

No. GP/GB/2024/ 15/2

Date: 15/09/25

From: Dr. Nazrul Haque
Principal,
PCPS Girls' Polytechnic
Bamunimaidan, Guwahati-21

✓ To: The Director of Technical Education, Assam,
Kahilipara, Guwahati-19.

Sub: Forwarding of Minutes of 3rd Governing Meeting (GB) of PCPS Girls' Polytechnic,
Bamunimaidan, Guwahati-21.

Sir,

With reference to the subject noted above, I have the honour to forward herewith the Minutes of 3rd Governing meeting of PCPS Girls' Polytechnic, Guwahati-21 presided over by the President of GB Dr. Bipul Talukdar, Principal (i/c), Assam Engineering College and Professor, Department of Civil Engineering, Assam Engineering College held on 09/07/2025.

This is for favour of your kind information.

Yours faithfully,

Nazrul Haque
15/9/25
Principal
PCPS Girls' Polytechnic
Guwahati-21
NH

3rd General Body (GB) Meeting of PCPS Girls' Polytechnic

Bamunimaidam, Guwahati-21

Date 09.07.2025,

Time: 11.30 a.m.

Venue: Conference Hall

Members Present: Details and Signatures Enclosed

The meeting started with the President Dr. Bipul Talukdar, Professor, Department of Civil Engineering, Assam Engineering College, Guwahati taking the chair. The Secretary (Ex-Officio), Dr. Nazrul Haque, Principal, PCPS Girls' Polytechnic welcomed all the esteemed members to the meeting. The agenda of the meeting was announced

Agenda of the meeting

- i. The President of GB takes the Chair
- ii. Welcome address and purpose of the meeting by the Principal
- iii. Inauguration of the First Edition of the Institute Newsletter
"The GP Horizon" by Dr. Bipul Talukdar, Professor, Civil Engineering Department, Assam Engineering College, Guwahati in presence of respected Members of GB and other staff members of the Institute.
- iv. Presentation on 2nd Governing Body (GB) meeting resolutions by the Principal and Discussion by the Members
- v. Presentation by the Principal on existing and proposed issues of the Institute
- vi. Discussion on the resolutions of Academic Committee, Institutional Development Committee, Purchase Committee etc.
- vii. Discussion on infrastructure development of Laboratories/ Workshops/Library/Institute Buildings etc. and Hostel related issues
- viii. Miscellaneous issues if any
- ix. Discussion and Resolutions on various issues as discussed
- x. President's address
- xi. Vote of thanks by Mrs. Jyotsna Das, H.O.D., Computer Engg. Deptt.
- xii. The End

The meeting started with the Principal of PCPS Girls' Polytechnic Dr. Nazrul Haque briefly explains the purpose of the meeting. The following points:

1. Dr. Bipul Talukdar, Professor, Civil Engineering Department, Assam Engineering College, Guwahati inaugurated the First Edition of the Institute Newsletter "The GP Horizon" in the presence of respected Members of GB and other staff members of the Institute.
2. Dr. Nazrul Haque, Principal delivers Power Point Presentation on the steps taken on the resolutions of 2nd GB meeting held on 30.11.2024
3. The GB Members takes part on the discussion regarding steps taken by the Institute on the resolutions of 2nd t GB meeting and other issues of the Institute.
4. Dr. Bipul Talukdar, President of GB, while initiating discussion after Principal's presentation, has mainly highlighted the issues regarding careful handling of NC/DC of students, the matter of conduction of 3 sessional tests, Industry Institute Interaction Programme in the academic schedule, importance of Infosys courses in the greater interest of the students and priority on developing facilities/resources through CSR Fund.
5. The GB Members Mrs. Jyotsna Das, H.O.D., Computer Engg. and Dr. Syeda Musfia Begum, H.O.D.MOM are of the opinion that faculties and students of the Institute should be made aware of the courses at the Centre of Excellence being set up in the Institute campus by Tata Technologies Limited (TTL).
6. The GB President Dr. Bipul Talukdar and GB Member Sri Apurba Saikia have expressed the view that while receiving IRG amount for testing/consultancy from various agencies, the Institute should carefully handle the GST matter in case the Agencies submit the fees showing GST.
7. The GB Member Sri Deepankar Kakati has stated about importance of developing Library facilities with library management software, Books, Journals, Internet, reading facilities etc
8. The GB Member has Sri. Tapan Mahanta has expressed his opinion about engaging temporary staffs in view of shortage of faculties, office staffs and Grade IV Staffs.

