



No. GP/GB/2024/ 2191

Dated: - 16/11/2024

From,

Principal,  
PCPS Girls' Polytechnic,  
Bamunimaidam, Guwahati – 21

To,

The Director of Technical Education, Assam,  
Kahilipara, Guwahati – 19

Sub: Forwarding of Minutes of the First Governing Meeting (GB)

Sir,

With reference to the subject cited above, I have the honour to forward herewith the Minutes of the First GB meeting of PCPS Girls' Polytechnic presided over by Dr. Bipul Talukdar, Professor, Department of Civil Engineering, Assam Engineering College and it was on 30.3.2024 in presence of all the Members of the GB.

This is for favour of your kind information.

Yours faithfully

*Handwritten signature*  
Principal,  
PCPS Girls' Polytechnic  
Bamunimaidam, Guwahati - 21  
*RT*

MINUTES OF THE FIRST GOVERNING BODY MEETING OF PCPS GIRLS' POLYTECHNIC,  
BAMUNIMAIDAM, GUWAHATI

Date: 30.03.2024

Time: 12:00 noon

Venue: Conference Hall, PCPS Girls' Polytechnic

Members Present: Details and Signatures Enclosed

The meeting was presided over by Dr. Bipul Talukdar, Professor, Department of Civil Engineering, Assam Engineering College, Guwahati.

1. The Secretary (Ex-Officio), Mrs. Pallavi Choudhury, Principal, PCPS Girls' Polytechnic welcomed all the esteemed members to the meeting. The agenda of the meeting was announced as below.

- i. President takes the chair
- ii. Introduction of all the Governing Body Member
- iii. Welcome Address by the Principal, PCPS Girls' Polytechnic
- iv. Purpose of the Meeting
- v. Briefing on Institute by the Principal, PCPS Girls' Polytechnic
- vi. Discussion on Infrastructural Development
- vii. Discussion on Academic Matters
- viii. Discussion on different issues of the polytechnic/ SC-ST hostel starting from the next academic session.
- ix. Discussion on IRG-Field rent etc.
- x. Misc.
- xi. President's address
- xii. Vote of thanks
- xiii. The End

2. It was followed by a short introduction of all the esteemed Governing Body members.
3. The General Secretary, PCPS Girls' Polytechnic Students' Union felicitated all the Governing Body Members.
4. The Principal, PCPS Girls' Polytechnic briefly highlighted the purpose of the meeting.
5. Next, the Principal, PCPS Girls' Polytechnic also delivered a short Powerpoint Presentation (PPT) briefing all esteemed members about the present status of the institute in terms of Academic Departments, Faculty & Staff position, Infrastructure & facilities and also emphasized on the presently lacking academic, infrastructure etc requirements in line with the educational requirements of the NEP 2020.
6. Further, the discussion on Academic matters of the institute was initiated where two aspects were emphasized upon : (i) the poor pass percentage (%) of students in the papers Mathematics-I, II and III resulting in a large number of year loss cases over the years in this institute, (ii) insufficient number of practical classes held in this institute. Further, suggestions from all esteemed members were sought for regarding the rectification procedure to be taken regarding the matters.
7. Mrs. Minakshi Buragohain, esteemed member of the Governing Body emphasized upon holistic student-teacher relationship regarding Point No. 6(i) which would create a convenient environment for the students to discuss their doubts with the concerned teacher freely and overcome their weaknesses to successfully pass out the subject.
8. In connection with both the points 6(i) & (ii), Dr. Bipul Talukdar, President of the Governing Body, emphasized on the formation of an Academic Committee to examine and also undergo dedicated discussion with respective subject teachers on the above matters. Also, he emphasized on the change of approach of teachers in connection with marking procedure to suit the student-centric vertical of NEP 2020.
9. The Principal, PCPS Girls' Polytechnic also emphasized on formation of the Academic Committee as a part of the mandatory requirements for the NBA Accreditation process.
10. Shri Apurba Saikia, esteemed member of the Governing body emphasized on holistic and round the clock involvement of teachers in terms of identifying subject-wise weak areas of students for overall development. He emphasized that if necessary, contractual faculties may also be engaged for ensuring good quality, holistic teaching.
11. Dr. Jahanur Rahman, esteemed member of the Governing Body emphasized on the matter that the component-wise Sessional Marks format already in circulation from the Institute's Examination Cell should be strictly followed in practice while according the marks. Necessary evaluation and record keeping for each of the specified components should be performed meticulously.

