FACULTY OF ENGINEERING

DAYALBAGH EDUCATIONAL INSTITUTE (Deemed University)

(1.1 Institute of TEQIP-III)

MINUTES OF THE MEETING

of

BOARD OF GOVERNORS

Venue: Conference Room, Faculty of Engineering D.E.I. / Video Conferencing

On

Saturday, 12th September 2020, at 11:30 AM

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

Faculty of Engineering
Dayalbagh Educational Institute (Deemed University)

A meeting of the Board of Governors was held on Saturday, 12th September 2020, at 11:30 AM at Conference Room, Faculty of Engineering, DEI, Dayalbagh, Agra and through online Video Conferencing. The following were present:

S. No	Name	Designation	Position in BoG
1.	Sh. Ravi Kumar Sinha	Former CEO and Group Head, SRF Limited	Chairman
2.	Sh. Rajiv Sinha	Former Joint Managing Director and Senior Advisor, DCM Shriram Ltd.	Member
3.	Prof. Prem Kumar Kalra	Professor, Indian Institute of Technology, Delhi	Member
4.	Dr. Vijai Kumar	Advisor, Medical Education & Healthcare Practice, Dayalbagh, University Nominee	Member
5.	Prof. A. K. Saxena	Prof. & Head, Electrical Engg., Faculty of Engineering, D.E.I., Institutional Project Director – TEQIP-III	Member
6.	Prof. G. Krishna Mohan	Director, Institute of Science & Technology, JNTU, Hyderabad	Member
7.	Prof. Rahul Swarup Sharma	Professor, Faculty of Engineering, D.E.I., Nodal Officer, Procurement, TEQIP-III	Member
8.	Prof. D. Bhagwan Das	Professor, Faculty of Engineering, D.E.I, Coordinator, TEQIP-III.	Member
9.	Prof. V. Soamidas	Dean, Faculty of Engineering, D.E.I.	Member Secretary
10.	Sh. Guru Dayal Prasad	Nodal Officer, Finance	Special invitee
11.	Sh. Ram Chand Gupta	Assoc. Professor, Faculty of Engineering, Nodal Officer, Academic, TEQIP-III	Special invitee
12.	Dr. G. S. Sailesh Babu	Assoc. Professor, Faculty of Engineering, Start-up Coordinator, TEQIP-III	Special invitee
13.	Sh. Kumar Ratnakar	Asst. Professor, Faculty of Engineering, MIS Officer, TEQIP-III	Special invitee
14.	Sh. Anurag Gupta	Asst. Professor, Faculty of Engineering, Coordinator, Equity Action Plan, TEQIP-III	Special invitee
15.	Sh. Ishant Singhal	Assistant Prof., Civil Engineering, Coordinator, Twinning	Special invitee
16.	Sh. Amol Gupta	Proposer of item for purchase	Special invitee
17.	Dr. D G Rao	Proposer of item for purchase	Special invitee
18.	Dr. Ankit Sahai	Proposer of item for purchase	Special invitee

The Chairman, BoG, approved leave of absence to the following members / invitees:

S. No	Name	Designation	Position in BoG
5.	Prof. S. P. Gupta	Former Professor Emeritus, Indian Institute of Technology, Roorkee, AICTE Nominee	Member
17.	Dr. Ashok Yadav	Asst. Professor, Faculty of Engineering, Coordinator, Environment Management Plan	Special invitee
18.	Prof. K. Hans Raj	Head, Mechanical Engineering	Special invitee
19.	Prof. D. K. Chaturvedi	Head, Footwear Technology	Special invitee

Following was the agenda of the meeting

AGENDA Summary

Item No.	Description of Item
PART I: Confirmation of Minutes of BoG meeting held on 30.05.2020	
01/ BoG_Sept-20	Presentation of Minutes of BoG Meeting held on 30.05.2020 (Annexure 1)
PART II: TEQIP-III Activities report after BoG meeting on 29.02.2020	
02/ BoG_Sept-20	A. Action Taken Report (Annexure 2-A, 2-A[4]) B. Report of Academic, Procurement, Twinning and Expenditure activities (To be presented by concerned Nodal Officers) (Annexure 2B-expenditure, Annexure 2B-Twinning)
PART-III: Items for Consideration and Approval	
03/ BoG_Sept-20	Procurement Proposals: 1. A proposal from the student activity coordinator is received for the following items: (a) **GATE Training:** This year, it is proposed to organize online training through an approved service provider for B Tech Students of Third Year only. Based on the expenditure incurred last year, an amount of Rs. 25.00 Lakhs is requested to be approved for the same. Present final year were already supported during last session and the support is available to them till Feb 2021. However, we have planned for providing inhouse GATE training to our students once the TEQIP is over. (b) **Renewal of IEEE ASPP and POP online subscription:** An amount of Rs. 12.50 Lakhs is requested to be approved for renewal of subscription of IEEE ASPP and POP online. These were subscribed last year also and the subscription has expired. (c) **Online teaching equipment:** Presently all the theory as well as lab classes are being conducted online. Since all the teachers already have desktop computers, it is proposed to purchase necessary equipment such as webcam, headphone cum mic, and Digitizer for various labs of the Faculty, so that classes can be effectively transmitted online. An amount of Rs. 5.00 Lakh is requested to be approved for the same. Tentative prices available on GeM are attached in Annexure 3-1c. A committee formed to decide upon the equipment to be purchased is also given in the Annexure. (d) **Online teaching software for addressing large number of students:** The newly admitted first year class has 360 students. At present we do not any mode of addressing these many students in a single meeting. It is proposed that a software be procured that can accommodate a larger audience. An amount of Rs. 1.5 lakh is requested to be approved for the same.

