



**BoG MEETING VIA CIRCULATION**  
**INSTITUTE OF TECHNOLOGY GOPESHWAR**  
**(Constituent Institute of Uttarakhand Technical University, Dehradun)**

Approved by AICTE

Date: 05/05/2019

**Minutes of Meeting**

The 2<sup>nd</sup> meeting of the Board of Governors of Institute of Technology, Gopeshwar was held on 05/05/2019 at Dehradun. The Chairman as well as the Vice chairman had very kindly agreed to convene the Meeting. However for urgency of another assignment, the Vice Chairman had to leave for New Delhi, Hence, the Chairman conducted the Meeting together with the Director, I.T. Gopeshwar and the Member Secretary besides the TEQIP Nodal Officer and Staff of TEQIP. In the absence of the Vice Chairman, only routine matters and matters requiring early action could be taken up for discussion. Matters related to policy issues were decided to be taken up in the next Meeting.

The following Participated

1. Dr. B.S Bisht – Chairman BoG, Institute of Technology Gopeshwar (Former Vice Chancellor, GBPUA&T Pantnagar and Director , BIAS Bhimtal)
2. Dr.Krishan Kant Singh Mer – Director Institute of Technology Gopeshwar and Member secretary
3. Mr. Vishwanath Bijalwan – TEQIP Coordinator, Member
4. Mr.Jitendra Sehgal – MIS officer TEQIP-III IT Gopeshwar, Member
5. Mr.Pramod Benjwal – Nodal officer Finance TEQIP-III, Member

Dr. K.K.S Mer the Member Secretary & Director, expressed greetings to the Chairman and all others present in the meeting. He also informed that the Vice Chairman Shri Omprakash IAS, Additional Chief Secretary, Technical Education will not be able to attend the meeting in view of some urgent work at New Delhi. The Director also presented a brief review of the progress at the Institute with respect to Academic, Administrative, Financial and Developmental activities. Also the Member Secretary informed problems encountered in speedy implementation of the recommendations made by the BoG.

Gopeshwar, Chamoli. Phone No. 01372-262244, e-mail: itgopeshwar@gmail.com

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The Chairman welcomed all the members present in the meeting. He also expressed that irrespective of the limitations including shortage of staff, very satisfactory progress has been recorded by the Institute.

The Chairman desired that the Member Secretary may present action taken report on the recommendation of the last BOG. These will also be presented in the meeting of the next BoG for kind information and suggestion of the honourable members.

### **1.1 Drafting Byelaws and rules of the Institute**

The Member Secretary presented copy of the drafted Byelaws including recruitment as well as Leave rules. The Chairman expressed satisfaction on speedy drafting of the rules and desired that these may be circulated to all the members in proper print form for their perusal and suggestions. The Chairman also suggested that the Byelaws, recruitment and leave rules being important for smooth running of the Institute, services of a consultant who is well versed with the World Bank requirements as well as functioning of scientific and educational institutions may be hired for limited period for further improvements. Together with all the suggestions incorporated, the printed copies may be made available in the next meeting of the BOG for approval.

### **1.2 Status of Infrastructure and Human Resources**

The BoG desired that the Govt. of Uttarakhand and Uttarakhand Technical University may be approached to approve regular staff and faculty for the Institute with adequate Cadre strength. The Member Secretary informed that necessary applications are being sent to the Government and Uttarakhand Technical University. It was also informed by the Member Secretary that total of 45 faculty positions have been sanctioned by the Government of Uttarakhand.

The Chairman expressed satisfaction over the progress. The Chairman desired that the Government may also be approached to approve non-teaching staff.

As desired by the BoG and NPIU, the Institute has created a corpus of Rs. 60 Lakh. The Chairman desired that the NPIU requirements may be fulfilled by the Institute. Towards this, necessary action will be taken at the Institute level and may be reported in the next meeting of BOG.

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**1.3 Approval fo application for NBA as per AICTE and NPIU Mandate**

The Member Secretary informed that the requirement of applying NBA need to be fulfilled by the Institute. It was desired that by June, 2019, Institute may apply for NBA accreditation in three branches.

