

GURUNANAK INSTITUTE OF TECHNOLOGY

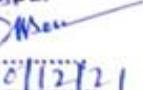
**Approved by A.I.C.T.E., New Delhi
Affiliated to MAKAUT, West Bengal**



Supporting Document Criterion 6.2.3

(Enterprise Resource Planning Documents)

**Guru Nanak Institute of Technology
157/F, Nilgunj Road, Panihati
Kolkata - 700114**

Ref. Number GNIT/PRIN/IQAC/2021/133	Compiled & Checked by: Registrar Sig.....  Date 10/11/21	Approved by: Principal Sig.....  Date 10/11/21
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REGISTRAR (Acting)
GURUNANAK INSTITUTE OF TECHNOLOGY
KOLKATA - 700114

Principal
Guru Nanak Institute of Technology

GURUNANAK INSTITUTE OF TECHNOLOGY

Approved by A.I.C.T.E., New Delhi
Affiliated to MAKAUT, West Bengal



Supporting Document on E-Governance Policy (w.e.f session 2016-2017)

Approved by.....BOG

Date.....12.07.16

Under Agenda No.....9

**GuruNanak Institute of Technology
157/F, Nilgunj Road, Panihati
Kolkata -700114**

Ref. Number	Compiled & Checked by: Registrar Sig..... Date	Approved by: Principal Sig..... Date
GNIT/PRIN/ IQAC/2016/47 	 	

REGISTRAR / Achyut
GURUNANAK INSTITUTE OF TECHNOLOGY
KOLKATA - 700114

Objectives:

1. Implementation of E-governance in various areas of operation of the institution
2. Implementation of paperless administration of the institution
3. Facilitating online internal and external communication between various departments / members of the institution
4. Allowing students to interact online with the teachers
5. Facilitating easy access of the information
6. Increasing the visibility of the institution globally

Policy

- 1 The implementation of E-governance in different areas of operation of the institution have been done in order to provide simpler, robust and efficient system of governance.
2. E-governance has been implemented in the areas of administration, finance and accounts, student support like attendance update through SMS services, library usage, examination and website.
3. The implementation of the E-governance in the mentioned area will facilitate the users, i.e. all the stake holders of the institution to exchange information easily and will increase the visibility of the institute globally.

1. Administration: Administrative E-governance includes the facilities for online admissions, online fees payment, online leave management of the employees. Training to the existing staff and updating of the existing software must be done on timely basis.

2. Finance & Accounts: Finance & Accounts E-governance includes the facilities for online fees collection, online salary statement generation and online balance sheet maintenance. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done on timely basis.

3. Student Admission and Support: E-governance includes the facilities for online enquiry of the students regarding admission, online class routine distribution, online study material distribution through email and other mediums, online assignment submission through email,,


Principal
Gurunanak Institute of Technology

4. Examination: Examination E-governance includes the facilities for filling of examination forms, filling of revaluation forms, generation of admit cards, uploading of marks, and publication of results. Confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution.

5. Library: Library E-governance includes the facilities for maintaining the record of book distribution, maintaining the record of book collection, maintaining the record of fine regarding the late submission of books, maintaining the record of book bank facilities, maintaining the online journals, magazines, e-books and providing access for online journals, magazines. Recommendations of the teachers and students also need to taken into account while subscribing any resources. Training to the existing staff and students and updating of the existing software must be done on timely basis.

6. Website: The website of the college is revamped taking into account the needs of all the stakeholders. The website acts as a mirror of the college vision and mission, information about all programmes offered, admission procedure, facilities provided, activities, important notices etc whichis made easily available to the outsiders. For this purpose, a separate serviceprovider/web designer needed to be appointed by the head of the institution.

7. Feedback: An online Feedback mechanism to be developed and put in place so as to get regular feedback from Students/Alumni/ Parents/ employers etc. These feedbacks are taken into considerations during the syllabus formation, arrangements of training programs, arrangement of remedial classes etc.

