

**MINUTES OF THE
TWELFTH (12th) MEETING OF THE BOARD OF GOVERNORS
HELD ON TUESDAY, 15th JANUARY 2008**

The twelfth meeting of the Board of Governors of the Institute was held on Tuesday, 15.01.2008 at 11.00 am in the Conference Room of COE, Pune and the following members were present.

1.	Dr. F. C. Kohli	Chairman
2.	Mr. Prataprao Pawar	Member
3.	Mr. Atul Kirloskar	Member
4.	Prof. B. S. Sonde	Member
5.	Commodore Anand Khandekar	Member
6.	Dr. G. B. Pant	Member
7.	Dr. S.K. Mahajan	Member
8.	Prof. A. D. Sahasrabudhe	Member – Secretary
9.	Prof. N. B. Pasalkar	Invitee
10.	Prof. B. B. Ahuja	Invitee
11.	Prof. S. R. Kajale	Invitee
12.	Prof. S. R. Sathe	Invitee
13.	Prof. (Mrs.) P. P. Rege	Invitee
14.	Mr. Jadiye	Invitee

Dr. (Mrs.) Joyce Shankaran, Additional Chief Secretary, Higher & Technical Education Department, Government of Maharashtra, Dr. S.G. Dhande, Dr. Uday Salunkhe and Mr. Kantilal Umap could not attend the meeting owing to their prior commitments and were granted leave of absence.

Dr. F. C. Kohli, Chairman, Board of Governors of the Institute welcomed the members.

The Board decided to start with the presentation by Mr. Christopher Benninger, Architect, appointed to prepare a Master plan of the Institute before taking up other agenda items.

Presentation by Mr. Christopher Benninger

Mr. Christopher Benninger and Mr. Khushroo Irani presented the salient points of the master plan.

COEP Campus Master Plan:

1. The COEP Master Plan was presented. This incorporated all the comments and feedback from previous BOG and BWC meetings and discussions held with the faculty, students and alumni of COEP.
2. The Architectural and Urban Design Guidelines were presented. This included a range of guidelines governing how new development on the campus should take place.

3. The Campus Development Packages were presented. These were categorized into 6 types including new buildings, infrastructure, circulation and parking, landscape, riverfront development and special projects. The development of the campus in 4 phases of 3 years each was proposed. An estimated cost for each phase was presented to be Rs. 53 crores, Rs. 98 crores, Rs. 56 crores and Rs. 74 crores respectively. The overall cost of the 4 phases works out to about Rs 281 crores.
4. The first phase comprised of new academic complex, new girls hostel, library and knowledge centre, restoration of heritage building, development of parking lots and landscaping.
5. Feedback, suggestions and comments from faculty, students and alumni was presented.

COEP Building Architecture:

6. The detailed design of new Girls' Hostel Building and cost comparison for different services was presented. The new location of the Girls' Hostel Building in the present hostel complex, including plans and sections was presented.
7. The revised design of Classroom Complex Building including Plans, Sections and perspective views of the building was presented.

Comments and Feedback from the Board:

1. The encroached land should be used for additional student housing, as well as faculty housing. A proposal should be developed for the same and included in the Master Plan.
2. The Board accepted the scale of the new buildings in the Master Plan. All foundations of new structures should be designed such that they can accommodate future extension.
3. The college play ground should also be developed with different sports facilities and indicated in the Master Plan.
4. The new Administration Building should be built in the first phase itself so that heritage building can be suitably restored.
5. The Master Plan does not need to specify buildings for each department. The Board indicated that the campus and institute will constantly evolve and all future needs cannot be planned for at present.
6. An underground connection should be proposed from the Hostel Campus to the college play ground. Similarly, an underground connection under the Sancheti Hospital intersection should also be proposed.
7. The Board noted the cost implications and the phasing of the development.
8. A presentation of the Master Plan should be made to Alumni in Mumbai. Copies of the Master Plan report should be circulated among alumni in India and abroad.
9. The Campus Master Plan was accepted for implementation.
10. The Board approved the design for the Girls Hostel with 2 rooms sharing a toilet block.
11. In case of Classroom Complex, the Board suggested that COEP follow the best practices (as per IIT standards or better) while deciding on the detailing of the building.

