



CAPITAL ENGINEERING COLLEGE

(A unit of Bidya Bharati Educational Trust)

Ref. No.: CEC/1529/2021

Date: 11/08/2021

To

Sl.No	Name and address	Position in the Governing Body
1	Sri Badri Narayana Sahoo, Chairman, Bidya Bharati Educational Trust, Bhubaneswar	Chairman <i>B. Sahoo</i>
2	Principal, Capital Engineering College, Bhubaneswar	Member-Secretary (Ex-Officio)
3	Sri Biranchi Narayana Sahoo Secretary, Bidya Bharati Educational Trust, Bhubaneswar	Member <i>B. Sahoo</i>
4	Sri Subha Narayan Sahoo, Trustee, Bidya Bharati Educational Trust,	Member <i>S. Sahoo</i>
5	Smt Mina Kumari Sahoo Bhubaneswar (Industrialist)	Member <i>minakumari Sahoo</i>
6	Prof. (Dr) Kali Charan Rath, Professor, GIET University, Gunupur (Educationist)	Member <i>K. Rath</i>
7	Dr.Jayaprakash Sahoo Professor, VSSUT, Burla (Nominee From State Govt)	Member
8	Dr. Arunanshu Mohapatra Principal, BOSE, Cuttack (Nominee from BPUT)	Member <i>A. Mohapatra</i>
9	Prof. (Dr) Bigyan Ranjan Dash Associate Professor, CET, Bhubaneswar (Nominee from AICTE)	Member <i>B. Dash</i>
10	Mr Achuth Nanda Mishra Asso. Prof, BSH, Capital Engineering College, Bhubaneswar,(staff Representative-Male)	Member <i>A. Mishra</i>
11	Smt. Sangita Pani Asst.Prof, BSH Capital Engineering College, Bhubaneswar , (Staff Representative-Female)	Member <i>S. Pani</i>

Sub: Governing Body meeting of Capital Engineering College, Bhubaneswar
scheduled on 19-8-2021

Sir,

By the direction of Chairman, GB, the Governing Body meeting of Capital Engineering College, Bhubaneswar, is Scheduled on 19-8-2021 by 10.00 AM in the conference hall of CEC, BBSR

As such, kindly make it convenient to attend the same on the scheduled date and time.

Thanking you

Yours faithfully,



Principal - Cum – Member Secretary,

Principal-Cum-Member Secretary

Capital Engineering College,

Capital Engineering College

Khordha, Bhubaneswar

Agenda

1. Welcome address by Chairman, Sri Badri Narayana Sahoo
2. Confirmation of minutes of last Governing Body meeting held on 11-8-2020
3. Action taken report on the decisions taken in last GB meeting held on 11-8-2020
4. Approval of the appointments made by the selection committee of the College from 12-2-2020 to 19-8-2021
5. Approval of resignations of faculties from 12-2-2020 to 19-8-2021.
6. Approval of promotions and other service mechanisms of staff from 12-2-2020 to 19-8-2021.
7. Approval of study leaves of faculties for last two year
8. Approval of maternity leave of different employees for last two year
9. Approval of Audit Reports for the financial year 2020-21
10. Approval of projects prepared by different faculties
11. Approval of budget for financial year 2021-22
12. Conduct of seminars, FDPs, etc
13. Enhancement of DA salary of faculties
14. Review of academic activities, anti-ragging measures and disciplinary measures
15. Vote of thanks


2/02/20

Proceedings of the Governing Body meeting of Capital Engineering College, Bhubaneswar
held on 19-8-2021

A meeting of the governing body of CAPITAL ENGINEERING COLLEGE, Bhubaneswar is held on 19-8-2021, by 10.00 AM in the College conference hall under the president-ship of Sri Badri Narayana Sahoo, Chairman, Governing Body of CAPITAL ENGINEERING COLLEGE.