8. BioMetric: Bio metric facility to be in place to monitor the punctuality and regularity of the staff by recording the in and out time swipes.

9. Committee/ Authorized person has been chosen by the HOI to look into the requirements and maintenance of theabove e- governance systems



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Supporting Document on E-Governance Policy

Ammended & Approved By BOG AMENDMENT-I
Dated..... 17.12.16

Under Agenda Number..... 11

Guru Nanak Institute of Technology
157/F, Nilgunj Road, Panihati
Kolkata -700114

Ref. Number	Compiled & Checked by: Registrar	Approved by: Principal
GNIT/PRIN/ IQAC /2016/51	Sig..... <i>Abir</i> Date 20/11/2016	Sig..... <i>Susan</i> Date 20/12/2016 <i>Principal</i> Gurunank Institute of Technology

REGISTRAR / ACTING PRINCIPAL
GURUNANAK INSTITUTE OF TECHNOLOGY
KOLKATA - 700114

Objectives:

1. Implementation of E-governance in various areas of operation of the institution
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3. Facilitating online internal and external communication between various departments / members of the institution
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5. Facilitating easy access of the information
6. Increasing the visibility of the institution globally

Policy

- 1 The implementation of E-governance in different areas of operation of the institution have been done in order to provide simpler, robust and efficient system of governance.
2. E-governance has been implemented in the areas of administration, finance and accounts, student support like attendance update through SMS services, library usage, examination and website.
3. The implementation of the E-governance in the mentioned area will facilitate the users, i.e. all the stake holders of the institution to exchange information easily and will increase the visibility of the institute globally.

Amendments:

1. Below mentioned amendment is introduced through the BOG dated 17.12.2016 under

Agenda no. 11 - The amendment is read as

- **Examination:** online system for filling of examination forms, filling of revaluation forms, generation of admit cards, uploading of marks, and publication of results is implemented successfully. Utmost confidentiality is maintained while handling examinations and work. Controller of Examinations supervises the entire process of examination under the guidance of the Principal of the college. Training to the existing staff and students and updating of the existing software is to be done on timely basis

2.Below mentioned amendment is introduced through the BOG dated 17.12.2016 under

Agenda no.11 - The amendment is read as

- **Library:** Online facilities for maintaining the record of book distribution, maintaining the record of book collection, maintaining the record of fine regarding the late submission of books, maintaining the record of book bank facilities, maintaining the online journals, magazines, e-books and providing access for online journals, magazines. Software updation from LibSys to Hash portal is implemented successfully. Students can now easily issue books through i-card, no requirement for separate library card.

3.Below mentioned amendment is introduced through the BOG dated 17.12.2016 under

Agenda no. 11 - The amendment is read as

- **Website:** Training has been given to the existing staff to undertake the responsibility of website administration and updating at the college level. The internal communication between the staff is facilitated with institutional email IDs. A Website Maintenance Committee is formed for this purpose.


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Guru Nanak Institute of Technology

GURUNANAK INSTITUTE OF TECHNOLOGY

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Affiliated to MAKAUT, West Bengal



Supporting Document on E-Governance Policy

Ammended & Approved By BOG AMENDMENT-II

Dated...24.02.2018.....

Under Agenda Number.....10.....

Guru Nanak Institute of Technology
157/F, Nilgunj Road, Panihati
Kolkata -700114

Ref. Number	Compiled & Checked by: Registrar Sig..... Date 26.2.18	Approved by: Principal Sig..... Date 26.02.18
GNIT/PRIN/ IQAC /2018/57		<p><i>SKS</i></p> <p><i>Principal</i> Gurunanak Institute of Technology</p>

REGISTRAR (Acting)
GURUNANAK INSTITUTE OF TECHNOLOGY
KOLKATA - 700114

Objectives:

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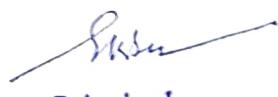
Amendments:

1. Below mentioned amendment is introduced through the BOG dated 24.02.2018 under Agenda no.10

- **Administration:** Online administrations through admissions, fees payment, leave management of the employees, update of the academic, co-curricular and extra-curricular achievements of the employees. Online yearly appraisal system is proposed and approved. Training to the existing staff and updating of the existing software must be done on timely basis.