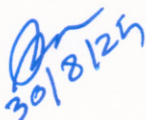





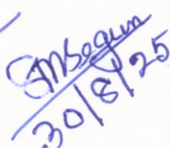


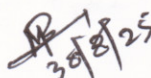


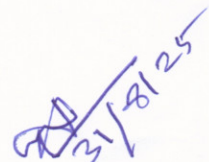

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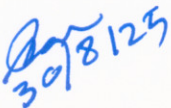

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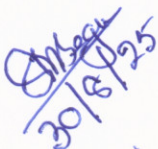
9. The GB Member Mrs. Sarala Bala Rava, Librarian of the Institute has raised an important matter regarding disposal process of the some very old and damaged books. The GB Members Mrs. Jyotsna Das, H.O.D., Computer Engg. and Dr. Syeda Musfia Begum, H.O.D.MOM have suggested that a committee to be constituted for this purpose.

After detail discussions on various issues based on PPT presentation and views of the Principal, suggestion of the respected President and other respected Members of the GB, the following resolutions were taken unanimously: The resolutions are as follows:


1. The GB Meeting has resolved on following matters in the academic interest of students:
 - (i) For careful handling of issues regarding NC/DC of the students, month-wise attendance records will be displayed in the Notice Board and parents will be informed accordingly.
 - (ii) In the matter of Sessional Marks, there will be 3 sessional tests and in case, some students score below 60%, then Re-test will be arranged.
 - (iii) Industry Institute Interaction Programme must be included in the academic schedule for exposure of students to industry environment.
 - (iv) Institute must take advantage of Infosys courses in the greater interest of the students.
 - (v) Top most priority will be given for developing facilities/resources through CSR Fund
2. The GB meeting has resolved that faculties and students of the Institute will be made aware of the courses at the Centre of Excellence being set up at the Institute campus by Tata Technologies Limited (TTL) by organizing interaction programme.
3. The GB meeting has resolved that while receiving IRG amount for testing/consultancy works from various agencies, the Institute will carefully handle the GST matter in case the Agencies submit the consultancy fees with GST amount.
4. The GB meeting has resolved to take active steps for developing Library facilities with Library management software, Computer with LAN setup for Internet, access to e-books, Books, Journals, Magazines, reading facilities etc
5. The GB meeting has resolved to constitute a committee for proper management of issues of Institute Library along with the matter of disposal of very old and damaged books.
6. The GB meeting has discussed about creation of facilities for the proposed ISTE Student Chapter, Students' Innovation Center (in existing Atal Tinkering Lab), PCPS Girls' Polytechnic NCC unit, 2 Smart Class Rooms in the coming months in view of the proposed visits of NBA team towards the end of this year. After discussion, the GB has resolved to allow to create facilities by using Development Fund as per norms as and when required in the coming months.
7. The GB meeting has discussed about lack of furniture in the newly constructed SC/ST hostel (completed in 2022) although office of DTE has been requested repeatedly since the last year and as informed, it will not be possible to supply by DTE even in this academic session. The GB has resolved to allow to procure minimum number furniture to accommodate few students in this hostel subject to demand from the students.
8. After closure of Modern Office Management (MoM) Course, feedback from some ex-students and others in the Institute, a course on Stenography with Computer Proficiency has been designed to start under IRG Scheme from 04.08.2025 with Admission fee of Rs. 1000/- and Course Fee: 10000/- in two instalments. As such, GB meeting has resolved to approve the Course fee structure under IRG Scheme.
9. As per GB resolutions, the repairing works of Language Lab, Solar Power System, Website updating, 4 Computer Labs under Computer Engg. and 1 Computer Lab under Architecture have been completed from Development Fund. However, no steps have been taken for Workshops, Examination Cell, Library, Conference Hall, Auditorium, Campus development and as such, the GB meeting has resolved to approve the repairing works if required using Development Fund as per norms.
10. As per resolution of the Institutional Development Committee (IDC), it was decided to renovate the existing Canteen of the Institute by creating hygienic atmosphere with floor development, Furniture for better seating arrangement, white washing, painting, water supply etc. The GB meeting has resolved to approve the use of Golden Jubilee Fund/Development Fund for renovation works under the initiative of the Principal and supervision of Sri. G. R. Kalita HO.D.(i/c), Civil Engg. on urgent basis before new academic session 2025-2926 starts.
11. As per resolution of the Institutional Development Committee, it was decided to develop Girls' Common Room (A room in the 2nd Floor built by IOCL under CSR Scheme). The IDC meeting noted the views of Members about facilities like toilet, sanitary napkin vending Machines, indoor game such as Table Tennis, etc. and comfortable seating arrangement. As such, GB meeting has resolved to approve the use of Development Fund/ CSR Fund from Bank of Baroda (Proposal already submitted for support) for the work.