	2. A proposal has been received from Sh. Amol Gupta for purchasing a workstation class machine for Rs. 5.40 Lacs to complete the setup required for the EDA Toolchain facility, for which necessary software were already procured from TEQIP grant. Detailed impact analysis and justifications are given in Annexure 3-2. 3. The Ph.D. Synopsis of Mr. Shivam Gautam, research scholar under Prof. Sanjay Kumar Srivastava, has been approved in the RDC meeting in July 2020. As per the norms of research assistantship, he is now eligible to receive a support of Rs. 25,000/- per month through TEQIP, from October 1, 2020 till the TEQIP-III project ends. Approval attached in Annexure 3-3 4. To regularly monitor and review the progress of R & D projects granted to the staff members as well as under twinning activity, it is proposed to constitute a committee. The proposed committee is shown in Annexure 3-4. 5. The following equipment is proposed to be purchased A CCTV Camera 30 nos 3,50,000/- For security, required in the presence of large number of students and expensive equipment in classrooms (Item B – Tablets – 25 nos – has been removed) The approval of the Finance Committee from the appropriate head of accounts is available for all the above proposals where funding is required. (Finance Committee Minutes Attached, Annexure 3-FCM) Two proposals, as given below, have been received, one from Prof. D G Rao and the other from Dr. Ashok Yadav and Dr. Ankit Sahai. These are being put up for consideration of the BoG: 6. Prof. D G Rao's has requested for a sum of Rs. 2,00,000/- for repair and calibration of testing equipment in the Heat Engines Lab. (Annexure 3-6) 7. A proposal of repair and renovation of existing old rooms near the Badminton Hall, Faculty of Engineering, has been received from Dr. Ashok Yadav and Dr. Ankit Sahai. The total expected cost is Rs. 7,95,000/-. (Annexure 3-7)
04/ BoG _Sept-20	Approval for providing seed money of Rs. 2,00,000 for R&D activity to Prof Rahul Swarup Sharma whose proposal was initially deferred due to improper formatting. Now the final proposal is attached in Annexure 4. The proposal is approved by the Finance Committee.

PART-IV: ITEMS FOR INFORMATION	
05/ BoG _Sept-20	1. Admissions to all the Five branches of Engineering (Four existing branches + One new branch – Agricultural Engineering) were completed on 7th September 2020 and the regular classes have begun. A total of 376 students have been admitted. Admissions to B.Tech. Part Time (58 students), M.Tech. Full time (42 students), and M.Tech. Part Time (28 students) have also been completed. 2. Dr. Gufran Ahmed, Dr. Rajiv Kumar Chauhan and Dr. Subho Upadhyay had proposed a five-day Faculty Development Programme on **Microgrid Opportunity: Renewable Energy Resources and Buildings** during March 2020, which could not be conducted due to COVID-19. The same was finally conducted during June 20-24, 2020 in online mode with international participants. More than 800 participants registered from 62 countries for this five-day event. Detailed report of the same is attached in Annexure 5-2 3. Two online lectures were organized by Dr Gufran Ahmed, with external speakers. Announcements of the same are attached in Annexure 5-3 4. During March to September 2020, Prof Rahul Swarup Sharma and his team has filed five patent applications. Four of these had been reported in the BoG meeting held on 30-05-2020. One more application has been filed since then, brief details are attached in Annexure 5-4.
06/ BoG_Sept-20	Any other item(s) with the permission of the Chairperson

Minutes of the Meeting

Before starting the agenda items, following issues were discussed by the Chairman

    A. The Chairman enquired about operation of the faculty under COVID times. Prof. A.K. Saxena reported that all activities are running on time - exams were conducted and results also were declared in time. Admissions to all courses in Faculty of Engineering have been completed and classes have also started in online mode

    B. The Chairman mentioned that this meeting had to be postponed twice at the request of organizers. He shared his concerns as follows:

        1. Inadequate quality and completeness of papers submitted with agenda
        2. Long delays in submission of papers and completion of action points agreed in meetings.
        3. Governance concern with regard to financial compliances.
        4. Dilemma due to non-arrival of papers and need for improving governing standards

Individuals responsible for different operations in the project were asked to present their views due to which delays are occurring. In response, members presented following issues that in their opinion, are causing hindrances

        1. Staff is overloaded due to increased intake, introduction of new branches, viz. Civil Engineering, Footwear Technology, and Agriculture Engineering. Civil Engineering is at present supported by temporary staff from TEQIP pool whereas the other programs as above have no permanent staff. Besides, some B. Voc. programs are also being run / supported by staff of Engineering Faculty.
        2. No increase in number of non-teaching staff.
        3. Overloaded with R&D projects and other activities
        4. Tendency of doing things in the 11th hour
        5. More seriousness is required in conducting / coordinating meetings
        6. Negligence

    C. Some possible solutions were presented as under

        1. Coordination meetings for activities and preparation of reports in the meeting itself would help in timely submission of reports. The Chairman also asked that the reports must be submitted even when no activity is conducted in a particular head, citing the status and reasons for the same. Action: Prof. Soamidas to ensure this.
        2. Prof. P.K. Kalra, IIT Delhi, suggested to form internal deadlines and allotting key members to oversee that the deadlines are met.

    D. Prof. A.K. Saxena will form a team to review the issues including the staff shortage issue and submit a report that presents optimal staff strength required versus actual staff available, and possible solutions to root causes of delays etc. in about two weeks. - Action: Prof. A K Saxena, by 26-9-2020

    E. Chairman enquired about lack of information about whether audits were being carried out, Prof. Ajay Saxena informed that two audits had been conducted and some adverse comments were made by auditors. He suspected that this was deliberately and wrongly done by auditors. He would share reports with Governing Body members. He would also send details about response to audits. - Action: Prof. A K Saxena (Prof. Ajay Saxena was again requested to contact Chairman regarding audit issues on phone.)

Item No.	Description of Item
PART: I Confirmation of Minutes of BoG meeting held on 30.05.2020	
01/ BoG_Sep-20	Presentation of minutes of BoG Meeting held on 30.05.2020

Minutes of the BoG meeting (Annexure 1) held on 30.05.2020 were presented by Secretary BoG, Prof. V. Soami Das and were approved.

PART: II TEQIP-III Activities report after BoG meeting on 30.11.2019	
02/ BoG_Sep-20	Action Taken Report (Annexures 2-A, 2-A[4]) Presentation of report of TEQIP-III activities: Expenditure, Procurement, Academic, and Twinning (Annexures 2-B-Expenditure, 2-B-Twinning)

Following observations were made:

Action Taken Report

- In Annexure 2A, Action Taken Report presented contained BoG date, Pending action Points, and Action taken. The report must also include person responsible and time limit for completion of action. Prof. V. Soami Das may prepare a revised document to be submitted along with minutes for approval.
- Pre-BoG meetings of coordination committee must be held – Prof. Ajay Saxena
- Annual reports may be submitted to BoG well in time before submission to SPIU/NPIU
- "Proposals must be submitted with proper justification" may be added as point 8

Presentation of Report of TEQIP-III Activities:

- The academic and procurement review reports were once again not presented. Action – Sh. R C Gupta, Prof. R S Sharma
- Twinning and Expenditure reports were not in proper format and were sketchy. - Action by Sh. Ishant Singhal and Prof. Bhagwan Das to ensure proper formats
- An annual plan for Twinning Activities, specifying objectives, activities planned to meet objectives and expected outcomes may be presented by Mr. Ishant Singhal, Coordinator, Twinning Activities in the next BoG meeting.
- A Lecture under twinning activities may be arranged highlighting innovative and unique features of DEI Education.

PART-III: Items for Consideration and Approval	
03/ BoG_Sep-20	Procurement proposals

1. A proposal from the student activity coordinator is received for the following items:

    (a) **GATE Training:** This year, it is proposed to organize online training through an approved service provider for B Tech Students of Third Year only. Based on the expenditure incurred last year, an amount of Rs. 25.00 Lakhs is requested to be approved for the same. Present final year were already supported during last session and the support is available to them till Feb 2021. However, we have planned for providing inhouse GATE training to our students once the TEQIP is over.

    (b) **Renewal of IEEE ASPP and POP online subscription:** An amount of Rs. 12.50 Lakhs is requested to be approved for renewal of subscription of IEEE ASPP and POP online. These were subscribed last year also and the subscription has expired.