2. Below mentioned amendment is introduced through the BOG dated 24.02.2018 under Agenda no.10

- **Examinations:** The college already maintaining it's own online system for filling up examination form, revaluation form, admit card distribution. In the 2018-19 Ay the college has developed an inclusive digital system for the automation of the examination process –
 - Online registration of students, examiners and head examiners
 - Online application, attendance approval and finance approval
 - Paper setting in online mode along with CO mapping and answer key, Online moderation of question papers
 - Online answer sheet checking through virtual platform
 - Result publication in online platform and Grade card printing



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GURUNANAK INSTITUTE OF TECHNOLOGY

Approved by A.I.C.T.E., New Delhi
Affiliated to MAKAUT, West Bengal



Supporting Document on E-Governance Policy

Ammended & Approved By BOGAMENDMENT-III

Dated.....12.05.2020.....

Under Agenda Number.....10.....

Guru Nanak Institute of Technology
157/F, Nilgunj Road, Panihati
Kolkata - 700114

Ref. Number	Compiled & Checked by: Registrar Sig..... Date	Approved by: Principal Sig..... Date Principal Gurunanak Institute of Technology
GNIT/PRIN/ IQAC /2020/53		

REGISTRAR (Aay)
GURUNANAK INSTITUTE OF TECHNOLOGY
KOLKATA - 700114

Objectives:

1. Implementation of E-governance in various areas of operation of the institution
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3. The implementation of the E-governance in the mentioned area will facilitate the users, i.e. all the stake holders of the institution to exchange information easily and will increase the visibility of the institute globally.

Amendments:

Due to the on-going pandemic situation of COVID-19 some special amendments are done-

1. Below mentioned amendment is introduced through the BOG dated 12/05/2020 under Agenda no. 10

The amendment is read as-

- **Student Admission and Support:** E-governance includes the facilities for online enquiry of the students regarding admission, admission related document submission through online portal, online class routine, online attendance system, online study material uploading, online assignment uploading, online copy submission, online copy checking, online class lectures uploading and online video lectures uploading for each and every subject. A Learning Management system is to be implemented along with conventional online mediums of study. Training to the existing staff and students and updating of the existing software must be done on timely basis.

The whole Teaching Learning Process is redesigned and modified according to MHRD and UGC guidelines. Online modes such as Google Classroom, Google Hangout, Zoom meeting, Cisco Webex Meeting, You Tube Streaming, OERs, SWAYAM Platform, NPTEL courses etc are to be used very efficiently. Whats app groups and different other social media groups can become very helpful in this



Principal
Gurunanak Institute of Technology

lockdown situation to maintain a substantive relationship between student and faculty members. Virtual Laboratory classes are to be held.

2. Below mentioned amendment is introduced through the BOG dated 12/05/2020 under Agenda no. 10

The amendment is read as-

- **Examination:** Internal assessment tests are to be conducted online. Assignments and Quiz are to be distributed and collected through Google forms or online video conference. Online mode of examination conduction is also taken into account in case the pandemic situation does not improve. The security and confidentiality of the whole process is to be maintained strictly under the supervision of the Controller of Examination (COE) and under the guidance of Principal of the College.



