

Date: 24 March, 2023

Venue: Board Room, Administrative Block, RCCIIT

Minutes of the Meeting of the Board of Governors of RCC Institute of Information Technology held on 24 March 2023, 2 P.M.

Agenda 5.0:

Chairman welcomed Board members physically present and members attending the meeting through virtual mode via Google Meet. Leave of absence was granted to members unable to attend: Shri Jiban Saha, Vice Chairman, BOG & Director, Rachana Apparel Pvt. Ltd., Mr. Subhodip Ghosh, Director General, The Bengal Chamber of Commerce & Industry & Mr. Somnath Chatterjee, CEO, Webel Technologies Ltd. Quorum was formed with members present in the meeting.

Members Present:

Sl. No.	Name with positions	Representation	Attendance Status
1.	Shri Pranabesh Das Ex- Director of Technical Education Govt. of West Bengal	Chairman	Present physically
2.	Prof. (Dr.) Anirban Mukherjee Principal (Officiating) RCC Institute of Information Technology	Member Secretary	Present physically
3.	Prof. (Dr.) – Ing. Omkar Nath Mohanty FNASc, Director, Technology & Academic Initiative, RSB Metaitech, RSB Group	Member	Present online
4.	Shri Debasish Datta, Joint Secretary, WBSCHSE & Retd. WBA&A, Govt. of West Bengal	Member	Present physically
5.	Prof. (Dr.) Chiranjib Bhattacharjee President, WBCHSE, Govt. of West Bengal Pro-Vice Chancellor, JU Ex-Dean, Faculty of Engineering & Technology, Former Registrar (Actg.), Professor & Former Head, Chemical Engineering Dept., JU	Member	Present online
6.	Prof. (Dr.) Utpal Garain Professor, CVPR Unit, ISI, Kolkata	Member	Present online
7.	Prof. (Dr.) Indrajit Pan Professor & HOD, IT Dept., RCCIIT	Member	Present physically
8.	Mr. Harinandan Tunga Associate Professor, CSE Dept, RCCIIT	Member	Present physically
9.	Prof. (Dr.) Krishnendu Chakrabarty Principal, Govt. College of Engineering & Ceramic Technology	Member	Present online
10.	Dr. Dibyendu Kar, Registrar, WBJEEB	Member	Present online

Principal (Officiating) reported that the minutes of the earlier BOG meeting along with ATR in pursuance to resolutions of the last BOG meeting has already been circulated.

Resolution: Minutes and ATR of the BOG Meeting held on 24 September 2022, was approved with the consent of all BOG members.



Member Secretary
RCC Institute of Information Technology

Agenda 5.1: Report of the Principal of the Institution on current affairs

Resolution: Board noted the reporting by Principal (Officiating).

Agenda 5.1.1: Report on the AQAR submitted for the year 2021-2022 to NAAC

It was reported that Annual Quality Assurance Report (AQAR) for 2021-22 was submitted in prescribed format as per the NAAC mandate. The mandate advises AQAR submission for every subsequent year after Cycle 1 Accreditation. RCCIIT got Cycle 1 NAAC accreditation (Grade B++, CGPA 2.94) based on evaluation over a 5-year period till 2020-21. Principal (Officiating) informed the Board that the submitted AQAR has been accepted by NAAC and a few recommendations for improvement have been suggested which is further taken up by IQAC for gradual implementation.

Resolution: Board noted the reporting.

Agenda 5.1.2: Report on CAS benefit awarded to non-teaching staff, ratification thereof

It was reported that CAS was due for ten (10) regular staff (Junior Assistants and Technical Assistants) including four (4) fresh cases and six (6) review cases for which CAS was denied last time. A three member Committee reviewed the performance appraisals by respective HODs, interviewed the candidates and recommended all ten (10) cases for promotion but advised for review of performance after six (6) months for two (2) cases. The Committee also recommended cadre upgradation of one regular Lab Technician to Technical Assistant on fulfillment of Diploma Engineering following earlier precedence. The Committee recommendations were duly approved by Chairman, BOG and placed for ratification by the Board.