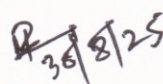


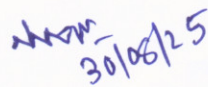

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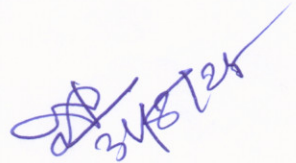

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12. The IDC meeting felt the need to install a modern Sound System at Auditorium and accordingly, Sri. Jayanta Barua, Lecturer, Computer Engg will collect required number of items, specifications, etc. As such, GB meeting has resolved to approve the use the Development Fund for procurement of the items as per Govt. norms.
13. The items in terms of software, hardware, tools, equipment for departmental laboratories, science laboratories, electrical accessories, printing and stationery for office are procured on day-to-day basis. As such, GB meeting has resolved to approve the use of the Development Fund for procurements of such items as and when required as per Govt. norms.
14. The process for procurement of 6 numbers of Air Conditioner (ACs) through GeM Portal has been started as resolved earlier. Further, few more ACs are required for Language Lab, AutoCAD Lab, Conference Hall, Smart Class Room etc. As such, GB meeting has resolved to approve the use of the Development Fund for procurement of ACs as per Govt. norms.
15. The IDC meeting resolved that additional space will be added to the existing Reading Room of the Library by dismantling the existing middle walls for placing 10 numbers of PCs as per AICTE norms along with few wooden books shelf rack, wooden reading table etc. As such, GB meeting has resolved to allow to the work using Development Fund on urgent basis.
16. As resolved earlier in the 2nd GB meeting to procure to UPS, Inverter, Battery etc. through GeM /Tender process as per Govt. norms, the GB meeting has resolved to take necessary steps for procurement of few items if required from Development Fund in coming months.
17. As resolved in the IDC meeting regarding allocation of an amount of Rs. 5000/- to each Department in every semester from Development Fund to meet small expenditure relating to departmental works. As such, GB has approved the decision to disburse the said amount to the respective HOD/HOD(i/c) starting from the next Academic Session.
18. The IDC meeting discussed the issue of acute shortage of Grade IV staffs in the Institute mainly for cleaning/sweeping of laboratory/workshop/campus etc., and as such, the GB meeting has resolved to allow to engage temporary Cleaner/Sweeper staffs on shift basis (either Morning or Evening or both shifts) at a remuneration of around Rs.5000/- per month from Development Fund without issuing any engagement letter. In case of 2 shifts per day per month, the remuneration will be Rs.10,000/-
19. The GB meeting has discussed about acute shortage of Grade III staffs in the Office, Library etc. for day to day works as such, the GB meeting has resolved to allow to engage temporary/retired staffs (only when urgently required) on shift basis (Morning or Evening or both shifts) at a remuneration of around Rs.6000/- from Development Fund without issuing any engagement letter. In case of 2 shifts per day per month, the remuneration will be Rs.12,000/- per month.
20. In view of NEP 2020, there are some new subjects introduced and it has resulted subject wise shortage of Faculties and Instructors such as Electrical/Electronics/ Multimedia/Tally/ Business Statistics/IKS/Yoga/Professional Practice etc. and as such GB has resolved to engage faculties and instructors from the next academic session starting from 01.08.2025 from Development Fund as follows:
 - (i) Faculties (without issuing any engagement letters) at the Rate of Rs.350/- per theory class subject to maximum Rs.750/- for 2 theory classes per day.
 - (ii) Instructors (without issuing any engagement letters) for practical classes at the rate of Rs.250/- per hour subject to a maximum of Rs. 500/- for a practical session of more than 1 hour for 1 practical session in a day
21. Institute has to engage apprentices for 1 year as per guidelines of National Apprenticeship Training Scheme (NATS), Department of Higher Education, Government of India. The Institute has already engaged 2 Graduate Engineer Apprentices with Computer/IT background mainly to work in Computer/IT/Electrical/Electronic Laboratories of the Institute. As such, GB meeting has approved the stipend of Rs. 7500/-as Institute's share per month from IRG/Development Fund and to allow to engage more if required as per norms of NATS, Govt. of India
22. Hostel Management Committee, which consists of Principal, Hostel Superintendent, Matron, Hostel Monitress, staff members of the Institute, manages the Food and Mess Management by collecting mess dues from Hostel Borders as decided by the Committee. Now, in view of acute shortage of Grade IV staff in the Institute, the GB Committee has allowed to engage Dining Hall staffs by the Hostel Management Committee from the fees collected from students without issuing any engagement letter.