Principal
Gurunanak Institute of Technology

Guru Nanak Institute of Technology

157/F, Nilgunj Road, Panihati, Sodepur, KOLKATA-700114

Date: 18/07/2016

Minutes of 2nd(2016) meeting of Board of Governors (B.O.G) held on 12.07.16

The 2nd(2016) meeting of the Board of Governors of Guru Nanak Institute of Technology was held on 12/07/2016 at the Conference Hall, Guru Nanak Institute of Technology. Following members were present:

1. Prof(Dr.) S.M. Chatterjee	Chairman
2. Mr. Amrik Singh	Trustee Member
3. Mr. U.S. Mukherjee	Dy. Director, JIS Group, Nominated by Trust
4. Dr. Sourav Dutta	Industry Representative (IBM, Kolkata)
5. Mr. Ranajit Chakrabarty	AICTE Nominee
6. Prof(Dr.) Asit Guha	Advisor, JIS Group, Nominated by Trust
7. Mr. Adhish Kumar Chakrabarty	Teacher Representative
8. Prof(Dr.) Arun Kumar Mondal	Teacher Representative
9. Prof.(Dr.) Annapurna Das	Director, GNIT, Educationist
10. Prof(Dr.) Santanu Kumar Sen	Member Secretary

The following members were absent:

- i) Mr. Taranjit Singh, Managing Trustee
- ii) Mr. Haranjit Singh, Trustee Member
- iii) Dr. Sajal Dasgupta, DTE
- iv) Prof. Subrata Dey, WBUT Nominee
- v) Mr. Simarpreet Singh, Director, JIS Group
- vi) Mr. Jagadish Chandra, Govt. nominee
- vii) Mr. S. S. Duttagupta, Director, JIS Group

Agenda 0:

Composition of BOG as per guide line of AICTE, list of BOG members as approved, schedule of BOG meeting in each quarter, quorum of the meeting in order, welcome address to BOG members, introduction of new members, permission to start proceedings of BOG meeting, notice of meeting granted as read, leave of absence granted:

Resolution:

- i) The members were welcomed by the Chairman
- ii) Prof(Dr.) Arun Kumar Mondal, Professor and HOD, Department of Electronics and Communication, GNIT, was introduced as the new member (Teacher Representative) of BOG. The board welcomed him.
- iii) Quorum was declared

Agenda 01:

To confirm and approve the minutes of the last meeting of Board of Governors (BOG) held on 12th March, 2016

Resolution:

The minutes of the last BOG meeting were confirmed.

Agenda 02:

To note and ratify action/follow up pursuant to proceedings of the last meeting

Resolution:

- i) Publications in paid journals are not accepted
- ii) Publications are to be checked for plagiarism
- iii) Action taken report should have a separate column for status of compliance
- iv) GNIT was praised as a very good institute

Agenda 03:

Assessment of Academic Performance based on Odd Semester Results (as it could not be placed in the last BOG meeting held on 12th March 2016 because the University Result was not declared)

Resolution:

- i) Students should not be allowed to attend the labs if they do not have adequate attendance in theory classes
- ii) Diagnostic test should be conducted for 1st year students to categorize and identify the needs of the students

Agenda 04:

Placing of AICTE's extension of approval letter and steps taken by Institute to overcome AICTE indicated shortfall/deficiencies.

Resolution:

The Institute has received the AICTE approval letter without any deficiency/ shortfall and the board noted

Agenda-05:

Report on extension of existing intake or introduction of new courses as approved by AICTE

Resolution:

The Institute did not apply for any extension of existing intake or introduction of any new course for this session. The board noted

Agenda-06:

Anti-Ragging measures taken for the coming session

Resolution:

- i) The anti-ragging measures were noted
- ii) It was appreciated that there was not a single complaint of ragging
- iii) The members of anti-ragging committee should attend all the meetings

Agenda-07:

Formation of Sexual Harassment Cell to define Zero Tolerance policy , Prevention System , Procedures and Service rules for its employees and students

Resolution:

Sexual Harassment Cell to define Zero Tolerance policy , Prevention System , Procedures and Service rules for its employees and students was formed and approved by the Board.

If required an investigation committee will be formed to decide the course of action to proceed.

