand Gupta	Assoc. Professor, Faculty of Engineering, Nodal Officer, Academic, TEQIP-III	Special invitee	Present
11.	G. S. Sailesh Babu	Assoc. Professor, Faculty of Engineering, Start-up Cell Coordinator, TEQIP-III	Special invitee	Present
12.	Kumar Ratnakar	Asst. Professor, Faculty of Engineering, MIS Officer, TEQIP-III	Special invitee	Present
13.	Anurag Gupta	Asst. Professor, Faculty of Engineering, Coordinator, Equity Action Plan, TEQIP-III	Special invitee	Present



14.	Ishant Singhal	Assistant Professor, Civil Engineering, Coordinator, Twinning, TEQIP-III	Special invitee	Present
15	Ashok Yadav	Assistant Professor, Faculty of Engineering, Coordinator, Finance, Environment Management Plan	Special invitee	Present
16	Guru Dayal Prasad	Nodal Officer, Finance	Special invitee	Present
17.	D. Bhagwan Das	Professor, Faculty of Engineering, D.E.I, Coordinator, TEQIP-III.	Member	Present

Leave of Absence


1.	S. P. Gupta	Professor Emeritus, Indian Institute of Technology, Roorkee, AICTE Nominee	Member	Requested for leave of absence due to other engagements
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Following was the Agenda of the meeting

M No.	Description of Item															
PART: I Confirmation of Minutes of BoG meeting held on 29.09.2019 and BoG approvals by circulation dated 05.11.2019																
01/ BoG _Nov-19	Presentation of minutes of BoG Meeting held on 29.09.2019, BoG approvals by circulation dated 05.11.2019															
PART: II TEQIP-III Activities report after BoG meeting on 29.09.2019																
02/ BoG _Nov-19	A. Action Taken Report B. Presentation of report of TEQIP-III activities: Expenditure, Procurement, Academic, Audits (Financial Audit and Performance Audit), and Twinning															
PART-III: Items for Consideration and Approval																
03/ BoG _Nov-19	Procurement proposals 1. A proposal has been received for purchasing maintenance free batteries for UPS systems installed in Microprocessor Lab, Multimedia Lab, and Electronics Lab 2. A proposal has been received for purchasing some equipment for the Environmental Engineering Lab in the Civil Engineering Department. Total funding required for all equipment is around Rs. 5 lakhs. 3. A proposal for setting up an Agile Manufacturing Research Lab has been received.															
04/ BoG _Nov-19	Approval for providing seed money for R&D to faculty members of Faculty of Engineering: Some proposals for funding have been received from staff and research scholars of DEI Faculty of Engineering. They may be considered for appropriate funding: 1. Sh. Lakhan Agarwal, Dr. Ashok Yadav – Grain Dryer 2. Dr. V S Das, Dr. Ankit Sahai, Dr. Ashok Yadav, Dr. Sachin Saxena 3. Dr. G S S Babu, Prof. D. Bhagwan Das – Mobile Solar System 4. Sh. Amol Gupta, Dr. G S S Babu – IOT for precision agriculture															
05/ BoG _Nov-19	Twinning Activities: Twinning Proposals received from IST-JNTUH may be considered for matching funding from DEI-TEQIP <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">JNTUHIST</th> <th style="text-align: left;">DEI</th> <th style="text-align: left;">Project</th> </tr> </thead> <tbody> <tr> <td>1. K V Rao</td> <td>- R S Sharma</td> <td>LPG Sensing</td> </tr> <tr> <td>2. Ch. Shilpa Chakra - I Singhal, A Sahai, R S Sharma</td> <td></td> <td>3D printing</td> </tr> <tr> <td>3. Ch. Sasikala</td> <td>- Ashok Yadav, Ranjit Kumar</td> <td>Bio-Aerosol</td> </tr> <tr> <td>4. Dr. L. Saida</td> <td>- Radhika Singh</td> <td>Biomass Conversion</td> </tr> </tbody> </table>	JNTUHIST	DEI	Project	1. K V Rao	- R S Sharma	LPG Sensing	2. Ch. Shilpa Chakra - I Singhal, A Sahai, R S Sharma		3D printing	3. Ch. Sasikala	- Ashok Yadav, Ranjit Kumar	Bio-Aerosol	4. Dr. L. Saida	- Radhika Singh	Biomass Conversion
JNTUHIST	DEI	Project														
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4. Dr. L. Saida	- Radhika Singh	Biomass Conversion														
PART-IV: ITEMS FOR INFORMATION																
06/ BoG _Nov-19	Three workshops are being organized by DEI-TEQIP in December 2019 and in January 2020 as follows: 1. 20-21 December 2019 – Workshop on Waste Management (Exp. : INR 2.25 Laes) 2. January/February 2020 – Workshop on Environment, in collaboration with Indian Institute of Technology, Kanpur 3. February 2020 – Conference on “Social Responsibility and Community Engagement”, in collaboration with SoE, DEI. Dates for the workshops at S. Nos. 2 and 3 are to be finalized.															
07/ BoG _Nov-19	Any other item(s) with the permission of the Chairperson															