Resolution: Awarding of CAS benefit to ten (10) staff members had been ratified by the Board.

Agenda 5.1.3: Report on poor admission status in few UG/PG engineering courses as well as Non-AICTE programs – justification of engaging agency and extensive promotion thereof

It was reported that declining trend of admissions were being observed in core B.Tech programs i.e. Electrical Engineering (EE), Electronics & Communication Engineering (ECE) and Applied Electronics & Instrumentation Engineering (AEIE). Poor admissions in M.Tech programs in CS, IT and ECE and Non-AICTE programs namely BCA and B.Sc (CS) have been recorded as well.

S. No.	Program	Intake #	Admitted # In 2020-21	Admitted # In 2021-22	Admitted # in 2022-23
1	B.Tech ECE	120	64 + 16 = 80	102 + 10 = 112	85 + 21 = 106
2	B.Tech EE	60	19 + 04 = 23	29 + 07 = 36	11 + 06 = 17
3	B.Tech AEIE	30	06 + 02 = 08	10 + 02 = 12	00 + 00 = 00
4	M.Tech CSE	18	12	04	07
5	M.Tech IT/CSE (AI)	18	00	08	05
6	M.Tech MVT	18	07	05	00



Member Secretary

Member Secretary
RCC Institute of Information Technology

To negotiate the situation it had been decided that the AEIE program will be closed down in AY 2023-24 as resolved in the last BOG meeting. To improve admission in other disciplines of concern an in-house Committee for Improving Admissions has been formed. The committee recommended resorting to services by professional agencies for marketing, counseling and mobilization of student admission particularly in ECE, EE and Non-AICTE programs; expenses will be maximum Rs. 40,000/- for each confirmed admission. The Committee also recommended institutional promotion through continuous mode of advertisement using Bill Boards, Flex, Posters within the city of Kolkata and other Districts and also North-East State cities like Agartala and Guwahati; the estimated expense is Rs. 15 lacs for optimum period of advertisement. Recommendations also included digital promotion in social media like facebook, youtube etc through Google Ads and in popular career site like Collegedunia at an estimated expense of Rs. 5 lacs. To increase the visibility of institution these are standard practices followed by competitor colleges and Universities. Principal (Officiating) reported that extensive indirect promotion in schools are being done by a dedicated team of faculty and staff members through Connect-2-School program at nominal cost and the initial response is satisfactory. Considering the need of the hour the matter was Principally agreed by Chairman, BOG but BOG recommendation was sought.

While the recommendation was agreed upon by the Board members, it was advised by Prof. (Dr.) Omkar Nath Mohanty to look for more number of students in professions getting admitted in M.Tech programs with provision of special classes as per their convenience.

Resolution: Board accepted the justification of engaging agency and extensive promotion to improve admission.

Agenda 5.1.4: Report on financial status of the Institution – Grant received from Govt.

As far as the status of FY 2022-23 is concerned, Income = 1917.96L, Expenditure = 2226.59L and Deficit = 308.63L (till 24.03.2023). It was reported that Grant-in-aid of 50L has been sanctioned by the State Higher Education Dept. in February 2023 against a separate Head of Account created for providing maintenance grant to RCCIIT. Principal (Officiating) mentioned that the Institute shall place the Utilization Certificate of 50L to the HED for due compliance at the earliest. Efforts and involvement of the State Government were appreciated by the Board.

It was further reported that a budget of 423L was submitted to the HED against projected administrative expenses for the FY 2023-24.

Resolution: Board noted the reporting.