Agenda-08:

Report of Principal on the status of different important activities and common issues of the Institute including Promotion of Research

Resolution:

- i) Department of Food Technology was highly praised for their achievements
- ii) The autonomy syllabus was approved
- iii) The outcome of attending a seminar/workshop is to be mentioned
- iv) Participation in seminar/workshop and paper presentation are to be given separately

- v) A letter of appreciation signed by the Chairman of BOG is to be given to the faculty members who published books or book chapters
- vi) The Board noted and highly appreciated the initiatives taken by the Institute to motivate the students and staff through Kriti Award ceremony and other means
- vii) A congratulatory letter is to be given to all the student achievers to inspire them
- viii) Martial art training programme may be introduced for students
- ix) The parent-teacher meet was highly appreciated
- x) The Board noted and appreciated that GNIT has become the local chapter of NPTEL
- xi) An in-house FM radio station may be set up for better communication with students and staff
- xii) Experts from industry is to be involved to improve the aptitude, attitude and corporate skill of the students
- xiv) Participation in IBM Mainframe contest by the CSE/IT/CA students was suggested
- xv) Policy for Promotion of Research was approved.
- xvi) Board of Governors declared the disbursal of SEED Money to the eligible candidates with terms & conditions applied.

Agenda-09: Initiative related to E-governance in different areas of operation of the institution

- 1 The implementation of E-governance in different areas of operation of the institution have been done in order to provide simpler, robust and efficient system of governance.
- 2. The board noted and appreciated the implementation of E-governance in the areas of administration, finance and accounts, student support like attendance update through SMS services, library usage, examination and website.
- 3. The implementation of the E-governance in the mentioned area will facilitate the users, i.e. all the stake holders of the institution to exchange information easily and will increase the visibility of the institute globally.

Agenda-10:

To confirm and approve of appointment, confirmation, resignation of teaching and non-teaching staff

Resolution:

The appointments and resignation were noted and approved

The meeting ended with vote of thanks by the Chairman.

Prof.(Dr.) Santanu Kumar Sen
Member Secretary, BOG
Principal, GNIT

Guru Nanak Institute of Technology
JIS GROUP, KOLKATA

Date: 02/01/2017

Minutes of 3rd(2016) meeting of Board of Governors (B.O.G) held on 17.12.2016

The 3rd(2016) meeting of the Board of Governors of Guru Nanak Institute of Technology was held on 17/12/2016 at the Conference Hall, Guru Nanak Institute of Technology. Following members were present:

- | | |
|---------------------------------|---|
| 1. Prof(Dr.) S.M. Chatterjee | Chairman |
| 2. Mr. Taranjit Singh | Managing Trustee |
| 3. Dr. SajalDasguptaDTE | |
| 4. Mr.Simarpreet Singh | Director, JIS Group Educational Initiatives |
| 5. Dr. SouravDutta | Industry Representative (IBM, Kolkata) |
| 6. Mr. Adhish Kumar Chakrabarty | Teacher Representative |
| 7. Prof(Dr.)Arun Kumar Mondal | Teacher Representative |
| 8. Prof.(Dr.) Annapurna Das | Director, GNIT, Educationist |
| 9. Prof(Dr.) Santanu Kumar Sen | Member Secretary |

The following members were absent:

- i) Mr. Jodh Singh, Chairman, Trust
- ii) Mr. Haranjit Singh, Trustee Member
- iii) Mr. Amrik Singh, Trustee Member
- iv) Prof. SubrataDey, WBUT Nominee
- v) Mr.JagadishChanda, Govt. nominee
- vi) Mr.S.S.Duttagupta, Director, JIS Group

Agenda 0: Composition of BOG as per guide line of AICTE, list of BOG members as approved, schedule of BOG meeting in each quarter, quorum of the meeting in order, welcome address to BOG members, introduction of new members, permission to start proceedings of BOG meeting, notice of meeting granted as read, leave of absence granted:

Resolution:

- i) The members were welcomed by the Chairman
- ii) Prof.(Dr.)Arun Kumar Mondal was welcomed as the new member of BOG
- iii) Quorum was declared

Agenda 01: To confirm and approve the minutes of the last meeting of Board of Governors (BOG) held on 12th July, 2016

Resolution: The minutes of the last BOG meeting were confirmed.