Members Present:

Sl.No	Name and address	Position in the Governing Body
1	Sri Badri Narayana Sahoo, Chairman, Bidya Bharati Educational Trust, Bhubaneswar	Chairman <i>B. Sahoo</i> 19.8.21
2	Principal, Capital Engineering College, Bhubaneswar	Member-Secretary (Ex-Officio) <i>[Signature]</i> 19/08/21
3	Sri Biranchi Narayana Sahoo Secretary, Bidya Bharati Educational Trust, Bhubaneswar	Member <i>[Signature]</i> 19.8.21
4	Sri Subha Narayan Sahoo, Trustee, Bidya Bharati Educational Trust,	Member <i>[Signature]</i> 19.8.21
5	Smt Mina Kumari Sahoo Bhubaneswar (Industrialist)	Member <i>mirakumari Sahoo</i>
6	Prof. (Dr) Kali Charan Rath, Professor, GIET University, Gunupur (Educationist)	Member <i>Kehrel/S</i>
7	Dr.Jayaprakash Sahoo Professor, VSSUT, Burla (Nominee From State Govt)	Member <i>AB/S</i>
8	Dr. Arunanshu Mohapatra Principal, BOSE, Cuttack (Nominee from BPUT)	Member <i>[Signature]</i>
9	Prof. (Dr) Bigyan Ranjan Dash Associate Professor, CET, Bhubaneswar (Nominee from AICTE)	Member <i>[Signature]</i>
10	Mr Achuth Nanda Mishra Asso. Prof, BSH, Capital Engineering College, Bhubaneswar, (staff Representative-Male)	Member <i>[Signature]</i> 19.08.21
11	Smt. Sangita Pani Asst.Prof, BSH Capital Engineering College, Bhubaneswar , (Staff Representative-Female)	Member <i>[Signature]</i> 19.08.21

Sri Badri Narayana Sahoo, Chairman of the occasion has extended warm welcome to the members present and started the meeting with his welcome address. With the permission

of the Chair, Principal – Cum – Member Secretary read over the agenda prepared and confirmed for discussion.

Agenda

1. Welcome address by Chairman, Sri Badri Narayana Sahoo
2. Confirmation of minutes of last Governing Body meeting held on 11-8-2020
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7. Approval of study leaves of faculties for last two year
8. Approval of maternity leave of different employees for last two year
9. Approval of Audit Reports for the financial year 2020-21
10. Approval of projects prepared by different faculties
11. Approval of budget for financial year 2021-22
12. Conduct of seminars, FDPs, etc
13. Approval of IQAC reports for the academic session 2020-21
14. Enhancement of DA salary of faculties
15. Review of academic activities, anti-ragging measures and disciplinary measures
16. Vote of thanks

Welcome address by Chairman, Sri Badri Narayana Sahoo

The President of the morning Sri Badri Narayana Sahoo started his welcome address following the approved agenda. In his address she expressed thankfulness to the members present.

Confirmation of Minutes of last Governing Body meeting dated:11-8-2020

The minutes of last Governing Body meeting held on 11-8-2020 are reviewed. Member Secretary read over the minutes of last meeting. After review the minutes are confirmed.



Resolution No – 1

The minutes of last Governing Body meeting dated 11-8-2020 are reviewed and confirmed.

Action taken report on the decisions taken in last GB dated; 11-8-2020

Different decisions were taken in the GB meeting dated: 11-8-2020. The details of their implementation and actions taken are furnished herewith

Sl.No	Resolutions passed on dated; 11-8-2020	Actions taken
1	<u>Resolution No – 3</u> 1. Online classes will be continued until and otherwise Govt is advised to do the offline classes 2. Mentoring system need to be continued. 3. All the mentors should keep regular contact with the students 4. Students will be requested to pay the institutional fee on time 5. No students will be allowed to stay in the college hostel	Programme is being conducted accordingly
2	<u>Authorization to Principal to carryon the appointment, promotions and other emergency items</u> In the pandemic situation nothing can be predicted. Hence any emergency arises principal is authorized to deal with. Appointments, promotions etc may be carried out looking into need and emergencies.	Principal is taking steps accordingly



Resolution No – 2

The action taken report on the decisions taken in last GB meeting dated: 11-8-2020 prepared by Principal-cum-Member Secretary, GB is hereby reviewed and accepted.

Approval of the appointments made by the selection committee of the College from 12-2-2020 to 19-8-2021

The appointments made by the Principal, Capital Engineering College, Bhubaneswar from 12-2-2020 to 19-8-2021 on recommendation of selection committee of the institute are reviewed and approved by the following resolution.