Agenda 5.1.5: Status report on court matters

The active cases pending at High Court was reported as follows:

CASE No.	Brief	Status	Remarks
WPA13786 of 2021 (Dr. Goutam Pal vs State of West Bengal) CAN1, CAN2, CAN3	Challenging the Enquiry Proceedings of Dr Goutam Pal, a suspended employee of RCCIIT	<ul style="list-style-type: none"> The division bench ordered to take leave from single bench to implement BOG decision Affidavit submitted, Appeal to be made to allow to implement BOG decision Matter listed for hearing in the court of Honorable Justice Kausik Chanda 	<ul style="list-style-type: none"> Based on the Enquiry Report and decision of the BOG, Chairman, BOG issued show-cause notice to Dr. Pal on 30.07.22 Dr. Pal replied to the notice on 3.08.22 Because of unsatisfactory reply decision was taken to terminate D Pal with consent of BOG member That the Disciplinary Proceedings



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RCC Institute of Information Technology

5633 (W) of 2020 (Anup Kr. Bhaumik vs State of West Bengal & Ors.)	Challenging the release from service as Principal after completion of probationary period	<ul style="list-style-type: none"> Exchange of affidavits already done. Matter listed for hearing in the court of Honorable Justice Kausik Chanda 	<p>was completed on 04.08.22 was completed on 04.08.22</p> <p>Active</p>
WP No 547 (W) of 2020 (RCCIIT Staff Association & Anrs. vs State of West Bengal & Ors.) WPA4925 of 2021 (Raja Sarker vs State of West Bengal)	<ul style="list-style-type: none"> Challenging inclusion of Deputy Registrar in The BoM Challenging the appointment of Registrar 	Hearing concluded on 22.03.23 in the court of Honorable Justice Hiranmoy Bhattacharyya	Judgment awaited
M.A.T. NO. 1539 of 2022 along with CAN No. 1 of 2022 (Dr. Goutam Pal vs State of West Bengal & Ors.)	Challenging the single bench order, Dr. Goutam Pal appealed in the Division Bench in a RTI matter	Affidavit in opposition is ready for submission in the Division Bench of Chief Justice	Active

Resolution: Board noted the reporting.

Agenda 5.2: Report on the appointment of Deputy Registrar, RCCIIT and ratification thereof

The Board was informed that as resolved in the last BOG meeting held on 24.09.2022 promotional appointment of Mr. Pradip Kr. Das in the post of Deputy Registrar was to be implemented, subject to legal opinion. Accordingly legal opinion was sought from the Institute's on-record Advocate and it was advised that there is no bar appointing Mr. Das in vacant promotional post of Deputy Registrar, in view of the ongoing pending case against the appointment of Mr. Sandip Saha in the post of Registrar, earlier appointed as Dy. Registrar. Based on the legal clearance, appointment of Mr. Pradip Kr. Das was in August 2021 in the promotional post of Deputy Registrar with pay level 16 and one promotional increment, duly approved by Chairman, BOG was placed for ratification by the Board.

Resolution: Appointment of Mr. Pradip Kr. Das in the promotional post of Deputy Registrar was duly ratified by the Board.

Agenda 5.3: Report on the renewal of retainership of Advisor, Industry Alliance following recommendation by Advisory Committee and ratification thereof

It was reported that based on the recommendations of the Advisory Committee, the contract of Mr. Nirmalya Chaudhuri (who was appointed as Advisor, Industry Alliance, RCCIIT on retainership basis in February, 2020) has been renewed in February 2023 for the next 6 months, duly approved by Chairman, BOG.

It was reported that following the requirements of AICTE, NIRF, NAAC and NBA some prioritized are as namely, Internship, Industry Visit, Training/Seminar/Guest Lectures by Industry experts for students/faculty, Student projects from industry (live projects) with industry mentors, Industry supported Lab, Industry involvement in the program design and partial delivery of any regular courses, Industry sponsored R&D Project (for faculty), Consultancy (of faculty) in Industry (Industry problem solving)) have been identified for the Advisor, Industry Alliance to work upon. The Board was informed in this context that MoUs have been signed with few industries but MoUs will only be considered based on the number of activities done and number of actual beneficiaries in each of the activities.

Resolution: Renewal of retainership of Advisor, Industry Alliance for the next six months was duly ratified by the Board.