Agenda 02:To note and ratify action/follow up pursuant to proceedings of the last meeting

- Resolution:**
- i)The cut-off attendance for students, which is required for submission of examination form, is to be quantified in terms of percentage
 - ii) The result of the diagnostic test, which was taken for B.Tech 1st semester students, is to be categorized in three parts- good, medium and weak.
 - iii) For improving the English language skill of 1st year students, British Council may be approached, which has a tie-up with Cambridge University
 - iv) The remedial classes should be open to all the students. It will be mandatory for the students falling under the category “weak”.
 - v) Diagnostic test is to be taken again in the next semester, for which student-wise and subject-wise comparison is to be made. Also, a summary report is to be prepared based on the diagnostic test.
 - vi) Based on the result of the diagnostic test, special remedial classes are to be arranged and the report is to be submitted to BOG
 - vii)Board appreciated that students having more than 90% attendance are given congratulatory letters

Agenda 03:Admission statusof student (current year)

- Resolution:**
- i) Data of admission in MCA is to be given
 - ii) The quality of students is required to be improved, for which quality education and quality infrastructure are to be given
 - iii) In B.Tech courses, very few students took admission through WBJEE counseling. There has been no improvement in this section over last year. Effort should be given to improve the reputation of the college, so that more students take admission through WBJEE counseling
 - iv) Diagnostic test result should be categorized among students admitted through WBJEE counseling, though AMPAI counseling and through direct admission
 - v) A general campaign is to be launched to improve the admission

Agenda 04:Assessment of academic performance based on the even semester result

Resolution: Board appreciated the performances of Ms.TehreemRida and Ms.Medha Pal, both from Department of FT

Agenda-05:Anti ragging measures taken

Resolution:The choice of words is to be revised

Agenda-06: Next year's expansion plan for ratification of Governing Body

Resolution: Starting Diploma in FT is approved by the board

Agenda-07: Report on Financial Assistance provided to the student (Full Free/Half Free-ship) in the last Academic Year

Resolution: Board noted and approved

Agenda-08: Last year's placement record

Resolution: Board noted and approved

Agenda-09: To confirm and approve of appointment, confirmation, resignation of teaching and non-teaching Staff

Resolution: i) Board noted the placement record

ii) Data for students opting for higher education and entrepreneurship are also to be included in the placement data

iii) Students of Department of FT have job openings only in food processing industries. But they have good opportunity in entrepreneurship.

iv) Skill development program for students of Department of FT is to be arranged

v) Record is to be maintained for the students appearing in GATE and similar examinations

Agenda-10: Report of Principal on status of different important activities and common issues of the Institute

Resolution: i) The college is to prepare its own prospectus for next session

ii) It was noted that students and faculty members have good research acumen. The students do not have to wait for campusing

iii) Board appreciated the program to facilitate the mentors

iv) Board highly appreciated the students achievements

v) Board appreciated the extra curricular achievements of the students

vi) The outcome of the Alumni Meet is to be mentioned

vii) Discipline is imperative. It is to be maintained for the benefit of the students and the college

viii) The advantages of having autonomy are to be promoted

ix) Differences in the performances between students under MAKAUT and autonomy are to be analysed

Agenda-11:

Amendments are initiated and approved in the E-Governance policy of the institutions in the areas of Examination , Library and Website.

Resolution:

- i) **Examination:** online system for filling of examination forms, filling of revaluation forms, generation of admit cards, uploading of marks, and publication of results is implemented successfully. Utmost confidentiality is maintained while handling examinations and work. Controller of Examinations supervises the entire process of examination under the guidance of the Principal of the college. Training to the existing staff and students and updating of the existing software is to be done on timely basis
- ii) **Library:** Online facilities for maintaining the record of book distribution, maintaining the record of book collection, maintaining the record of fine regarding the late submission of books, maintaining the record of book bank facilities, maintaining the online journals, magazines, e-books and providing access for online journals, magazines. Software updation from LibSys to Hash portal is implemented successfully. Students can now easily issue books through i-card, no requirement for separate library card.
- iii) **Website:** Training has been given to the existing staff to undertake the responsibility of website administration and updating at the college level. The internal communication between the staff is facilitated with institutional email IDs. A Website Maintenance Committee is formed for this purpose.

