K.E. Society’s
RAJARAMBAPU INSTITUTE OF TECHNOLOGY, RAJARAMNAGAR

MINUTES OF MEETING (RIT/BOG/2012-2013/02)

The Board of Governors meeting of Kasegaon Education Society's Rajarambapu Institute of Technology, Rajaramnagar was held under the Chairmanship of Hon. Bhagatsing Rajaram Patil on Tuesday 19th March, 2013 at 9.30 am in GB Hall of Rajarambapu Institute of Technology, Rajaramnagar. The following members were present for the said meeting.

1) Hon. Bhagatsing Rajaram Patil : Chairman
2) Hon. Prof. H. N. Agarwal : Member
3) Hon. Dr. B. N. Gophane : Member
4) Hon. Shamrao Parashram Patil : Member
5) Hon. Ramchandra Dnyandeo Sawant : Member
6) Hon. Shamrao Dnyandeo Patil : Member
7) Prof. M. T. Telsang : Member
8) Prof. Dr. S. A. Pardeshi : Member
9) Prof. S. A. Thorat : Member
10) Dr. Mrs. S. S. Kulkarni : Director & Secretary

Invitees :
Dr. B. M. Naik, Mentor TEQIP and Dr. P. S. Patil, TEQIP Co-ordinator with Nodal Officers and Incharge are invited for the meeting to present TEQIP status and discussion of rules and policies.

Hon. Jayant Patil, Hon. Amit Kalyani, Hon. Dr. M. P. Ravindra, Hon. Ashok Kolaskar, Hon. Dr. S. K. Mahajan and Hon. Vivek Sawant have informed their inability to attend the meeting, they were granted leave of absence.

Dr. B. N. Gophane was felicitated by Hon. Bhagatsing Patil, Chairman BOG for winning of Best Teacher Award by Shivaji University on the occasion of Golden Jubilee of Shivaji University.

The copies of agenda along with copies of the relevant documents were circulated to the members. The discussions were held as per agenda of the meeting and the following resolutions were passed in the said meeting.

Item No. 1 : To confirm the minutes of previous meeting.
Resolution No.1 : The Minutes of meeting of Kasegaon Education Society’s Rajarambapu Institute of Technology held on Friday, 12th October, 2012, 11.00 am at Hotel Sayaji, Wakad, Pune were confirmed and approved with discussions.

Resolution passed by all and on behalf of all
Item No. 2 : To present Action Taken Report on resolutions of previous meeting held on 12th October, 2012

Resolution No. 2 : The Action taken on the decisions taken by the BOG during its meeting held on 12th October, 2012 and 08th June, 2012 the details of the same are as follows

