MINUTES OF THE
EIGHTH (8th) MEETING OF THE BOARD OF GOVERNORS
HELD ON WEDNESDAY, 10TH JANUARY 2007

The eighth meeting of the Board of Governors of the Institute was held on Wednesday, 10.01.2007 at 3.00 pm in the Conference Room of COE, Pune and the following members were present.

1.	Dr. F. C. Kohli	Chairman
2.	Shri. Prataprao Pawar	Member
3.	Prof. B. S. Sonde	Member
4.	Commodore Anand Khandekar	Member
5.	Prof. S. G. Dhande	Member
6.	Dr. G. B. Pant	Member
6.	Prof. Uday Salunkhe	Member
8.	Prof. N. B. Pasalkar	Member
9.	Mr. Kantilal Umap	Member - Secretary
10.	Prof. A. D. Sahasrabudhe	Invitee
11.	Prof. B. B. Ahuja	

Dr. (Mrs.) Joyce Sankaran, Shri. Atul Kirloskar, and Mr. Subodh Kumar, Principal Secretary, Finance Department, Government of Maharashtra 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 all the members.

The Board decided to start with the presentation by Mr. Christopher Benninger, Architect, regarding his views on the Master plan of the Institute before taking up formal agenda items.

Mr. Christopher introduced himself as a graduate architect from Harvard University, with a Masters' in Town Planning from MIT, USA , and mentioned that his company in India had been specializing in projects related to schools and colleges and in particular had the experience of blending modern architecture with that of heritage structures. He briefly presented to the Board the works executed by him in India and Bhutan.

He further went on to present his views on COEP master plan based on the survey carried out by him, including the assets/liabilities/potentials/constraints of COEP, and strategies to resolve the issues of subway connecting the two parts of the campus, the classroom complex, the hostels, among other issues.

During the discussions, Mr. Christopher was told that he should address the following concerns of COEP and prioritize the work phase wise without altering the characteristics of existing structures to the extent possible.

1. Restoration of the existing heritage buildings,
2. Classroom complex,
3. Additional structures for hostels and labs in tune with the Vision of COEP i.e. keeping in view the likely increase in student intake as and when COEP acquires Deemed University status and more land is made available,
4. Demolishing existing old structures and building new ones thereon after additional facilities have been created.

Some of the members expressed disappointment in the use of existing main building and being a heritage structure, the Board felt that in order to have longevity of the heritage main building, it should house only offices of the Director/ Deputy Director/ GM (Admin.) and Deans and be put to appropriate minimal use, perhaps with one seminar/conference room. The members felt that it was imperative to restructure and remove other offices and activities currently held in the main building. Mr. Christopher was also requested to look onto this aspect. He was further told to urgently address the restoration of the existing heritage buildings and the Classroom complex, keeping in view the philosophy of education and that how well it could be reflected in the architecture.

Mr. Christopher informed the members that he would need a couple of meetings with the BWC and college authorities to understand the Vision of COEP, before he could put-up various alternatives for the Master plan.

Mr. Christopher Benninger and his team left thereafter.

On being queried on the identification of Mr. Christopher Benninger, Architect, for the preparation of the Master plan, the Board was informed that Mr. Christopher Benninger, Architect, was short listed and recommended by BWC for the consideration of the Board based on the presentations made by three architects.

R 8/1/2007: The Board **RESOLVED** that Mr. Christopher Benninger be appointed as the Architect to prepare the Master plan of the institute in tune with the Vision of COEP.

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

Item No.1: Confirmation of the Minutes of the 7th Meeting of the Board of Governors of the Institute held on 01.09.2006

The Board **CONSIDERED** the Minutes of the 7th meeting of the BOG held on 01.09.2006.

R 8/2/2007: The Board **RESOLVED** that the minutes of the Seventh meeting of the Board of Governors of the Institute held on 01.09.2006 be **CONFIRMED** as enclosed **(ANNEXURE – 1).**

Item No. 2: Actions taken on the decisions of the Seventh meeting of the Board of Governors held on 01.09.2006.

2.1(a) TEQIP Presentation: The Board noted the auditor's and mentor's reports and were appreciative of the progress made by COEP in this regard. However, it was felt that parameters for which the scores were less than 7.0, be analysed in greater detail and that the institute should strive to improve performance in all such areas.