Mr. Christopher Benninaer and his team left thereafter.

The Board then decided to have the presentation by Mr. Madhav Pol of M/S. Joshi & Pol our statutory auditors, on the accounts of the institute for the financial year 2003-04.

Presentation by Mr. Madhav Pol of M/S. Joshi & Pol, statutory auditors

Mr. Madhav Pol introduced his team and himself and then proceeded to present the institute's accounts for the financial year 2003-04, since the inception of autonomous status of COEP. He informed the Board that the work of writing accounts was carried out by an outsourced agency and that Double Entry Book-keeping accounting system was introduced since 2003-04, unlike the single cash book-entry system followed by the Government of Maharashtra in the past.

He emphasized that magnitude of transactions were large and the task was Herculean as he and his team had to satisfy themselves with only 85-90% of the documents being made available for scrutiny.

Mr. Pol expressed his concern on the performance of the accounts department and expressed the need for better trained and experienced manpower to work in the accounts department, headed by an able Finance Officer.

The Board requested Mr. Pol to submit a brief report expressing the needs of the accounts office in terms of staff requirements and the training requirements, for its consideration.

Mr. Pol expressed that certain accounts were managed by the Heads of Department independently which in his opinion was not the right practice. The Board while appreciating his apprehension, decided that each of such accounts be signed by the Director, authorized signatory of the Board.

Mr. Pol further explained the details of the balance sheet prepared for the year 2003-04 and mentioned that he was unable to ascertain the exact liability as valuation of assets prior to autonomous status of the institute was not known and that the task be undertaken by the institute in this regard. The Board suggested that the assets registers be maintained both prior to autonomy and post autonomy separately. The issue of valuation for existing buildings and demolishing of structures post autonomy status for furthering the growth of the institute were also discussed by the Board and the Board decided that as and when such a situation arises, a proposal to that effect be sent to the Government of Maharashtra.

On the issue of rate of depreciation to be considered for various fixed assets, the Board decided to follow the IIT pattern.

Board was informed that a large sum of Rs. 50,95,899/- is accumulated in the Caution Money Deposit which was due to students. The Board suggested that a bifurcation be made of the sums due to present students and past students and that an advertisement be released informing the past students to claim the caution money deposit in two months time failing which, the amount be transferred to the Corpus Fund of the Institute.

The Board also decided that grants/scholarships/freeships/concessions received from the Government on behalf of students and not claimed by such students be returned back to the Government.

The Board noted that there were several outstanding advances in the names of faculty and staff of the institute for a very long time, prior to autonomy. From the status of records, it was not possible to ascertain whether the advances were not settled by employees or the bills were misplaced and not traceable in the accounts office since many officers and staff in the accounts office were transferred and there was no continuity. The Board requested the Director to look into the matter, seek explanation from the concerned employees and resolve the same at the earliest on a case to case basis.

The agenda items for the day were taken up as below:

Item No.1: Confirmation of the Minutes of the 11th Meeting of the Board of Governors of the Institute held on 11.10.2007

The Board **CONSIDERED** the Minutes of the 11th meeting of the BOG held on 11.10.2007. Mr. Jadiye pointed out that the faculty appointments be made on contract basis till the options were exercised by all faculty and staff and roster approved by the Government. The Board noted his observations and felt that since there is an acute shortage of faculty, it is desirable to appoint faculty on regular basis based on the Recruitment Rules and Service Conditions approved by the Board in order to attract and retain good faculty. After due deliberations, the Board decided that faculty be recruited on an initial probation of two years as per the Recruitment Rules and Service Conditions adopted by the Board and regularise them on satisfactory completion of probation

R-12/1/2008: The Board **RESOLVED** that the minutes of the eleventh meeting of the Board of Governors of the Institute held on 11.10.2007 be **CONFIRMED** as enclosed (**ANNEXURE – 1**).