<table>
<thead>
<tr>
<th>Items No.</th>
<th>Actionable Points</th>
<th>Responsibility given to</th>
<th>When to be done</th>
<th>Action taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To confirmation of the minutes of meeting.</td>
<td>Shri D. M. More</td>
<td></td>
<td>The copy of draft minutes of previous meeting is sent to BOG members</td>
</tr>
<tr>
<td>5</td>
<td>To take decision on increase in intake capacity of Mechanical Engineering (from 120 to 180), Civil Engineering (from 60 to 120) from academic year 2013-2014</td>
<td>Dr. S. A. Pardeshi</td>
<td>As per AICTE dates</td>
<td>It was decided not to increase intake for next Academic year. Hence application submitted to AICTE for extension of approval only</td>
</tr>
<tr>
<td>6</td>
<td>To take decision on starting of certificate courses in the Institute</td>
<td>Prof. A. M. Mulla</td>
<td>To give financial details - income &amp; expenditure</td>
<td>Prepared detailed Financial Plan</td>
</tr>
<tr>
<td>7</td>
<td>To discuss Convocation plan of M.Tech and MBA Autonomous courses</td>
<td>Prof. M. T. Telsang &amp; Prof. D. G. Thombare</td>
<td>To write letter to Shri Narayan Murthy (15th December, 2012)</td>
<td>Letter was sent to N. Murthy and He has communicated his inability to accept.</td>
</tr>
<tr>
<td>8</td>
<td>To take approval for nomination of Dr. Milind Sohoni, IIT, Mumbai as Academic Council member</td>
<td>Prof. M. T. Telsang</td>
<td>30th November, 2012</td>
<td>Approval was taken and accordingly communicated to Dr. Sohani</td>
</tr>
<tr>
<td>9</td>
<td>To inform about Fees sanctioned by Shikshan Shulka Samiti for academic year 2012-2013</td>
<td>Dr. S. A. Pardeshi</td>
<td>Assessment sheet</td>
<td>Received assessment sheet from SSS However, decision was taken to accept the fee approved by SSS.</td>
</tr>
<tr>
<td>12</td>
<td>To discuss on proposals received for ERP software</td>
<td>Prof. S. S. Gramopadhye &amp; Shri R. S. Patil</td>
<td>To call Kenapps company</td>
<td>Team of RIT visited user Institutes of 3 solution-providers. 4th visit is due.</td>
</tr>
<tr>
<td>13 a.</td>
<td>Sanction of accumulated leaves to employees prior to retirement</td>
<td>Dr. S. A. Pardeshi</td>
<td>Committee to be formed &amp; recommendations to be given by 15th December, 2012.</td>
<td>The report of the committee have been submitted to Director for approval</td>
</tr>
<tr>
<td>b.</td>
<td>Appointment of full time Registrar</td>
<td>Dr. Mrs. S. S. Kulkarni</td>
<td>Advt./Defense placement cell</td>
<td>Restructuring of office is being done.</td>
</tr>
<tr>
<td>c.</td>
<td>To inform change in passing criterion for each subject in Autonomous system (40% in ISE+MSE and 40% in ESE)</td>
<td>Prof. M. T. Telsang</td>
<td>To discus in AC &amp; finalize.</td>
<td>Circular of new ordinance communicated and uploaded on website</td>
</tr>
<tr>
<td>d.</td>
<td>CCTV camera to be installed in institute (Canteen &amp; Security gates No. 1 &amp; 5)</td>
<td>Dr. Mrs. S. S. Kulkarni &amp; Shri R. S. Patil</td>
<td>To call for quotation</td>
<td>To prepare comparative based on Technical Specification</td>
</tr>
<tr>
<td>Items No.</td>
<td>Actionable Points</td>
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<td>e.</td>
<td>IUCCE Academic Research Academy</td>
<td>Prof. M. T. Telsang Prof. P. M. Jadhav</td>
<td>List of all activities taken up &amp; planned</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>To show CDs of Dr. Richard Felder workshop to faculty</td>
<td></td>
<td></td>
<td>CDs are made available to departments</td>
</tr>
<tr>
<td>f.</td>
<td>Virginia Tech. University – Agriculture Engineering &amp; IRMA courses</td>
<td>Prof. Rajan Padval &amp; Prof. Vinod Sinha</td>
<td>Courses of Virginia Tech University is highly specialized towards agriculture and life sciences. So suitability in our case may not be. Instead I began working on connecting Agribusiness Management with Dept. of Management by incorporating BA Assignment, consultancy and Agri companies in SIP.</td>
<td>MDPs started, one new professor appointed specialized in Agriculture and Rural Development</td>
</tr>
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</table>