From the discussions it emerged that present scores were inadequate for the institute to qualify under TEQIP phase-2. Hence a far better performance was expected from the institute by the time next audit takes place.

The Board directed the institute to look into all parameters with low scores, and in particular, Tribal development and Networking related parameters. It was also suggested to nominate counselors for the underprivileged. The Board further directed that detailed audit reports be sent to Dr. Dhande and Dr. Salunkhe in future and seek their assistance more often.

The Board decided that frequent meetings be also held to review the TEQIP progress.

The Board also decided that in each of its meetings there may be a presentation by one major and one minor department. This would give the members adequate opportunity to understand the functioning of the departments and interact with the respective Heads of the Departments.

2.1(b) Construction of class room complex: The views of BWC were noted. The Chairman agreed that institute should follow it up with the Govt. of Maharashtra and requested Mr. Umap to provide all assistance that will enable transfer of funds from PWD to COEP.

2.1(c) Recruitment Rules and Service Conditions: Prof. Sonde informed the Board that the recruitment rules prepared by the state level committee of which he was a member would take some time for them to be made applicable to all Govt. autonomous institutes. He suggested that he had prepared simple rules which if the members approved could be adopted by COEP and implemented. The Board appreciated Prof. Sonde's contribution and decided that members peruse the rules circulated by Prof. Sonde and send their inputs/observations, if any, within a week's time. These would then be approved by circulation. Prof. Sahasrabudhe was requested to coordinate.

2.1(d) Review of PG courses: The institute is in the process of reviewing all the PG as well as UG courses.

2.2(a) NBA Accreditation: On being informed of the possibility of visit of NBA inspection team for accreditation of all UG and PG programmes, members expressed concern over the vacant faculty positions, in particular those of Computer Engineering and IT department.

Positions of four Professor Emeritus and two senior Professors approved by Chairman were tabled along with 8 other applications for vacant faculty positions in different disciplines, seeking the Board's approval. The Board decided that Prof. Sonde in consultation with the Director recommend the applicants for appointment as faculty on contract basis to the Chairman, BoG from time to time.

The Board requested Commodore Anand Khandekar and Shri Prataprao Pawar to assist the institute in filling up vacant faculty positions in Information Technology and Computer Engineering programmes.

In the light of above discussions, the Board felt that Statutes of the Institute be also framed, for which a committee comprising of Prof. Sonde, Dr. Pant, Prof. Sahasrabudhe and Prof. Ahuja, was constituted. The Board opined that recruitment rules could form a part of the Statutes. Prof. Sahasrabudhe was requested to coordinate the same.

2.2(b) On-line lectures from IIT Bombay: The Board was appreciative of the efforts put in by the institute to start on line courses from IITB to COEP in the interactive mode. The Board noted the list of courses being transmitted live from IITB.

2.2(c) Appointments of Deputy Director, Deans and General Manager (Admin.): The Board noted the same. Mr. Umap informed that the Govt. would seek clarification on the special pay being offered to the Deans and the consolidated salary offered to the General Manager (Admin.). The Board decided to send justification in this regard to the Govt. of Maharashtra.

2.3(a) Up to date Accounts of the institute: The Board noted that M/s Joshi and Pol have been appointed as Internal Auditors of the Institute with the assistance of Shri Prataprao Pawar, Chairman, Finance Committee and that the work of computerized "Double Entry Book Keeping" in Tally software has been awarded to Accountancy Academy. The accounts for the financial years 2003-04, 2004-05 and 2005-06 are being prepared using Tally software and are expected to be completed by March 2007.

2.3(b) Transfer of Rs. 13.56 crores from ED/PLA and PD/PLA Accounts to Institute Accounts: The Board noted that a letter has been written by Dr. F. C. Kohli, Chairman, Board of Governors to the Hon'ble Minister for Higher and Technical Education, Govt. of Maharashtra requesting for transfer of Rs. 13.56 crores from ED/PLA and PD/PLA account to the institute. This is being followed up by the institute and it is understood that the proposal is awaiting clearance from the Ministry of Finance.

2.4 Recruitment of UG/PG faculty on contractual appointment with full scale as applicable: The agenda item was already discussed under the Action Taken Report (Item 2.2(a)).
The Board suggested that all tenure appointments referred to are in fact contractual appointments and hence nomenclature be changed accordingly.