    (c) **Online teaching equipment:** Presently all the theory as well as lab classes are being conducted online. Since all the teachers already have desktop computers, it is proposed to purchase necessary equipment such as webcam, headphone cum mic, and Digitizer for various labs of the Faculty, so that classes can be effectively transmitted online. An amount of Rs. 5.00 Lakh is requested to be approved for the same. Tentative prices available on GeM are attached in Annexure 3-1c. A committee formed to decide upon the equipment to be purchased is also given in the Annexure.

(d) **Online teaching software for addressing large number of students:** The newly admitted first year class has 360 students. At present we do not have any mode of addressing these many students in a single meeting. It is proposed that a software be procured that can accommodate a larger audience. An amount of Rs. 1.5 lakh is requested to be approved for the same.

- **All four proposals from Sh. Ram Chand Gupta, Nodal Officer, Academic Activities, as listed above, were approved.**

2. A proposal has been received from Sh. Amol Gupta for purchasing a workstation class machine for Rs. 5.40 Lacs to complete the setup required for the EDA Toolchain facility, for which necessary software were already procured from TEQIP grant. Detailed impact analysis and justifications are given in Annexure 3-2.

- **The proposal of Sh. Amol Gupta was approved**

3. The Ph.D. Synopsis of Mr. Shivam Gautam, research scholar under Prof. Sanjay Kumar Srivastava, has been approved in the RDC meeting in July 2020. As per the norms of research assistantship, he is now eligible to receive a support of Rs. 25,000/- per month through TEQIP, from October 1, 2020 till the TEQIP-III project ends. Approval attached in Annexure 3-3

- **Research assistantship of Rs. 25000/- p.m. to Mr. Shivam Gautam was approved from October 1, 2020, till the TEQIP-III project ends**

4. To regularly monitor and review the progress of R & D projects granted to the staff members as well as under twinning activity, it is proposed to constitute a committee. The proposed committee is shown in Annexure 3-4.

- **The formation of the committee for said purpose with members as in Annexure 3-4 was approved. Further, it was advised that objectives of the R&D projects' committee may be formulated, and the committee must meet at least once every three months. Action by Prof. D. G. Rao**

5. The following equipment is proposed to be purchased
   a. CCTV Cameras – 30 nos, Rs. 3,50,000/-, for security in classrooms and faculty

- **The purchase of CCTV cameras was approved. Further suggested that the person responsible for observing output of these cameras may be well trained. A report of guidelines in DEI may be submitted to BoG. – Action by Prof. Rahul Swarup Sharma**

6. Proposals from Prof. D.G. Rao, Dr. Ashok Yadav, and Dr. Ankit Sahai may be circulated for approval after financial clearance is obtained. (Annexures 3-6, 3-7)

04/ BoG _ Sep-20	Approval for providing seed money of Rs. 2,00,000 for R&D activity to Prof Rahul Swarup Sharma whose proposal was initially deferred due to improper formatting. Now the final proposal is attached in Annexure 4. The proposal is approved by the Finance Committee.
	• **Rs. 2,00,000/- as Seed money for R&D activity to Prof. Rahul Swarup Sharma was approved**

PART-IV: ITEMS FOR INFORMATION

05/ BoG _ Sep-20	1. Admissions to all the Five branches of Engineering (Four existing branches + One new branch – Agricultural Engineering) were completed on 7th September 2020 and the regular classes have begun. A total of 376 students have been admitted. Admissions to B.Tech. Part Time (58 students), M.Tech. Full time (42 students), and M.Tech. Part Time (28 students) have also been completed. 2. Dr. Gufran Ahmed, Dr. Rajiv Kumar Chauhan and Dr. Subho Upadhyay had proposed a five-day Faculty Development Programme on **Microgrid Opportunity: Renewable Energy Resources and Buildings** during March 2020, which could not be conducted due to COVID-19. The same was finally conducted during June 20-24, 2020 in online mode with international participants. More than 800 participants registered from 62 countries for this five-day event. Detailed report of the same is attached in Annexure 5-2 3. Two online lectures were organized by Dr Gufran Ahmed, with external speakers. Announcements of the same are attached in Annexure 5-3 4. During March to September 2020, Prof Rahul Swarup Sharma and his team has filed five patent applications. Four of these had been reported in the BoG meeting held on 30-05-2020. One more application has been filed since then, brief details are attached in Annexure 5-4. 5. Prof. Saxena shared that TEQIP IV is likely to be approved and we need to compete to get selected for it.
06/ BoG _ Sep-20	**Any other item(s) with the permission of the Chairperson**
	• The next BoG Meeting will be held on 28th November, 2020. • Pre-GB Coordination committee meeting to be held on 10th November, 2020 • The Agenda for the meeting be circulated by 18th November, 2020.

The meeting ended with the Secretary proposing a vote of thanks.

Secretary
Board of Governors

CHAIRMAN
Board of Governors