Member Secretary
RCCIIT Institute of Information Technology

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Member Secretary
RCCIIT Institute of Information Technology

Agenda 5.4: Discussion on few issues regarding implementation of CAS/promotion of regular faculty members (new applicants) in the light of latest gazette notification and its clarification by AICTE

It was reported that 14 regular faculty members and 1 Librarian have been awarded CAS apropos to the recommendation of the Screening cum Evaluation Committee after necessary document verification and redressal of issues by Chairman, BOG. Since then, few issues cropped up which was deliberated upon by a three-member Committee Chaired by Chairman, BOG in Feb 2023. Following recommendations of the Committee that came up considering all relevant notification of AICTE, was placed for approval of the Board.

- i) 360 degree Feedback Form (prescribed by AICTE) for performance appraisal of faculty members eligible for promotion should be reviewed and redesigned upon discussion with Dept. Heads or Faculty representatives to make it aligned to institute's priority or activity.
- ii) **PhD is a mandatory** qualification for promotion to Associate Professor cadre irrespective of when one is eligible for promotion; there is no relaxation on any ground. However, existing Associate Professors of the institute, promoted without PhD, should be asked to complete their PhD within next 1 year else their increment may be stopped.
- iii) Faculty members eligible for promotion **on or before 01.03.2022**, may apply for promotion under the API score based old rules (AICTE F. No. 25-5(1)/2017 -T.S. - II dated 26.04.2017) **OR** as per the 360 degree feedback score based new rules under 7th CPC (AICTE Gazette No 82 dated 01.03.2019). The Committee has further recommended that interview process is of due compliance for complete performance review of faculty members eligible for CAS and may be considered as mandatory.
- iv) Interview of the incumbents by the Screening cum Selection Committee should be mandatory and satisfactory interview performance will be essential criteria for promotion under any rule.

It was proposed by Principal (Officiating) that clear guideline or notification regarding CAS/promotion of the faculty members should be issued by the management to remove any confusion or unfamiliarity of promotional rules among the faculty members.

In this context, it was noted by Chairman, BOG that a few faculty members qualifying the requisite mandate of PhD degree, have CAS/promotions pending with minor shortfalls as per AICTE requirement for publications. Chairman, BOG requested the Board for considerations of such cases provided, provided they can meet up the requirement within six months and subject to compliance to mandatory interview process by the Screening cum Selection Committee.

Resolution: The Board agreed to the Committee recommendations of mandatory requirements for compliance by faculty members eligible for CAS/promotion, interview process being a major criteria for complete performance review.



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Member Secretary
RCC Institute of Information Technology

Agenda 5.5: Proposal for revision of pay for the contractual non-teaching staff and one faculty member

It was reported by Principal (Officiating) that eight (8) non-teaching staff members (Assistant to Chairman, Technical Assistant, Campus Engineer, Support Staff in Systems and Electronics) have been serving the Institute in contractual mode for the last 6-8 years at fixed consolidated pay.

A proposal for some 24% hike in remuneration of the said contractual staff members was raised by administration following the precedence of 24% hike in consolidated remuneration offered to contract faculty members while fixing their pay as per SACT rule with due approval of BOG. This can be the acceptable basis of pay hike as there is no prevailing Govt. order or guideline for enhancement of pay of contractual staff. Following the same precedence, a 3% annual increment of pay and one-time pay of Rs. 5L at the time of attaining 60 years of age (while in service in RCCIIT) was proposed for the contractual staff members.

Also similar enhancement of pay was proposed for Dr. Sangita Agarwal, currently serving as contract Associate Professor (Chemistry) with consolidated pay of Rs. 54000/-, and the only contract faculty member could not be offered pay as per SACT guidelines or the basic of entry level pay (Rs. 57700/-) of Associate Professor cadre.

Prof. (Dr.) Mohanty appreciated the proposal and additionally commented on the necessity of a promotional scheme/structure for all staff rather than one-time measure for enhancement of pay. Chairman, BOG gave the responsibility to Principal (Officiating) to frame and place a staff promotional structure in the next BOG meeting.

