

VISHWAVIDYALAYA ENGINEERING COLLEGE  
LAKHANPUR

MINUTES OF  
2<sup>nd</sup> MEETING OF BOARD OF GOVERNORS  
FOR TEQIP-III PROJECT  
HELD ON  
25<sup>th</sup> October 2018.

VENUE – PRINCIPAL'S OFFICE, VISHWAVIDYALAYA  
ENGINEERING COLLEGE, LAKHANPUR

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Minutes of the 2<sup>nd</sup> Meeting of Board of Governors, Vishwavidyalaya Engineering College, Lakhanpur held on 25<sup>th</sup> October 2018 at Principal's office, Vishwavidyalaya Engineering College, Lakhanpur .

Members present : on 25<sup>th</sup> October 2018

- 1) Dr. Subhash Chandra Sharma (Chairman)
- 2) Dr. S.K. Singhai
- 3) Dr. R.K. Sahu.
- 4) Dr. H. Chandra
- 5) Mr. Ankit Sharma

#### MINUTES OF MEETING (AGENDA)

1. Discussion on report submitted by performance auditor and suggesting the action to be taken collectively by all the faculty members of the institute.
2. Communication Skill Classes for all the students of the institute possibly at 4:00 pm for at least one hour.
3. Measures to be taken maintaining the ratio of 1:2:9 for Professor, Associate Professor and Assistant Professor thus maintaining the teacher student ratio of 1:20 as per AICTE norms for accreditation.
4. Startup / innovation activities for the previous two quarters to be produced and presented.
5. Training of faculties of Management / English as per the setup of language lab.

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6. Time table of the institute should be on hourly basis as per the AICTE / University scheme with load of principal, Professor and HODs, Associate Professor and Assistant Professor as per AICTE norms.
7. As per the common feedback taken from students following problems have been identified which should immediately be solved such as operation of bus, drinking water, forming and executing academic calendar, providing blazer to students if fees is taken, providing first aid kit, sanitary napkin vending machine as per AICTE guideline, maintenance of girls toilet, solving the voltage fluctuations problems, providing canteen and girls common room, maintaining proper parameters for sessional marks and implementation of biometrics attendance.
8. Report of first performance audit to be mailed to all the BOG members.
9. Training activities with NIT Raipur is appreciated and instructed for timely completion.
10. Report of internal and statutory audit for financial year 2017-18 was found satisfactory and appreciated.
11. Ensure making nodal officers for all the project activities such as student learning, employability, research and development, twinning activities etc. and assigning the activities as per action plan for this quarter and subsequent quarters. Above list to be mailed to the BOG member within 10 days.
12. Ensuring proper and effective use of procured items.
13. Action taken on minutes of previous BOG meeting of 14/05/2018 to be mailed within 10 days.
14. Planning of next board meeting 5<sup>th</sup> to 10<sup>th</sup> December 2018. Different OICs will make a presentation before BOG of the work which they have been assigned for current qtr.

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