12. The Principal, PCPS Girls' Polytechnic emphasized on adopting the following aspects as a part of the regular teaching-learning process : (i) periodic parent teacher meeting, (ii) periodic attendance display, (iii) sessional marks display.
13. Mr. Tapan Mahanta, esteemed member of the Governing body put forward that for students appearing both in regular and backlog examinations, the time table issued by the SCTE, Assam is a little hectic as the backlog papers are adjusted on off days between two regular examinations. He also stressed on the need of remedial classes for backlog/weak students subject-wise.
14. The Principal, PCPS Girls' Polytechnic expressed her concern about receiving a huge number of institute transfer applications which reduces the total number of students in each Academic Year once those prayers are adhered. This in turn leads to hurdles in maintaining AICTE's prescribed annual intake. The suggestions were sought from all esteemed members regarding this matter.
15. Dr. Jahanur Rahman, esteemed member of the Governing Body suggested that a strict framework be devised regarding the forwarding of applications for student transfer from this institute to other co-educational/Girls' institute as this is a dedicated Girls' institute serving the development of women since 1964.
16. It was discussed and resolved that the Governing Body meeting shall be conducted two times in a semester i.e. 4 times in an Academic Year. One meeting shall be at the beginning and the other towards the end of each Odd/Even semester for smooth conduction of academic as well as administrative activities of the institute.
17. Dr. Bipul Talukdar, President of the Governing Body categorized the different types of feedback mechanisms that were to be adopted by the institute as : (i) Course Outcome (CO) based feedback- student identity shall be disclosed in this feedback for identification of weak students CO wise, (ii) Faculty Feedback-anonymous feedback process where student identity is not disclosed, (iii) College Feedback-outgoing (2<sup>nd</sup>/4th/6th) semester students will provide anonymous feedback, (iv) Alumni Feedback-passed out students shall provide the feedback and (v) Employer feedback-the past and current recruiters of this institute will provide their feedback. In this regard, he also emphasized that necessary measures to ensure smooth feedback retrieval, such as formation of proper Alumni Association/Office, full fledged T&P Cell etc may be looked into.
18. Mr. Tapan Mahanta, esteemed member of the Governing body emphasized that certain laboratory classes (especially Hydraulics Lab) are not held regularly due to which the practical knowledge of the students remains incomplete.
19. The Principal, PCPS Girls' Polytechnic, emphasized on the importance of Internal Revenue Generation (IRG) in connection with the recently issued SOP by the Director of Technical Education, Assam. The matter was seconded by the President and other esteemed members of the Governing body. A number of resolutions were taken in this regard which have been outlined in the relevant section below.
20. The Principal, PCPS Girls' Polytechnic expressed her concern regarding the absence of individual meter in the Staff Quarters which leads to alleged use of high power consumption devices including Gysers, Induction Ovens etc. She sought the suggestions from all esteemed members for corrective measures regarding this matter. All esteemed members suggested that necessary steps be taken for incorporation of APDCL pre-paid meters in the Staff Quarters at the earliest.
21. The Principal, PCPS Girls' Polytechnic emphasized on fixation of Honararium for the Governing Body members regarding attending the periodic meetings. The Honararium rates were accordingly finalized and approved by the President and other esteemed members of the Governing Body and are listed in the relevant section below.
22. It was emphasized by all esteemed members of the Governing Body that due importance should be given to PM's new initiative "One Student, One Skill". Faculty members should identify the individual skills of their students and encourage them to pursue activities in respective field for nurturing their talents in a better manner.
23. Mr. Sankhapani Bharali, esteemed Governing Body member brought into notice of all other members that the monthly hostel fee of Rs 1800/- is adequately utilized for regular hostel expenses and a portion of that amount is saved as Surplus Fund. For transparent record maintenance of expenditure/savings of the surplus amount, the Principal, PCPS Girls' Polytechnic had already proposed to take necessary steps for creation of a Joint signatory Bank Account (including Hostel Warden as the co-signatory) from current Financial Year. All esteemed members appreciated the said initiative. However, for the utilization/refund of the accumulated money from previous Financial Years, the Governing Body members recommended to Mr. Sankhapani Bharali, Hostel Warden, PCPS Girls' Polytechnic for conducting a meeting with all the Hostel boarder students in presence of the Hostel Development Committee seeking their written consent regarding either (i) utilization of the fund in Hostel related development activities or (ii) return of the surplus amount to all student boarders. Further, the members suggested that the matter be placed in the next Governing Body meeting with proper documents (Minutes of Meeting, Student Consent documents with signature etc.) for further discussion.