Item No. 2: Actions taken on the decisions of the Eleventh meeting of the Board of Governors held on 11.10.2007.

2.1 Proposal to Govt. of Maharashtra seeking funds for girls hostel, classroom complex, heritage building and new library building: The Board noted the status and decided that proposal for new administration building also be sent to the Govt. of Maharashtra keeping in view the need to restore the existing Heritage building and sustain it.

2.2 Graduation Ceremony of COEP: The Board suggested that the Dean may assist the Director in following up with the University authorities and expedite the matter. The Board also decided that it could award provisional certificates within one month of the declaration of results by holding a Graduation Ceremony subject to approval by the University authorities.

2.3 Inter-disciplinary Research Centers: The Board noted the same.

2.4 Presentation of Final Accounts for the financial year 2003-04: This item was taken up prior to the discussion of the agenda

items and the Board was appreciative of the efforts put in by Mr. Madhav Pol in streamlining institute accounts.

2.5 Repair of toilet blocks in the Auditorium and Library:
The Board noted the same.

2.6 Enhancement of Financial Powers: The Board noted the same.

2.7 Faculty Re-Structuring: The Faculty restructuring and cadre distribution was tabled at the meeting. The Board noted that AICTE recommended student faculty ratio of 15:1 was a bare minimum one and that the Govt. of Maharashtra has recommended a ratio of 12:1 for UG programmes, while IITs have a student faculty ratio of 9:1. The Board suggested that for achieving excellence, a student faculty ratio of 12:1 or better be adopted. In case of PG programmes, AICTE recommended student faculty ratio of 10:1 be adopted. Prof. Sonde and the Director were requested to re-draft the faculty requirements keeping this in view. The revised note on faculty restructuring and cadre distribution prepared by the Sub-Committee has been placed at **(ANNEXURE – 2)**.

R-12/2(a)/2008: The Board **NOTED** the actions taken on the decisions of the 11th meeting of the Board held on 11.10.2007 as stated above.

R-12/2(b)/2008: The Board **RESOLVED** that proposal with plans for the new administration building be sent to the Govt. of Maharashtra at the earliest.

R-12/2(c)/2008: The Board **RESOLVED** to award provisional passing certificates to all its pass-out students as also gold medals to toppers in various disciplines within one month of the declaration of results.

R-12/2(d)/2008: On the financial accounts for the Year 2003-04 presented by the Statutory Auditors M/s Joshi and Pol, and the inputs given by Mr. Pol, the Board **RESOLVED** as under :

- (i) Adopt the Institute Accounts for the financial year 2003-04;
- (ii) To review the manpower needs of the accounts section;
- (iii) Unclaimed grants/scholarships/freeships/concessions received on behalf of the students be returned to the Govt. of Maharashtra;
- (iv) Depreciation rates as followed in IITs be adopted;
- (v) Caution Money Deposit of pass-out students be returned to claimants up to two months of the advertisement and all unclaimed amounts thereafter, be transferred to the Corpus Fund account of the Institute; and
- (vi) Advances outstanding against individuals be sorted out on case to case basis and written off if need be, with the consent of the Board.

R-12/2(e)/2008: The Board **RESOLVED** to review the faculty restructuring and cadre distribution.

Item No. 3: Presentation Mr. Christopher Benninger

This item was taken up prior to the discussion of the agenda items.

R-12/3/2008: The Board appreciated Mr. Benninger's presentation and **RESOLVED** that the Campus Master Plan be widely circulated to alumni and implemented.

Item No. 4: Contribution towards Corpus Funds

The Board decided that of the balance amount of Rs. 4,81,90,019/- in the Student Development Fee Account (accumulated over a period of 4 years), Rs 2 crores be transferred to the Corpus Fund Account, Rs. 2 Crores be transferred to the Staff Development Fund Account and Rs. 20 lakhs each be transferred to the Maintenance and the Depreciation Fund Accounts. The Board expressed the need to reward meritorious and deserving faculty with incentives and on being informed that TEQIP guidelines exist for utilisation of the four funds, the Board decided to adopt them.