**1.4 Approval for Advertisement to recruit Faculty:**

For fulfilling NBA requirements, necessary approvals may be obtained from the State Government and action may be initiated by the Institute for recruitment of Regular Faculty.

**1.5 Approval for Renewal of the term of Contractual Faculty and fixation of remuneration**

The Chairman desired that this matter may be reported in details in the forthcoming meeting of the BoG.

**1.6 Approval for Fixing of remuneration for Guest Faculty**

It was decided that the provisions of the Uttarakhand Technical University will be applicable till the next Meeting of the BoG.

**1.7 Fixing of sitting charges for various Committees and Meetings**

Action has been taken as per approval of the BOG

**1.8 Approval for hiring Guest house for Institute on lease**

The BOG had desired that the Guest House facility may be developed in the vicinity of the Institute. The Member Secretary informed that facility has been hired to serve as Guest House.

**1.9 Approval for hiring accomodation as hostels for boys and girls**

The Institute has been searching for suitable accommodation as hostels for boys and girls nearby the campus. So far no such accommodation has been found. Progress report in this regard will be presented in the next meeting of the BOG.

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**1.10 Hiring of a Bus for students and a Car for TEQIP activities**

It was informed by the Member Secretary that a JEEP (Mahindra Bolero) has been taken on hiring basis for TEQIP activities. However, efforts are being made for hiring a bus for students for their study tours.

**1.11 Approval for hiring Laboratory staff on contract basis**

Laboratory staff is essential for smooth operations of various labs. Efforts are being made to develop a process so that adequately trained lab staff could be made available to different labs of the Institute. Progress in this regard will be reported in the next meeting of the BoG.

**ITEMS for Ratification**

**2.1 To consider and grant ex-post-facto approval for procurement plan for entire period and action plan from Oct. 2017 – Sept. 2018 (Q3, Q4, Q1, Q2), which has been submitted to NPIU for allotment of funds.**

The chairman agreed with the procurement plan and action plan presented by the Member Secretary. However the details will be further presented in the forthcoming meeting of the BOG. In the meantime, the Institute may take appropriate action.

**2.2 Institute Purchase Committee**

The details will be presented in the next meeting of the BOG. A purchase committee has also to be constituted as directed by the BoG.

**2.3 Revision in Procurement Plan**

The BoG had accorded post facto approval for the procurement plan. Details were presented by the Member Secretary. These will be again put up in the forthcoming BoG with details of the plan.

**2.4 Engagement of Faculty Members posted by NPIU**

It was informed that that total of 14 faculty members have been assigned to IT Gopeshwar by the MHRD. They have joined during Jan. 2019 to March, 2019. The details will be presented to the next meeting of the BoG. The Chairman advised that the Faculty



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allotted by the MHRD may be adequately utilized. Their expertise may be used for teaching, research and developmental activities.

**2.5 Recruitment of TEQIP Cell Manpower (MIS officer, Asistant Accountant, Data Entry Operator and Peon)**

As approved by the BoG, MIS Officer and Assistant Accountant have been engaged on contractual basis for a period of 06 months. Further action is underway to hire services for other approved staff.

**2.6 To Consider and approve the financial autonomy to Project Director/ Project Coordinator to achieve the goals set out in IDP**

Discussion on this issue was deferred for the next Meeting of the BoG.

**2.7 To consider and approve the delegation of financial powers at different levels.**

The details in this regard will be presented in the next meeting of BoG

**2.8 To consider and approve the T.A./D.A. and Honorarium under TEQIP**

Necessary action is being taken as per BoG recommendations in accordance with TEQIP provisions. These will be reported in the next forthcoming BoG.

**2.9 Consider and approve the deputation of the Faculty/ Staff for attending Seminars, Conferences, and Training Programmes etc. within the country by Project Director/ Diretor**

As approved by the BoG in view of the TEQIP norms, these provisions are being implemented

**2.10 To consider and approve sundry expenses / allowances, refreshments and stay charges of students for attending seminars, conferences, training programs and paper presentation, industrial visits, local visits, sports activities etc.**

These provisions are being implemented on regular basis without facing any difficulty. Many of the faculty members have availed this facility for quality improvement.