24. Regarding accommodation charges for parent's of hostel boarders accommodated in the boarder's same room under valid grounds, the per night charges is to be fixed by the Hostel Warden with approval of the Hostel Development Committee. It should also include the fooding charges separately levied for Breakfast, Lunch and Dinner. The esteemed members suggested that the same may be finalized at the earliest and intimated to the Principal, PCPS Girls' Polytechnic.
25. Mrs. Sarala Bala Rabha, Librarian, PCPS Girls' Polytechnic and esteemed member of Governing Body appraised all the members present regarding the requirements of the Institute Library (in terms of Library printing and xerox facility, internet connectivity etc.) In addition, she informed all esteemed members regarding the installation of Library Software (SOUL) since Academic Year 2015-16 in the Library PCs and that it was non-operational since long and the concerned organization/personnel was contacted but did not respond till now for corrective measures. The esteemed Governing Body members suggested that necessary steps with formal communications may kindly be taken by the Librarian, PCPS Girls' Polytechnic for restoring functionality of softwares at the earliest.

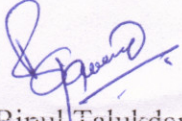
The following resolutions were adopted in the meeting. Resolved that:

1. An Academic Committee which will monitor the overall the academic quality of the institute including adequate theory/practical class delivery, student concerns on teaching-learning process, result analysis etc shall be constituted at the earliest. It will report the improvements and also shortcomings related to institutional academic activities to the Governing Body periodically.
2. The following aspects shall be incorporated with immediate effect into the Institute's regular teaching learning process : (i) periodic parent teacher meeting, (ii) periodic attendance display, (iii) sessional marks display.
3. A proper framework shall be devised regarding forwarding of applications for Institute transfer from PCPS Girls' Polytechnic keeping in mind that this is a dedicated Girls' institute and shall be placed before the Governing body in due course of time.
4. The Governing Body meeting shall be conducted two times in a semester i.e. 4 times in an Academic Year. One meeting shall be at the beginning and the other towards the end of each Odd/Even semester.
5. Necessary mechanisms shall be adopted to ensure smooth feedback from all the stakeholders as outlined by the President, Governing Body, PCPS Girls' Polytechnic.
6. Govt. and private schools, colleges, organizations etc shall be permitted to use the Institute playground to organize sports events, annual sports etc. The per day charges applicable for such usage shall be Rs. 5000/-.
7. Govt. and private organizations shall be allowed to organize Cultural Fests, Social Function following proper guidelines/frameworks issued by the IRG committee/ Institute Authority at the rate of Rs 3000/- per half day (forenoon/ afternoon).
8. Adequetely equipped classrooms/laboratories shall be provided to Central/ State Govt. Examination conducting bodies such as UPSC, APSC, Railways etc and other similar organizations for organizing recruitment tests, competitive examinations etc. Also, the Conference Hall of the Institute may be utilized for similar purposes.
9. Consultancy services shall be incorporated as a regular practice in the institute with proper financial frameworks approved by the Governing body. Dr. Bipul Talukdar, President of the Governing Body addressed the members regarding his till date experience on supervising IRG activities at AEC, Guwahati. The smooth initiation of IRG activities at PCPS Girls' Polytechnic shall be carried out under his able supervision.
10. Certain paid professional courses on relevant areas under all Departments shall be offered in the form of Short term training with requisite fee and other rules&regulations approved by the Governing body.
11. Necessary urgent steps shall be taken by the Principal, PCPS Girls' Polytechnic for installation of APDCL Pre-paid meters in the Staff Quarters to ensure accurate tracking of the electricity consumption and appropriate charges levied.
12. The following rates of honorarium were approved by the Governing Body in respect of its esteemed members for attending periodic meetings at PCPS Girls' Polytechnic, Guwahati :
  - (i) President : Rs 2,500/- per meeting
  - (ii) Member : Rs 2,000/- per meeting
  - (iii) Refreshment : Rs 3,000/- per meeting
  - (iv) Office : Rs 3,000/- per meeting
13. Faculty members will encourage the students towards the PM's new initiative "One Student, One Skill" where skill identification of each student will be done and she will be supported to pursue activities in her desired field for nurturing her skills further.
14. A meeting shall be conducted by the Hostel Warden with all the Hostel boarder students in presence of the Hostel Development Committee seeking their written consent regarding either (i) utilization of the previous Financial Year's accumulated fund in Hostel related development activities or (ii) return of the surplus amount to all student boarders. Further, the matter shall be placed in the next Governing Body