R-12/4/2008: The Board **RESOLVED** that TEQIP guidelines be adopted for utilisation of four funds and also **RESOLVED** to deposit Rs. two crores each in the Corpus Fund and the Staff Development Fund Accounts and Rs. twenty lakhs each in the Maintenance and the Depreciation Fund Accounts.

Item No. 5: Honorarium to M.Tech students for teaching assignment

The Board appreciated the proposal for utilizing the bright M. Tech students for teaching assignment. On the question of number of hours of teaching and the honorarium amount, the Board suggested that students be engaged on an hourly basis and that their honorarium per month could range from Rs. 2000/- to Rs. 4000/- depending on the number of hours.

The Board decided that the Director may engage bright M.Tech. students for teaching assignment based on the inputs from respective HoDs.

R-12/5/2008: The Board **RESOLVED** that bright M. Tech. students be engaged for teaching assignments, on an hourly basis with their stipend ranging from Rs. 2000/- to Rs. 4000/- per month.

Item No. 6: Conduct of Ph.D. Program by COEP

On being informed of the need to introduce Ph.D. programmes with 2 fellowships per department @ Rs. 9,500 /- p.m. in the first year & Rs. 10500 /- p.m. in the subsequent three years, the Board felt that a detailed note be put up for specific programs to be initiated and that Board's approval be obtained thereon.

R-12/6/2008: The Board **RESOLVED** to request the Director to submit a proposal with specific PhD programs for its consideration.

Item No. 7: Disciplinary action against Shri. Chandrakant T. Kunjir

The Board was informed that Shri. Chandrakant T. Kunjir, Assistant Professor in Mechanical Engineering who is presently working in the Production Engineering Department and has been implicated by the

Government of Maharashtra for conducting private Coaching Classes. The Board noted that the DTE had requested the BoG to take appropriate disciplinary action against the individual. The Board after due deliberations decided to reprimand Shri. Chandrakant T. Kunjir, and warn him not to engage in private coaching classes.

R-12/7/2008: The Board **RESOLVED** to reprimand Shri. Chandrakant T. Kunjir, and warn him not to engage private coaching classes.

Item No. 8: Items for reporting to the Board

a) Faculty Recruitment:

The Board was informed that subsequent to the approval of the recommendations of the selection committees held between 6th December 2007 to 18th December 2007 by the Chairman of the BoG, the appointments were made against the vacant faculty positions in December 2007.

The recommendations of the selection committees held between 3rd January 2008 to 10th January 2008 were placed on the table for approval. It was pointed by the members that certain faculty positions tabled in the meeting were for regular appointment while some others were on contract since they do not meet the norms. The Board decided to deal with such cases separately while approving the remaining appointments, keeping in view the dire shortage of faculty in the institute. It was suggested that Director may separate the cases concerning regular appointments on two year probation and contract appointments and issue the appointment letters after the approval of the Chairman of BoG.

b) Faculty given the benefit of Career Advancement Scheme (CAS):

The Board approved the recommendations of the Committees for Career Advancement Scheme for faculty members.

c) Faculty deputed for training/participation in conferences abroad:

The Board noted the same.

d) MoUs with Academia/Industry:

The Board noted the same.

e) 8th JRM and its hosting by COEP:

The Board noted the same.

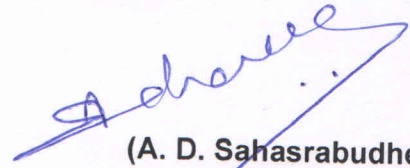
f) UGC recognition under Section 2 (f) and 12 (B) of the UGC Act, 1956

The Board noted the same.

R-12/8(a)/2008: The Board **RESOLVED** that the items reported on the agenda as stated above be **NOTED** as reported and **APPROVED**.

Item No. 9: Any other item with the permission of the Chair
There were no more items.

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



(A. D. Sahasrabudhe)
Member- Secretary
Board of Governors, COEP