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23. The GB Members have discussed details of Institutional IRG activity in connection with the SOP submitted by the of Civil Engineering Department of PCPS Girls' Polytechnic and the GB has approved the SOP with modification regarding disbursement of remuneration to the concerned persons involved with IRG activity of the Institute. The details of SOP are as follows:

The objectives:

The Institutional IRG activity aims at:

- a) Generating revenue as per govt. norms through Testing/Consultancy/STTP using the existing resources of the Institute & Manpower.
- b) To attain a state of self-sustainability
- c) To develop new infrastructure through resource mobilization

The modalities:

A) Acceptance of activities:

- i) All activities (viz. Testing services/Consultancy/STTP) will be undertaken which can be performed by existing Manpower and Infrastructure.
- ii) For Testing Services: The Client should officially apply to the Authority of this Polytechnic clearly mentioning the service required.
- iii) Prior to acceptance of the application - the Institute's Head will consult with the HOD of respective department about the feasibility of undertaking the job.
- iv) For Consultancy services: The Principal will consult the HOD/IRG cell of this Institute, whether the assignment can be taken or not.
- v) The IRG activity will be undertaken on receiving the requisite fee in advance or take amount in advance. The fees to be collected officially through the cashier of this institute who has to maintain the proper record of such fund collected or distributed.

B) Performing IRG activities: -

- i) On acceptance of work /offer of Testing/Consultancy work the application to be handed over to the HOD of department /in-charge of the respective work for execution of the work.
- ii) The respective HOD/In-charge will decide the plan of execution and selection of team for execution of the work. All decisions in this regard are to be intimated to the Principal by the respective HOD/In-charge.
- iii) The HOD/In-charge will be solely responsible for correlating all activities - viz. testing, training, arrangement, execution, result, certification, documentation and distribution of honorarium to the engaged persons and to intimate the Principal from time to time.

C) Documentation of Record

All documentary records have to be maintained by office of the Principal, PCPS Girls' Polytechnic, Guwahati by engaging an experience Secretarial staff. The engaged secretarial staff will be responsible for receiving, dispatching and filing the record as per standard procedure on behalf of the Institute.