Resolution: The Board approved the proposal for enhancement of pays for contractual staff members and one contractual faculty member in consideration.

Agenda 5.6: Proposal for disbursement of pending arrears for implementation of Pay Commission and CAS for faculty and non-teaching staff

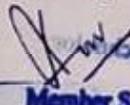
It was reported that faculty and non-teaching staff members have approached with demands for clearing arrears due to implementation of CAS and the 6th Pay Commission.

It was reported by Principal (Officiating) that as a standard practice, CAS implementations for eligible faculty & staff members for 6th CPC have been given effect with no arrears.

A statement of the current status of arrears was placed to the Board. A total arrears liability of Rs. 182.55 L was observed considering CAS arrears for faculty members (Rs. 76.83 L) and non-teaching staff (Rs. 7.55 L), and 6th Pay Commission arrears of for faculty members (Rs. 75.60 L) and non-teaching staff (Rs. 25.93 L).

Principal (Officiating) appealed to the Board to clear CAS arrears of non-teaching staff as it amounts to be the minimum among all arrears proposed. Chairman, BOG advised that as a policy matter, arrears can be paid only with sufficient fund availability so as to cover all arrears.

In this context, it was formally requested by Dr. Indrajit Pan, Professor & HOD, IT to the Board for partial release or if a nominal percentage of release of CAS arrears could be reconsidered at first for both faculty and non-teaching staff members instead of paying all arrears.


Member Secretary
RCC Institute of Information Technology



The proposal was principally agreed by Chairman, BOG and with his kind consent Principal (Officiating) suggested to place the proposal for consideration by the Finance Committee.

Resolution: Board acceded to the proposal for partial release of CAS arrears for already eligible faculty and non-teaching staff members, subject to clearance by the Finance Committee.

Agenda 5.7: Proposal for implementation of 3% DA w.e.f 01.03.2023 following announcement made by State Govt.

It was reported by Principal (Officiating) that as per Service Rules and regular appointment rules, RCCIIT offers all its regular employees pay and allowances as per the State Govt. norms and accordingly DA is enhanced time to time following State Govt. announcement, with formal approval of the BOG.

Approval of implementation of additional 3% DA w.e.f. 01.03.2023, as recently announced by the State Govt., was sought to the Board following standard practice. Accordingly additional monthly liability will be 3.42 L.

It was proposed by him that protection of employee pay being the prerogative of the Institute's commitment to employees, the said proposal was subject to formal approval of the BOG.

Resolution: Board approved implementation of additional 3% DA for all regular employees of RCCIIT w.e.f. 01.03.2023

Agenda 5.8: Miscellaneous issues including:

Agenda 5.8.1: Admission under reservation policy in respect of reservation for OBC A and OBC B

Whereas upto the academic session – 2020-21 the institution had followed reservation of seats for OBC - A and OBC - B, and whereas the Principal, RCCIIT apprised the Board Members regarding poor admission scenario under such reservation for OBC A and B and whereas the institution, in consultation with the Chairman, BOG dropped the reservation quota for OBC - A and OBC - B (following the options available as per note of the Directorate of Technical Education), owing to the fact that the institution is established as a self-financing one and the institution did not receive any grant from Govt. during 2010-11 to 2021-22; The issue shall be reviewed on further progress in this regard.

Resolution: The Board noted and agreed.

Agenda 5.8.2: Report on increasing tendency among faculty/staff in filing court cases against the employer - proposal for incorporating suitable disciplinary measures in the Service Rule in such cases for greater academic interest of the Institution

Agenda 5.8.3: Proposal for 360 degree engagement of senior faculty for overall growth of the Institution (Associate Professors and Professors have lesser class load than Asst. Professors)

Due to paucity of time, Convener requested Members for their post-meeting views regarding agenda 5.8.1 and 5.8.2.

Resolution: The Board noted and agreed.

There being no other matter to be discussed, the meeting ended with vote of thanks to the Chair.



Member Secretary
RCC Institute of Information Technology