### Action Taken Report of previous meeting held on 08th June, 2012

<table>
<thead>
<tr>
<th>3.i</th>
<th>To discuss on decision taken during 7th meeting of National Steering Committee of TEQIP regarding fund allocation to private Institutions.</th>
<th>Dr. P. S. Patil</th>
<th>In December NPIU/SPFU has released 1.0 Crore TEQIP fund for soft component</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.ii</td>
<td>IRG distribution as per SPFU comments</td>
<td>Dr. P. S. Patil</td>
<td>Circulate and displayed on intranet</td>
</tr>
<tr>
<td>8</td>
<td>To take permission to complete procedure for Lawrence Technological University (LTU), Southfield, USA through AICTE’s Foreign Collaboration Scheme</td>
<td>Dr. S. A. Pardeshi Shri D. M. More</td>
<td>As per AICTE date</td>
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<td></td>
<td></td>
<td></td>
<td>The follow-up had been taken with LTU but required documents are not received yet. The AICTE has been also waiting for approval of Ministry for giving permission to start such programs</td>
</tr>
<tr>
<td>11</td>
<td>To start Certificate programs courses (Short Term) for IRG</td>
<td>Prof. A. M. Mulla</td>
<td>Prepared detailed Financial Plan</td>
</tr>
<tr>
<td>12</td>
<td>Research Proposals to be sent to DST/AICTE</td>
<td>Prof. P. P. Deshpande</td>
<td>New proposals for 2013-14, To follow up with AICTE office in Mumbai.</td>
</tr>
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<td></td>
<td>1 MODROB of Rs. 9.00 Lakh sanctioned for Metallurgy Laboratory at Mech. Engg. Dept.</td>
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<tr>
<td>13</td>
<td>12(B) proposal to be sent to UGC to get Research grants</td>
<td>Dr. Mrs. S. S. Kulkarni</td>
<td>Proposal sent and in process in UGC office</td>
</tr>
</tbody>
</table>

**Resolution passed by all and on behalf of all**
Item No. 3 : Recent notable achievements of the Institute

Resolution No. 3 : The Director has given information regarding the Mechanical department and Civil department’s Quality Circle group has won Excellent Award in a competition organized by IIT, Kanpur & Quality Circle Forum of India during 17-20th December, 2012 and Mechanical department’s Quality Circle group has won Golden Award in a competition organized by Institution of Engineers (India), Nagpur Local Centre during 23-24th February, 2013. The information regarding Conference, Workshop & Webinar organized in the institute and sports achievement by students are given to members.

Resolution passed by all and on behalf of all

Item No. 4 : To discuss on report of NBA committee visit

Resolution No. 4 : The Director has given information regarding the NBA committee visited from 8th to 10th February, 2013 for accreditation of Undergraduate course Information Technology and three Post Graduate courses viz. Mechanical – Production Engineering, Civil – Structure Engineering and MBA. The Chairman of NBA committee has discussed the Strengths and Weaknesses of Institute and each department during the Exit meeting held on 10th February, 2013.

Resolution passed by all and on behalf of all

Item No. 5 : To discuss and approve following policies for TEQIP project implementation

a. Present status of TEQIP project

⇒ Dr. P. S. Patil, TEQIP Co-ordinator has presented brief information regarding TEQIP progress consisting of Objective, Project Implementation, Functions of BOG, Key Performance Indicators, Details of Activities, Main challenges, Institute Officers, TEQIP Fund, Good Governance, Good Practices and Core Principles etc. The discussion was made on the above presented topics and some changes were suggested by the Hon. Members.

b. Interaction with TEQIP mentor Dr. B. M. Naik, Aurangabad

⇒ Dr. B. M. Naik, Mentor TEQIP has shared his views for the effective implementation of TEQIP objectives and institute priorities. The expenditure to be made for activities and sub components as per the guidelines given by NPIU.

c. Expenditure planning for year 2012-2013 and 2013-2014

⇒ Dr. S. A. Pardeshi, Nodal Officer (Finance) has presented expenditure planning for year 2012-2013 and 2013-2014. Firstly, he has given information about the fund allocation made to various activities as per decision taken in meeting of Director, TEQIP Co-ordinator & Nodal officer - Finance based on an Institute priorities & TEQIP objectives
and the actual expenditure made in the year 2012-2013. The proposed Fund allocation was explained to various activities for 2013-2014. The activities such as Teaching and Research Assistantship, R & D and institutional consultancy, Faculty and staff development, interaction with Industry, Institutional Management Capacity, Implementation of Institutional academic and Academic support for weak students was explained by the concerned Nodal Officer/Incharge. The above expenditure planning was discussed and approved with some suggestions.