D) Distribution of Share and Disbursement of honorarium

The fees collected for Testing/Consultancy/STTP activities under Civil Engineering Department shall be distributed as follows: -

- i. Institute/ Govt. share will be 40% of the total fee collected
- ii. The share for distribution of honorarium to the persons involved with IRG activity will be the remaining 60% i.e. the Balance Amount. The balance amount will be distributed as follows:
 - a) Principal - 15% of Balance Amount.
 - b) HOD/In-charge - 15% of Balance Amount.
 - c) Report Preparation (by Faculty only) – 15 % of Balance Amount
 - d) Testing Activity (Faculty/ Instructor etc.) – 32 % of Balance Amount
 - e) Laboratory (Grade – IV Staff)– 8 % of Balance Amount
 - f) Office Staff (Clerk, Cashier, Letter issue & type)–10 % of Balance Amount
 - g) Miscellaneous [not covered in (a) to (f)] to be decided by HoD /in-charge – 5% of Balance Amount

The amount of honorarium to other persons out of 32% will be distributed by the person for executing the job amongst all persons based on their engagement in consultation with HOD/ In-charge of the work.

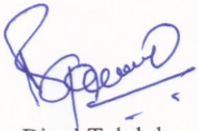
[Handwritten signatures and dates in blue ink:]
Principal: 30/8/25
HOD: 30/8/25
Cashier: 30/8/25
Office Staff: 30/8/25
Laboratory: 30/8/25
Testing Activity: 30/8/25
Report Preparation: 30/8/25
Miscellaneous: 30/8/25

- iii. The HOD/In-charge will monitor the activities for timely execution of the work and guide & look after the documentation of the records on behalf of Principal as per standard rule.
- iv. The HOD/In-charge will finalize the distribution of share (Institute/Govt.) and honorarium to be disbursed to the staffs by considering the fees collected from an agency for a particular Testing/Consultancy work and he will submit it to the Principal for approval. After approval by the Principal, the Cashier will distribute the honorarium on monthly basis ensuring that honorarium is deposited into the Bank Account of the concerned staff of the Institute

E) Certification & Submission of report:

- i) All reports/certificates related to Testing/Consultancy/STTP work will have to be signed by the persons responsible for execution, HOD or In-charge of Consultancy/ STTP and Principal of this Institute.
- ii) Sufficient copies of report/certificate will be made for dispatching to client and maintaining record in file.

The Meeting ended with formal Vote of Thanks by Mrs. Jyotsna Das, H.O.D., Computer Engg., PCPS Girls' Polytechnic and an esteemed Member of GB PCPS Girls' Polytechnic.



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

NHM 30/08/25

Dr. Nazrul Haque
Principal, PCPS Girls' Polytechnic
Secretary, Ex-Officio of Governing Body
PCPS Girls Polytechnic

Signatures of Members Present:

1. President: Dr. Bipul Talukdar, Professor, Civil Engineering, AEC Guwahati
2. Secretary, Ex-Officio: Dr. Nazrul Haque, Principal, PCPS Girls' Polytechnic
3. Member 1: Sri Deepankar Kakati, Retd. Addl. Chief Engineer, Guwahati Municipal Corporation
4. Member 2: Sri Apurba Saikia, Retd. Ex-Engineer, Irrigation Department
5. Member 3: Sri. Tapan Mahanta (Guardian of student studying in Polytechnic)
6. Member 4: Mrs. Jyotsna Das, H.O.D., Computer Engg., PCPS Girls' Polytechnic
7. Member5: Dr. Syeda Musfia Begum, H.O.D.(i/c), MOM Deptt. 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: Ms. Minakshi Buragohain (Architecture Firm)
11. Member 9: (Ex-Officio Member): Mrs. Sarala Bala Rabha, Librarian, PCPS Girls' Polytechnic

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Apurba
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Jyotsna
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Syeda
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Mahesh
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