2.5 Implementation of revision in Hostel Fees: The Board noted that the revision in hostel fee from Rs. 500/- to Rs. 5,000/- per annum has been implemented and the following amenities and services added in the hostels:

Security Service (outsourced) ;
Cleaning Services - Wet and Dry Sweeping (outsourced);
Electrical Maintenance (outsourced) ;
Plumbing and Building Maintenance (outsourced);
Fans, Furniture and Beds provided to all rooms/inmates

2.6 Implementation of increase of bandwidth to 8 Mbps: The Board noted that Institute has increased internet bandwidth from 2 Mbps to 8 Mbps at a cost of Rs. 19.5 lakhs (plus service tax) per annum from the present service provider VSNL.

R 8/3/2007 : The Board **NOTED** the actions taken on the decisions of the 7th Meeting of Board of Governors.

Item No. 3: Introducing five day week at COEP

From the discussions on the subject matter it emerged that institute needs to have more flexibility in its working pattern, especially when there is a shortage of classrooms. Members opined that the institute could work in two shifts to overcome this problem. In view of the above, the Board decided that based on the needs of the institute, faculty put in at least 40 hours of work per week.

R 8/4/2007: The Board **RESOLVED** that 40 working hours/ per week for both faculty and staff be ensured keeping in view the flexibility and needs of the institute.

Item No. 4: Implementation of 60 days vacation leave or 30 days earned leave for faculty appointed on contractual basis

The Board was informed that the faculty/staff appointed on contractual basis were entitled to only 8 days of casual leave in a year at present and that they had represented to get the facility of vacation leave like all other faculty members. After discussions, the board decided to give such faculty, 3 weeks of leave in a calendar year in addition to the existing 8 days of casual leave which would be non-en-cashable and non-accumulative.

R 8/5/2007: The Board NOTED the present leave entitlement of the contractual faculty/staff and **RESOLVED** that contractual staff be entitled to 3 weeks of leave in a calendar year which would be non-en-cashable and non-accumulative.

Item No. 5: Establishment of Estate Office

The Board noted the structure of the Estate Office and felt that it is necessary as soon as functioning of PWD from the institute is withdrawn by the Government.

R 8/6/2007: The Board **RESOLVED** that the Estate office as suggested be approved.

Item No. 6: (a) Proposal for revision in Tuition Fees

The Board was apprised of the deficits in the tuition fees on account of non-realisation of fees from social welfare department, Zilla parishad and tribal development cell. Proposed revised tuition fee structure for both UG and PG courses was placed before the Board. The Board after deliberations decided that efforts be made to realize these outstanding amounts and in future all students including those from concession category pay the tuition fees at the time of admission itself and get the tuition fee reimbursed from the concerned Govt. departments. It was decided that this may be notified in the admission brochure of the institute.

R 8/7/A/2007: The Board **RESOLVED** that the tuition fees be realized from all students including those seeking concessions under various categories at the time of admission itself and students be advised to seek reimbursement from respective Government departments. The proposal for increase in tuition fees was resolved to be kept in abeyance.

Item No. 6: (b) Proposal for revision in Other Fees – LIBRARY FEE

The Board was informed of the total annual expenditure on books and journals and the fees collected from UG and PG students collected on account of Library Fee head.
The Board noted the anomaly in Library Fee in respect of PG students which was far lower than UG students and decided to raise the Library Fees for PG students as follows:

M.Tech.: Rs. 1000/- per student per annum
Ph. D : Rs. 1500/- per student per annum

R 8/7/B/2007: The Board **RESOLVED** that Library Fees in respect of post graduate students be revised as under with effect from the next academic session 2007-08.

M.Tech.: Rs. 1000/- per student per annum
Ph. D : Rs. 1500/- per student per annum

Item No. 6: (c) Proposal for revision in Other Fees – INTERNET FEE

The Board noted the anomaly in Internet Fee in respect of PG students which was far lower than the UG students and decided to raise the Internet fee for PG students to Rs. 500/- per student per annum at par with the UG students.

R 8/7/C/2007: The Board **RESOLVED** that internet fee for PG students be raised from Rs. 150/- to Rs. 500/- per student per annum, with effect from the next academic session 2007-08 to bring it on par with that of UG students.