MINUTES

1. Request for Leave of absence of Prof. S.P. Gupta, IIT Roorkee was approved by the Chairman, BoG

PART: I Confirmation of minutes of previous BoG meeting

01/ BoG _Nov-19	A. Presentation of the minutes of previous meeting of BoG, held on 29.09.2019 B. BoG approvals by circulation dated 05.11.2019
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- Minutes of BoG meeting held on 29.09.2019 were approved and permissions obtained from BoG through Circulation also on 05.11.2019 were ratified.
- It was also advised by the Chairman that agenda must be circulated well in advance (at least 15 days) along with all pertinent reports. This was in the context of circulation of agenda only one day before this meeting. Prof. V. Soami Das, Member Secretary, will ensure timely circulation of the agenda.
- Resolved that next BoG meeting would be held on 28.02.2019

PART: II TEQIP-III Report of Activities conducted after BoG meeting on 29.09.2019

02/BoG_ Sept-19	A. Action Taken Report B. Presentation of report of TEQIP-III activities: Expenditure, Procurement, Academic, Audits (Financial Audit and Performance Audit), and Twinning
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Action taken report was presented by Member Secretary, BoG. Salient points and deliberations are as follows

A. Action Taken Report

Manpower

- Request for one additional accountant was submitted to NPIU and approval from their end is awaited.
- Four new staff members were appointed by DEI in the Department of Electrical Engineering.

GATE Training


- New agency for GATE Training was engaged and all material etc., are delivered to students.
 - It was felt that present method of hiring external agencies for GATE training is a temporary method and gradually in-house capacity building must be done.
 - Resolved that Prof. A.K. Saxena may hold meetings to design modalities of GATE Training transfer from external to internal agencies. He may also obtain advice from Hon. Director, DEI in this regard.
 - Action taken to be reported in next meeting.

Financial Audit

- Satisfactory Report from Auditors was presented
 - Favorable report from Auditors was taken into cognizance and efforts of TEQIP team were commended.

Governance System

- Reported that committees for different activities were constituted.
 - Advised that each committee must mention names of chair and coordinator, roles of each member may clearly be mentioned.



- Prof. A.K. Saxena may hold a meeting with these committees to formulate working models.
- Review meetings with TEQIP office bearers is scheduled on 15.12.2019
- Prof. Saxena to propose a system for internal planning, coordination and review by the team involved in TEQIP including Director, Secretary and Coordinator, Committee heads, which is overdue.
- Action to be taken by Prof. A.K. Saxena and report in the next BoG.

Charge Handover

- A protocol may be formulated for exchange of information and induction of new incumbent.
- Formal procedure for changeover/handover of duties be formulated by Prof. A.K. Saxena and circulated by 15th February, 2020.

B. Presentation of report of TEQIP-III activities: Expenditure, Procurement, Academic, Audits (Financial Audit and Performance Audit), and Twinning

A report of Expenditure done, Procurement activities and academic activities were presented by individual nodal officers, TEQIP Coordinator and Program Director, TEQIP

- Reply to all Audit objections raised by Auditors was appreciated and commended.
- Resolved that following reports pertinent to October- December 2018 will be circulated in proper format within 10 days of circulation of these minutes
 - Prof. V. Soamidas – Action Plan and Action taken report in proper format
 - Prof. R.S. Sharma – Expenditure with performance benchmarks
 - Sh. R.C. Gupta – Academic targets and Activities undertaken for action plan.