Resolution No – 3

The appointments of the following faculties made by the principal, Capital Engineering College, Bhubaneswar on recommendation of selection committee of the Institute from 12-2-2020 to 19-8-2021 as detailed herein are approved.

Sl. No	Name	Designation	Level	Subject	DOJ	Scale of Pay
1	ASHIRBAD ANAND	ASSO. PROF	UG	CIVIL ENGINEERING	11-05-2020	37400-67000, AGP-9000/-
2	BHUBANA MOHAN PADHI	ASSO. PROF	UG	CIVIL ENGINEERING	17-05-2021	37400-67000, AGP-9000/-
3	LAKESH PALAI	ASSO. PROF	UG	ELETRICAL ENGINEERING	27-05-2021	37400-67000, AGP-9000/-
4	AJAY KUMAR SAHU	ASSO. PROF	UG	MECHANICAL ENGINEERING	28-05-2021	37400-67000, AGP-9000/-
5	DEBASISH MISHRA	ASSO. PROF	UG	ELETRICAL ENGINEERING	03-06-2021	37400-67000, AGP-9000/-
6	AJANTA PRIYADARSHINEE	ASST. PROF	UG	EEE	20-04-2020	15600-39100/- AGP-6000/-
7	JYOTRIMAYEE BHUINYA	ASST. PROF	MBA	MBA	11-05-2021	15600-39100/- AGP-6000/-
8	SANAT KUMAR SWAIN	ASST. PROF	MBA	MBA	27-05-2021	15600-39100/- AGP-6000/-
9	DIPTIRANJAN PANDA	ASST. PROF	MBA	MBA	03-06-2021	15600-39100/- AGP-6000/-
10	DEBASMITA JEMA	ASST. PROF	MBA	MBA	06-06-2021	15600-39100/- AGP-6000/-
11	PRIYADARSHAN MAHANA	ASST. PROF	UG	MECHANICAL ENGINEERING	11-05-2020	15600-39100/- AGP-6000/-

12	MANOJ KUMAR BISWAL	ASST. PROF	UG	CIVIL ENGINEERING	12-05-2020	15600-39100/- AGP-6000/-
13	PRATIKSHYA DASH	ASST. PROF	UG	MATHEMATICS	12-05-2020	15600-39100/- AGP-6000/-
14	CHITTA RANJAN MOHAPATRA	ASST. PROF	UG	ELECTRICAL ENGINEERING	14-05-2020	15600-39100/- AGP-6000/-
15	LAKESH PALAI	ASST. PROF	UG	ELETRICAL ENGINEERING	21-04-2021	15600-39100/- AGP-6000/-
16	DEBASISH PARIDA	ASST. PROF	UG	ECE	03-05-2021	15600-39100/- AGP-6000/-
17	MANOJ KUMAR PATI	ASST. PROF	UG	CHEMISTRY	03-05-2021	15600-39100/- AGP-6000/-
18	KRISHNA MOHAN DAS	ASST. PROF	UG	EEE	04-05-2021	15600-39100/- AGP-6000/-
19	CHITTARANJAN DALAI	ASST. PROF	UG	CIVIL ENGINEERING	11-05-2021	15600-39100/- AGP-6000/-
20	CHANDRAKANTA PANDA	ASST. PROF	UG	COMPUTER SCIENCE & ENGINEERING	11-05-2021	15600-39100/- AGP-6000/-
21	SWAGAT PRASAD DAS	ASST. PROF	UG	MECHANICAL ENGINEERING	11-05-2021	15600-39100/- AGP-6000/-
22	PARESH MAJHI	ASST. PROF	UG	MECHANICAL ENGINEERING	11-05-2021	15600-39100/- AGP-6000/-
23	SOUMYA RANJAN SETHI	ASST. PROF	UG	ECE	12-05-2021	15600-39100/- AGP-6000/-
24	MITRABHANU BEHERA	ASST. PROF	UG	PHYSICS	12-05-2021	15600-39100/- AGP-6000/-
25	BISWAJEET TRIPATHY	ASST. PROF	UG	MECHANICAL ENGINEERING	17-05-2021	15600-39100/- AGP-6000/-
26	BINAYA KUMAR MANGARAJ	ASST. PROF	UG	ELETRICAL ENGINEERING	18-05-2021	15600-39100/- AGP-6000/-
27	AJAY KUMAR BEURA	ASST. PROF	UG	MECHANICAL ENGINEERING	18-05-2021	15600-39100/- AGP-6000/-
28	DAMABARUDHAR DAS	ASST. PROF	UG	MECHANICAL ENGINEERING	19-05-2021	15600-39100/- AGP-6000/-
29	TAPAS KUMAR SAHOO	ASST. PROF	UG	MECHANICAL ENGINEERING	19-05-2021	15600-39100/- AGP-6000/-
30	ALOK KUMAR NANDA	ASST. PROF	UG	MECHANICAL ENGINEERING	24-05-2021	15600-39100/- AGP-6000/-
31	MUKTA BADHAI	ASST. PROF	UG	ELETRICAL ENGINEERING	28-05-2021	15600-39100/- AGP-6000/-