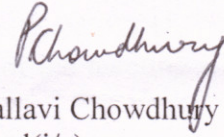
meeting with proper documents (Minutes of Meeting, Student Consent documents with signature etc.) for further discussion.

15. The Hostel Warden with approval of the Hostel Development Committee shall fix the per night charges for parent's of hostel boarders accommodated in the boarder's same room under valid grounds including the fooding charges separately levied for Breakfast, Lunch and Dinner. The same shall be finalized at the earliest and intimated to the Principal, PCPS Girls' Polytechnic.
16. The Librarian, PCPS Girls' Polytechnic shall take necessary steps including formal communication to concerned authorities regarding restoration of Library software functionality at the Institute Library.

The Meeting ended with formal Vote of Thanks from Dr Jahanur Rahman, esteemed Governing Body Member, PCPS Girls' Polytechnic.

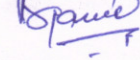
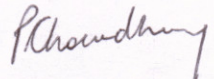
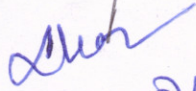
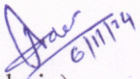
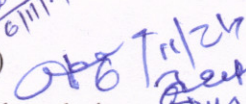
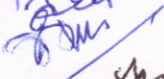

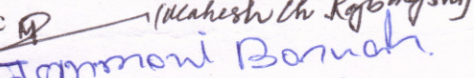
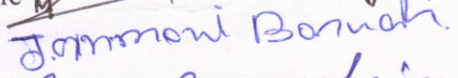
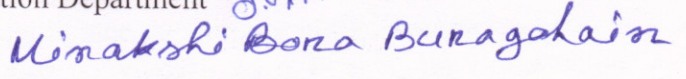


Dr. Bipul Talukdar  
Professor, Civil Engg, AEC Guwahati  
President of Governing Body , PCPS Girls Polytechnic.



Ms. Pallavi Chowdhury  
Principal(i/c)  
PCPS Girls Polytechnic

Members Present :

1. President : Dr. Bipul Talukdar, Professor, Civil Engg, AEC Guwahati 
2. Secretary, Ex-Officio : Mrs. Pallavi Choudhury, Principal, PCPS Girls' Polytechnic 
3. Member 1 : Sri Deepankar Kakati, Addl. Chief Engineer, Guwahati Municipal Corporation 
4. Member 2 : Sri Apurba Saikia, Ex-Engineer, Irrigation Department 
5. Member 3 : Mr. Tapan Mahanta (Guardian of student studying in Polytechnic) 
6. Member 4 : Dr. Jahanur Rahman, Lecturer (S.G.), Civil Engg, PCPS Girls' Polytechnic 
7. Member 5 : Sri Sankhapani Bharali, Lecturer (S.G.), Computer Engg, PCPS Girls' Polytechnic 
8. Member 6 : Sri Mahesh Chandra Rajbongshi, Sr. Asst, PCPS Girls' Polytechnic 
9. Member 7: Ms. Janmoni Baruah, Sub-Engineer (Civil), Irrigation Department 
10. Member 8 : Mrs. Minakshi Buragohain (Architecture Firm) 
11. Member 9 (Ex-Officio Member) : Mrs. Sarali Bala Rabha, Librarian, PCPS Girls' Polytechnic