Performance Audit

- Analysis of low scoring points in performance audit were presented by Coordinator, TEQIP
 - Points where considerable improvement is difficult/not possible were discussed.
 - Resolved that a formal case may be raised with NPIU/SPIU putting forward DEI-TEQIP's point of view so as to improve scoring system adopted by NPIU.
 - Action by project Director and TEQIP Coordinator with the relevant authorities by 15th February, 2020

Twinning Activities

- A report of activities under Twinning was presented by Coordinator, Twinning Activities.
 - Advised that a revised report may be submitted by Sh. Ishant Singhal, clearly stating action taken by whom and when.
 - Action: By Sh. Ishant Singhal and shall be reported in the next BoG meeting.

Impact Analysis

- A report may be resubmitted with gaps, targets, quantity of equipment to be added to cover the gap
- Impact of equipment procured may be presented with courses being catered to, number of students benefited, new experiments designed (if any)
- 3D Printer: Clear mentioning of the intent of procuring 3D printer is required.
- Action By: Prof. Rahul Swarup Sharma in consultation with other teachers
- Action by Prof. Rahul Swarup Sharma by 15th February, 2020

Constitution of Committee for evaluation of R&D Proposals

- Action is pending. Committee needs to be constituted and all R&D proposals through it.





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- Noted that three workshops as mentioned will be conducted under the aegis of TEQIP-III

PART-V: ANY OTHER ITEM(S) WITH THE PERMISSION OF THE CHAIR

07/ BoG_Nov-19

Any other item(s) with the permission of the Chairperson

Reported that a portion of the amount allocated to Heat Transfer Lab for procurement of equipment (as per Procurement Plan) is left unspent due to lower cost of equipment than proposed cost. Permission to procure other items in the unspent amount was sought.

- Advised that the request may be submitted through proper channel for consideration.
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The meeting ended with a Vote of Thanks to the Chair, the Members of the BoG and the special invitees to the meeting.



Four proposals seeking seed money for R&D were received from Faculty members. Each proposal was presented by the proposing faculty.

- Resolved that proposals A, C, and D are approved and R&D seed money of amount proposed, capped to 2.0 Lacs, is approved for each of the projects.
- Regarding proposal B, it was advised that the proposer should verify that the method specified in the proposal is conclusive. Alternate methods for establishing filtration of river water through its banks may also be studied and the most suitable method be chosen for actual work.
- Advised that these proposals may be modified in record as per a standardized format (UGC/DST) containing Objective, comparison with current solutions available, Target groups / audiences etc. R&D committee may formulate a format for the same.
- Project duration would be one year from the date of sanction. The grant would be used for meeting expenditure under the heads of Contingency, Consumables and Hiring Services. Procurement of equipment would not be permitted.
- A provision for extension for one more year and a grant up to 2.0 Lacs, on submission of new proposal, subsequent evaluation and approval, is also approved.

05/ BoG _Nov-19	Twinning Activities: Twinning Proposals received from IST-JNTUH may be considered for matching funding from DEI-TEQIP		
	JNTUHIST	DEI	Project
	A. K V Rao	- R S Sharma, A Sahai	Sensing
	B. Ch. Shilpa Chakra	- I Singhal, A Sahai, R S Sharma	3D printing
	C. Ch. Sasikala	- Ashok Yadav, Ranjit Kumar	Bio-Aerosol
D. Dr. L. Saida	- Radhika Singh	Biomass Conversion	

Four proposals seeking seed money for joint R&D projects from investigators of DEI and JNTU-IST were received.

- Resolved that proposals B and D are approved and R&D seed money of amount proposed capped to 2.0 Lacs is approved for each of the project.
- Proposals A and C may be resubmitted in proper format for consideration.
- A provision for extension for one more year and a grant up to 2.0 Lacs, on submission of new proposal, subsequent evaluation and approval, is also approved.
- Further noted that
 - Both the institutions would be granting an amount of 2.0 Lacs per project.
 - Seed money would be utilized by investigators from the respective granting institution.
 - Outcome of these projects will be shared by both the institutions equally in the form of joint publications and joint IPR.

PART-IV: ITEMS FOR INFORMATION

06/ BoG _Nov-19	Three workshops are being organized by DEI-TEQIP in December 2019 and in January 2020 as follows: <ul style="list-style-type: none"> A. 20-21 December 2019 – Workshop on Waste Management (Exp.: INR 2.25 Lacs) B. January/February 2020 – Workshop on Environment, in collaboration with Indian Institute of Technology, Kanpur C. February 2020 – Conference on “Social Responsibility and Community Engagement”, in collaboration with SoE, DEI. Dates for the workshops at S. Nos. B and C are to be finalized.
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