d. International Travel Grant proposal

⇒ The proposals for International Travel Grant are received from Dr. S. M. Sawant, Professor, Mechanical Engg. Dept., Dr. S. M. Shiyekar, Professor, Civil Engg. Dept. and Prof. D. Rajesh, Asst. Prof., Information Technology Dept. The discussions were made on these proposals and are accepted. A committee to be formed to scrutinize proposals received. These received proposals are to be sent to SPFU and NPIU for further approval of proposal.

e. Approval of R&D Rules & Policies

⇒ Prof. P. P. Deshpande, Incharge R & D has presented Research and Development policy for Faculty and students. The policies are explained for activities such as Patent registration, granting, Publications in National/International Journal/Conference and Research Assistantship. The discussion was made on rules & policies of R&D and they were approved.

f. Approval of TNA of Department

⇒ Prof. M. T. Telsang, Nodal Officer (Academic)/FD has presented Training Need Analysis (TNA) department wise leading to Research & Development and Innovation. The discussion was made on to increase in the Industry-Institute collaboration, R&D areas linked to societal/industrial, revenue from externally funded R&D projects and consultancies, Scaling up quality research, development and innovations. Performance parameters such as Research and Development, Quality of Education, Industry–Institute Interaction and Management Capacity Development for Faculty and Staff are discussed. Departmentwise TNA was explained by Prof. M. S. Patil. It was emphasized that faculty should take up training program in their own subject areas to develop expertise.
g. Scheme for development of Weak students
⇒ Prof. D. G. Thombre, Incharge development of Weak students has explained scheme for weaker students. The following Methodologies are used to identify the weaknesses of students. a) To identify the competency level of students of first year by conducting diagnosis test, b) Personnel counseling by professionals, c) Academic support for weak students by remedial classes and d) provide training in required areas.

h. Reimbursement of Ph.D. Tuition fee
⇒ Those faculty members are registered for Ph.D. under QIP/RIT Institute sponsored candidates will be eligible for reimbursement of Ph.D. tuition fee of Rs. 25,000/- per year or actual tuition fee paid whichever is less with following conditions -
- Faculty members should be Institute sponsored candidates at IIT/NIT/ University/RIT or other autonomous Institute.
- Faculty should apply for reimbursement of Ph.D. tuition fees along with necessary documents.
- Faculty should complete Ph.D. within three years (fees will be reimbursed for 3 years).
- Faculty should sign bond about continuation of his/her services to institute after completion of Ph.D. (3 years for external candidates & 5 years for full time Ph.D.).
- This scheme will be applicable from academic year 2012-2013 and those who have not completed period of three years (duration of Ph.D. work) from the date of registration for Ph.D.

i. Guidelines for organizing Workshops/Seminars/Conferences
⇒ Department can plan and organize the workshops/seminars/conferences in the advanced areas of engineering and technology. The department in association with other departments, institutions and professional societies can also organize programmes to deliver a better value to larger participant groups. A good mix of experts from both outside the institute and inside is expected. The focus should be on imparting advanced technology, tools and techniques and research areas in the subject domain of the programme. The funding pattern was explained to the BOG members.

Resolution passed by all and on behalf of all
Item No. 6: To take decision on starting of certificate courses in the Institute

Resolution No. 6:
The Director has given the information of regarding the following proposed vocational courses are to be started.
1. Electrical Wiring and Maintenance of Home Appliances
2. Plumbing
3. Building / Construction Supervisor
4. Welding
5. CNC Lathe Operating and Programming

The detailed proposal was explained by containing Income and Expenditure to be made to start these vocational courses. The discussion was made on the proposals and decided that the Certificate courses to be started from the academic year 2013-2014.