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**2.11 To consider and approve restriction of 09 (Nine) days for faculty trainings in active session under TEQIP-III**

As approved by the BoG, this provision is being implemented.

**2.12 Approval for constitution of Internal Committees for TEQIP-III and appointment of TEQIP Coordinator as per NPIU mandate**

This provision is also being implemented by the Institute as per NPIU rules. As recommended by the BoG, action has been taken.

**2.13 Engagement /Hiring of Chartered Accountant for the purpose of Internal Control/ Audit of accounts in TEQIP-III project**

As desired by the BoG, auditing of the accounts is being done in 03 different stages.

1. Screening of the documents for auditing purposes.
2. Auditing by the C.A. of the NPIU.
3. Statutory audit by the NPIU.

Report has already been received for the period April, 2018 to March, 2019.

**2.14 To consider and approve the the establishment of Start-up Cell**

A startup cell has been already created at the institute level, the details will be presented in the next meeting of BoG.

**2.15 Ex-post-facto approval of the Expenditure incurred upto 30<sup>th</sup> June 2018 under TEQIP-III**

The Board had approved the expenditure incurred by the Institute under TEQIP-III up to 30<sup>th</sup> June 2018. In the next meeting of the BoG, Audit reports upto 31 March 2019 will be presented,

**2.16 Consider and permit the Director of the Institute to Sign MOU with reputed Institutions/ Industries/ R&D organizations for enhancing academic activities consultancies etc.**

As approved by the BoG, MoU are being signed by the Institute with reputed institution and R&D organizations. These will be put up in the next BoG Meeting

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**3. Items for Reporting/ Kind information of the Board of Governors**

**3.1 Helping Schools of the surrounding villages in computer education and social events**

**3.2 Computer facility provided to the schools**

**3.3 Helping nearby Government Polytechnic colleges**

**3.4 Guiding and Motivating Local farmers**

**3.5 Swachchhtaabhiyan in Institute campus as per fixed schedule**

**3.6 Providing free education under the scheme of PMKVY for skill development**

**3.7 Scheduling GATE classes in Institute Academic Time-Table**

**3.8 Industry Institute Interaction**

- 3.8.1 Industrail Visit of electrical engineering 3<sup>rd</sup> and 4<sup>th</sup> year students at Birahi Ganga Hydro Power Ltd. was organized in the month of October 2017.
- 3.8.2 Two days industrial visit of Civil Engineering 2<sup>nd</sup> year students at Vishnugad-Pipalkoti Hydro Electric Project (THDC India Ltd.) was organized in the month of February 2018 under TEQIP-III
- 3.8.3 ICC (Industrial Consultation Committee) formation is signed by institute with total seven numbers of local entrepreneurs.

As presented in the last meeting of BoG held on 28 July, 2018, various activities are being taken up by the Institute as part of its commitment for stduents and commitments. Additional information will be presented in the next meeting of the BoG.

Audit by State government audit for the period from 2013 to 2017 (Four Financial Years) has been done last year.

The Member Secretary informed that the local public is being contacted and taken in to confidence for outreach activities of the Institute. The Chairman appreciated the efforts of the Institute towards quality education.

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The Chairman further advised the following:

In procurement related matters, the World Bank guidelines must be studied carefully and followed very strictly. Services of a consultant may be hired for short term in order to examine the whole process in view of NPIU requirements. Also, independent committee may be formed for evaluation of the received tenders, lowest evaluated bidder etc. The Committee may comprise of technical experts and experts on financial matters and experts/officials for purchase, maintenance and stores related issues.

Expert services of a consultant well versed with the World Bank procedures, society matters, personnel record management systems of education institution may be hired for a short period of time. This will provide strong base for the Institute and reduced litigations in future.

The Chairman also expressed that the next meeting of the BoG may be convened at early date, preferably at I.T. Gopeshwar. Also, that the Members of the BoG specifically Industry representatives may be invited for visiting the Institute and TEQIP activities to have first hand observations and provide their guidance for improving the quality of technical education.

The Member Secretary expressed his gratitude to the Chairman and TEQIP Nodal officers for their valuable comments and suggestions.

**Member Secretary**

**Chairman BoG**