Item No. 6: (d) Proposal for revision in Other Fees – TRAINING & PALCEMENT FEE

The Board was informed about the existing fee structure for training and placement fee. UG students are being charged Rs. 75/- per month while PG students are not charged any fee. The total placement expenses are about Rs. 3 lakhs per annum, while fees collected is of the order of Rs. 1.95 lakhs per annum. After discussions, the Board decided to introduce Placement fee for PG students at par with existing UG students, i.e. Rs. 75/- per student per annum. The Board further advised the institute to explore possibility of meeting the additional requirements from the firms visiting the institute for campus recruitment.

R 8/7/D/2007: The Board **RESOLVED** that placement fee for PG students be introduced at Rs. 75/- per student per annum at par with the UG students with effect from the next academic session 2007-08.

Item No. 7: Committees for sanctioning Senior Scale, Selection Scale and promotion through Career Advancement Scheme to the teachers working in COEP

A proposal for constituting committees for promotion through Career Advancement Scheme and promotion to Senior and Selection Scale for faculty and committee for sanctioning Senior Scale for Class III and Class IV employees was considered by the Board. The Board expressed concern over faculty stagnation issues and approved the committees as proposed with modifications as under:

In case of Career Advancement Scheme, and promotion to Senior and Selection Scale for faculty, the Board suggested that these committees be on the lines of the recruitment of regular faculty of the institute as per the Recruitment Rules proposed by Prof. Sonde and if necessary, additional members based on statutory requirements of AICTE, and the State Govt. be included.

R 8/8/2007: The Board **RESOLVED** that committees for promotion through Career Advancement Scheme and promotion to Senior and Selection Scale for faculty and committee for sanctioning Senior Scale for Class III and Class IV employees as suggested by the Board be constituted (**ANNEXURE – 2**).

Item No. 8: Delegation of Financial Powers up to Rs. 5 lakhs to the Director / Chairman BWC

On the recommendations of the BWC, the Board decided to raise the Financial Powers of the Director up to Rs. 5 lakhs. The Board was informed that previously Prof. Ahuja, in his capacity as Dean (R&D and Resource Mobilization) was signing cheques as second signatory for payments up to Rs. 2 lakhs. The Board decided that as Prof. Ahuja is now appointed as Deputy Director, he would continue to be the second signatory from the institute for payments up to Rs. 5 lakhs.

R 8/9/2007: The Board **RESOLVED** that Director and Deputy Director be authorized to sign cheques with an upper ceiling of Rs. 5 lakhs.

Item No. 9: Renaming of Metallurgy Department as Department of Metallurgy and Materials Science

On the recommendations of the Senate, the Board approved the renaming of Metallurgy Department as Department of Metallurgy and Materials Science.

R 8/10/2007: The Board **RESOLVED** that the Metallurgy Department be renamed as Department of Metallurgy and Materials Science.

Item No. 10: Change in the Grading System

The Board was informed that the institute was following absolute grading system and awarding First Class for a CGPA of 6.0 and above. However, in most of the IITs and institutes of higher learning, either the class is not awarded or if awarded it is for a CGPA of 6.5 and above on a scale of 10. The Senate too had proposed to award only CGPA and not the class.

Some of the members were of the opinion that in the transcript it could be mentioned that though the institute does not have a policy of awarding class, however, a CGPA of 6.5 may be considered as First Class. This they felt was essential as certain firms and certain institutes seek clarification whether a student has a First class for consideration of appointment or admission to higher studies.

The issue of adopting relative grading system from the next academic session was also discussed by the Board and it was decided that COEP follow the same system as followed by IITs. The present system followed in COEP needed re-consideration in totality and thus it was decided that institute may discuss this issue and come out with a concrete proposal which may then be considered by a committee comprising of Prof. Sonde, Prof. Dhande and Prof. Sahasrabudhe.

R 8/11/2007: The Board **RESOLVED** that COEP follow the grading system as practiced in IITs and a committee comprising of Prof. Sonde, Prof. Dhande and Prof. Sahasrabudhe was requested to suggest the changes.