Resolution passed by all and on behalf of all

Item No. 7: To inform the name of the Chief Guest for 1st convocation function of the Institute & prepare plan for it

Resolution No. 7:
The discussion was made on the convocation plan of M. Tech and MBA. The first batch of autonomous are completing at the end of second semester. Hon. Prithviraj Chavan, Chief Minister of Maharashtra has been confirmed as a Chief Guest for 1st convocation function of the Institute. This is informed by Hon. Jayant Patil. The programme may be organized between 15th to 30th September, 2013 or as per availability of chief guest. Various committees to be formed to organize and for effective implementation the convocation function.

Resolution passed by all and on behalf of all

Item No. 8: To discuss and decide tenure policy for various administrative positions

Resolution No. 8:
The Director has given information regarding the tenure policy for administrative positions i.e. Deans, PIC, HOD, COE and Registrar. The Director has also discussed with Hon. Director of Walchand College of Engineering, Sangli and College of Engineering, Pune and following information was given
- Tenure period is of three years.
- Appointment is made on availability, choice and interest of faculty
- Reappointment or alteration is done through nomination and final approval is taken by BOG.

The discussion was made on to decide the policy. It was decided that the tenure period should be of five years to get enough time to work on administrative position.

Resolution passed by all and on behalf of all
Item No. 9: To approve the Ph. D. fees for RIT programme

Resolution No. 9: The Director has given information regarding the Institute’s laboratory is recognized center for Ph.D. of Mechanical, Civil and Electronics Engineering courses. The fees to be approved for Ph.D. candidates are as follows -

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Actual Fees Rs.</th>
<th>Fee proposed in Rs.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration fee</td>
<td>10,000/-</td>
<td>10,000/-</td>
<td>Once &amp; At the time of admission</td>
</tr>
<tr>
<td>2</td>
<td>Tuition fee</td>
<td>5,000/-</td>
<td>20,000/-</td>
<td>Yearly</td>
</tr>
<tr>
<td>3</td>
<td>Fee for Library and Online Journals</td>
<td>---</td>
<td>3,000/-</td>
<td>Yearly</td>
</tr>
<tr>
<td>4</td>
<td>Department Development fee</td>
<td>---</td>
<td>2,000/-</td>
<td>Yearly</td>
</tr>
<tr>
<td></td>
<td><strong>Total / year</strong></td>
<td><strong>5,000/-</strong></td>
<td><strong>25,000/-</strong></td>
<td></td>
</tr>
</tbody>
</table>

- If student fails to pay the fees before 31st July every year, then late charges will be Rs. 1,000/- per month.
- Ph.D. Student has to offer for 3 courses a part of Ph.D. work. A course fee of Rs. 5,000 per course will be charged.
- This fees will be effect from academic year 2012-2013.

Resolution passed by all and on behalf of all

Item No. 10: To discuss on proposals received for ERP software & Inpods Tech solution

Resolution No.10: The Director has given information about the various modules of ERP such as Academic, Establishment, Finance, Website, Library etc. are presented by the vendors. The discussion was made on comparison made by committee, technology used for developed software, technical support and cost of software. The observation of the committee was given to members and suggested the name of Aarush Systems. Hon. Chairman has suggested that to study the company’s vendors in respect of satisfaction & service by visiting all vendors.

Prof. S. A. Thorat has given information features of Inpods containing Learning Experiences, Online Examinations and Cloud based support. The MOODLE is free open tools and it can be used as learning resource. It was decided that to continue with MOODLE software. In case of using MOODLE, we should think of other commercially available softwares.

Resolution passed by all and on behalf of all
Item No. 11 : Any other subject with permission of Chair

Resolution No.11 : The Chairman asked the members regarding the any other subjects for the discussions and No subject were presented by the members.

Dr. Mrs. Sushma S. Kularni extended his sincere thanks to all members for attending meeting. The meeting was adjourned.

Minutes Prepared by     : Shri. D. M. More
Minutes Approved by     : Dr. Mrs. S. S. Kulkarni, Director
Date: 28/03/2013