Agenda-12:

Code of Ethics in Research

Resolution:

A separate set of policy of Code of ethics in research and publication of articles is discussed in the meeting that the institution will have. The following points are considered

- Principle of Integrity and honesty
- Principle of Justice
- Citation Policies
- The Principle of Safety and Beneficence
- Appointment and Composition of the Research Ethics Committee

Agenda-13:

Formation and Initiation of SC/ST,OBC committee and other minority cell.

In addition to that Disabled friendly policy to be implemented in the institute and necessary measures in support of disabled employee/students to be taken with an immediate effect

Resolution:

Board noted and approved.

The meeting ended with vote of thanks by the Chairman.

Prof.(Dr.) Santanu Kumar Sen
Member Secretary, BOG
Principal, GNIT

Guru Nanak Institute of Technology
157/F, Nilgunj Road, Panihati, Sodepur,
KOLKATA -700114

Date: 05/03/2018

Minutes of 1st(2018) meeting of Board of Governors (B.O.G) held on 24/02/2018

The 1st(2018) meeting of the Board of Governors of Guru Nanak Institute of Technology was held on 24/02/2018 at Regency1, Hotel Kenilworth, Kolkata. Following members were present:

- | | |
|---|---------------------------------------|
| 1. Prof.(Dr.) S.M. Chatterjee | Chairman |
| 2. Mr. Taranjit Singh | Managing Trustee |
| 3. Mr. SimarpreetSinghDirector, JIS Group | |
| 4. Mr.Amandeep SinghMember | |
| 5. Dr.AmalenduBasuDTE, Member | |
| 6. Mr. S. S. Duttagupta | Director, JIS Group |
| 7. Dr. SouravDutta | Industry Representative (Payback, In) |
| 8. Mr. JagadishChanda | Govt. Nominee |
| 9. Prof.(Dr.) Malay Chatterjee | MAKAUT nominee |
| 10. Prof.(Dr.) VirSingh | Invitee, Educationist |
| 11. Mr. U.S. MukherjeeDy. Director, JIS Group, Nominated by Trust | |
| 12. Prof.(Dr.) AsitGuhaAdvisor, JIS Group, Nominated by Trust | |
| 13. Dr. Adhish Kumar ChakrabartyTeacher Representative | |
| 14. Prof.(Dr.)Arun Kumar Mandal | Teacher Representative |
| 15. Prof.(Dr.) Annapurna Das | Director, GNIT, Educationist |
| 16. Prof.(Dr.) Santanu Kumar Sen | Member Secretary |

The following members were absent:

1. Mr.Haranjit SinghTrustee, Member
2. Mr. Amrik Singh Trustee, Member
3. AICTE nominee

Agenda 0: Composition of BOG as per guide line of AICTE, list of BOG members as approved, schedule of BOG meeting in each quarter, quorum of the meeting in order, welcome address to BOG members, introduction of new members, permission to start proceedings of BOG meeting, notice of meeting granted as read, leave of absence granted:

- Resolution:**
- i) Prof(Dr.) Veer Singh was nominated as the Chairman for the meeting
 - ii) The members were welcomed by the Chairman
 - iii) Quorum was declared
 - iv) To pay the tribute and respect to the soul of Late SardarJodh Singh, Founder and Chairman of JIS Group, two minutes silence was maintained by all the members of the BOG at the outset of the meeting
 - v) The Board expressed its condolenceto Mrs.SatnamKaur, w/o Late Sardar

JodhSingh. The board suggested to send a letter of condolence on behalf of the BOG to
MrsSatnamKaur