Item No. 11: Items for reporting to the Board

a) Report submitted by Mr. Kiran Kalamdani on the COEP Heritage Structure and stage wise breakup of the proposed work

b) Proposed Road widening in front of COEP

c) Minutes of the two Meetings of the Senate held on 7th October 2006 and 14th November 2006.

d) Minutes of the two Meetings of the BWC held on 14th October 2006 and 11th November 2006.

e) List of Faculty deputed for training, participation in conferences abroad

f) List of MoUs with Academia/Industry

g) Proposal for the Construction of Classroom Complex with the funding given by the Government

h) Nomination of Prof. Anil D. Sahasrabudhe, Director, COEP, as Non-Executive Director of DECIMIN Control Systems Private limited, Pune, in honorary capacity

i) Nomination of Prof. B.B. Ahuja, Deputy Director, COEP, as Chairman, Board of Governors, Board of Apprenticeship Training (BOAT), Western Region, Mumbai, by Ministry of Human Resource Development, Dept. of Higher Education, New Delhi, for a period of 3 years with effect from 13th December 2006 in honorary capacity

R 8/12/2007: The Board **NOTED** the items reported.

Item No. 12: Any other item with the permission of the Chair

(A) Contribution towards four Funds

The Board noted that the issue of contribution to the four funds (created as per requirements of TEQIP) is repeatedly being asked by NPIU. The Board discussed the suggestion put forth by the Institute and the NPIU guidelines in respect of contribution to the following four Funds:

1. Corpus Fund;
2. Staff Development Fund;
3. Maintenance Fund;
4. Depreciation Fund

and approved that out of the amount available in the IRG account of the institute, i.e. Rs. one crore and eighty seven lakhs, an amount of Rs. one crore be contributed to the above four funds in the ratio proposed by the Institute, i.e.

1. Corpus Fund : 40%
2. Staff Development Fund : 20%
3. Maintenance Fund : 20%
4. Depreciation Fund : 20 %

R 8/13/A/2007: The Board **RESOLVED** that the sources of funds proposed by the institute be adopted **(ANNEXURE 3)** towards contribution to four Funds - Corpus Fund / Staff Development Fund / Depreciation Fund / Maintenance Fund and that Rs. one crore from the Internal Revenue Generation (IRG) account be deposited to these respective four Funds in the ratio of 40%:20%:20%:20% respectively.

(B) Institution of Gold Medals for Toppers in various disciplines

The opinion of the Senate and promises made by some of the Alumni towards Institution of Gold Medals for Toppers in various disciplines were tabled before the Board. The Board was of the considered opinion that the institute from its own resources must contribute towards the award of Gold Medals for various disciplines and that any individual/company willing to come forward for awarding any kind of Medal would be vetted by the Board on a case to case basis.

R 8/13/B/2007: The Board **RESOLVED** that institute from its own resources contribute towards award of Gold Medals to toppers for various disciplines and that donors willing to come forward for instituting any kind of award/medal would be considered by the Board on a case to case basis.

(C) Institution of Chair Professors in different Departments of COEP

The Board noted that the COEP Foundation has come forward with an idea to institute a Distinguished Alumni Chair in the Department of Metallurgy of COEP and has identified a donor who has agreed to fund $ 30,000 and the COEP Foundation would strive to collect US $ one million for this endowment. The Board opined that it was in agreement with the Institute that each discipline should have a Chair Professor. The Board also felt that the COEP Foundation should collect a larger sum so that all major departments shall have Chair Professors.

R 8/13/C/2007: The Board **RESOLVED** that the idea of instituting Chair Professors in COEP was welcome and desired that Chair Professors be initiated in all major departments simultaneously. The Board further decided that the norms for instituting such Chair Professors and the modus operandi be worked out and put up for the approval of the Board.

(D) Establishment of Centre of Excellence in CAD/CAM at COEP

The Board was appreciative of the efforts of Directorate of Technical Education, in setting–up a Centre of Excellence in CAD/CAM at COEP in association with DesignTech Pvt. Ltd., Pune.

R 8/13/D/2007: The Board **RESOLVED** that the Centre of Excellence in CAD/CAM be established at COEP in association with DesignTech Pvt. Ltd., Pune.

(E) Mr. Kantilal Umap informed that the Govt. of Maharashtra through its GR dated 4th January 2007, had notified that the Deputy Secretary, Higher and Technical Education, Govt. of Maharashtra, has replaced Principal Secretary, Finance Department, Government of Maharashtra, as a member on the Board. It was also informed that the copy of GR will be despatched to the Institute.

R 8/13/E/2007: The Board noted that Deputy Secretary, Higher and Technical Education has been nominated as a member on the Board of Governors in place of Principal Secretary, Finance Department, Government of Maharashtra

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

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