- vi) Leave of absence was granted to the members not present

Agenda 01: To confirm and approve the minutes of the last meeting of Board of Governors (BOG) held on 18th November, 2017

Resolution: The minutes of the last BOG meeting were confirmed

Agenda 02: To note and ratify action/follow up pursuant to proceedings of the last meeting

Resolution: i) Frequency of Group Discussion for students is to be increased

ii) Debate is to be added to GD sessions

iii) ECE is to be given attention regarding admission as 96 students out of 120, took direct admission

Agenda 03: Assessment of academic performance based on odd semester results

Resolution:

i) The Board requested the minutes of meeting of academic council analyzing the results to be placed in the next meeting of BOG

ii) The Board suggested forming a 2-member committee to monitor the progress of the weak students

iii) The Board raised its concern as the number of students failing was high in ECE 3rd semester and EE 3rd semester. The matter was declared very serious and Mr.Simarpreet Singh was requested to look into the matter.

iv) The Board requested for a full analysis of the last 3rd semester results. It also requested to implement remedial steps and submit the report in the next meeting.

v) The Board suggested modifying the existing syllabi as per the new AICTE guideline, which makes the total credit for a 4 year engineering course 160. It was explained that the process of modifying the existing syllabi was already underway.

Agenda 04: Achievements in the current academic year

Resolution: i) The Board noted the achievements of the faculty and students

ii) The Board observed that there was no finalist from GNIT in Annweshan 2018

iii) The Board requested to present status of research projects on a 3-year basis and to be placed in the next meeting of BOG

Agenda-05: Anti ragging measures taken

Resolution:i) Board appreciated the anti-ragging measures taken

Agenda-06: To confirm and approve of appointment, confirmation and resignation of staff

Resolution:i)The appointment and resignations were confirmed

Agenda-07: Budget for next financial year 2018-19

Resolution:i) The Board noted the budget

Agenda-08: Publication of **Papers in Referred Journal**

Resolution:In order to enhance the effectiveness and quality of research work, R&D committee is incorporating some mandatory instructions to the faculty members. The faculty members are advised to publish original research papers in only peer reviewed journals and also publish the papers in indexed conferences to create the ambience of excellent research environment. The faculty members of Guru Nanak Institute of Technology will get incentives if they publish quality research in indexed journals and conferences. Additionally, faculty members are required to publish one paper in each semester in indexed journals.

Agenda-09:Report of Principal on status of different important activities and common issues of the Institute.

Resolution: i) The Board suggested to take measures to get ‘A’ grade by NAAC

ii) The Board mentioned that DST does not normally grant projects to beginners

iii) **The Board suggested organizing tech fests twice a year and incorporates it in the budget.**
The Board also put the condition that no model is to be repeated.

iv) **The Board also declared monetary incentives to students scoring more than 8.5 in DGPA and students qualifying in GATE.**

Agenda-10: Revision in E-governance policies of the institution

Resolution : Some amendments in the E-governance polies of the institution has been initiated and approved by the committee in the areas of Administration and Examinations.

- i) **Administration:** Online administrations through admissions, fees payment, leave management of the employees, update of the academic, co-curricular and extra-curricular achievements of the employees. Online yearly appraisal system is proposed and approved. Training to the existing staff and updating of the existing software must be done on timely basis
- ii) **Examinations :** The college already maintaining it's own online system for filling up examination form, revaluation form, admit card distribution. In the 2018-19 Ay the college has developed an inclusive digital system for the automation of the examination process –
 - Online registration of students, examiners and head examiners
 - Online application, attendance approval and finance approval
 - Paper setting in online mode along with CO mapping and answer key, Online moderation of question papers
 - Online answer sheet checking through virtual platform
 - Result publication in online platform and Grade card printing

The meeting ended with vote of thanks by the Chairman.

Prof(Dr.) Santanu Kumar Sen
Member Secretary, BOG
Principal, GNIT