Resolution No – 4

Principal, CEC, BBSR is hereby authorized to appoint faculties as and when required in case of academic urgency, to meet the norms and standards of AICTE, New Delhi and affiliating university also on resignation of existing faculties.

Approval of resignations of faculties 12-2-2020 to 19-8-2021

Resolution No – 5

The resignations of the following staffs as accepted by Principal; Capital Engineering College are hereby accepted.

1. Smt Sabita Suara, Peon

Approval of promotions and other service mechanisms of staff.

Principal, proposed for giving some promotions to faculties. Principal is authorized to do so and same need to be approved in subsequent GB

Resolution No – 6

Principal, Capital Engineering College is authorized to give promotions to eligible candidates on recommendation of selection-cum- Scrutiny committee of the institute as and when required.

Approval of Study leaves of faculties

In the previous meeting it was decided to forward all the applications to scrutiny committee. As scrutiny committee could not recommend any name so no faculties will be allowed for study leave. However, Principal is authorized to carry on the scheme with following terms and conditions

Resolution No – 7

The study leave of the following faculty is hereby approved with following terms and conditions

Sl.No	Name and designation	Programme for	Tenure	Destination institute
1	Asish Kumar Tripathy	Ph.D	1 year	GIET University

Terms and conditions:



1. They should report in the destination institute immediately after relieve from this institute
2. Acceptance of joining report in the destination institute need to be submitted to this institute immediately
3. Salary will be released on quarterly basis after receipt of performance report from the destination institute
4. Payment of salary of the final quarter will be paid only if he/she joins this institute after completion of the allotted period of one year.
5. No extension of time will be allowed

Approval of Maternity Leave

Some lady faculties/employees availed maternity leave to give birth to their new generation. It a matter of pleasure. As per the standing rules of the institute the maternity leaves of following employees are approved and full payment of salary will be made to them.

Resolution No – 8

The maternity leave availed by the following Lady employees of CEC are hereby approved.

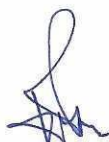
Sl.No	Name and Designation	Period of leave availed	Taken prior permission or not
1	Ms Srimayee rout, office asst	3-8-2021 to 2-2-2022	Yes

Approval of audit report for the financial year 2020-21

Audit of accounts of the institute are carried out by M/s- PPB & Co, Chartered Accounts. Like every year the expenditures of the institute for the financial year 2020-21 are audited and audit report is prepared. The same is placed before the GB for approval. After Discussion the same is approved by way of resolution.

Resolution no – 9

The audit report of the institute for the financial year 2020-21 prepared by M/s- PPB & Co, Chartered Accounts is hereby approved.



Approval of projects prepared by different faculties

it is matter of pleasure that many faculties are involved in R& D works and prepared some projects. It is decided to encourage the faculties for such projects. Principal submitted list of projects prepared by some faculties. The projected are approved by the following resolution.

Resolution no – 10

The R&D Projects prepared by different faculties of Capital Engineering College are hereby approved.

Conduct of seminars, workshops FDPs,etc

The details of seminars, workshops , FDPs conducted in the institute are discussed in nutshell. Principal-cum-member Secretary authorized to conduct such activities as much as possible.

Principal Given the Responsibilities

Approval of IQAC reports for the academic session 2020-21

The IQAC report prepared by IQAC for the session 2020-21 is discussed in detail. After discussion the same is approved.

Resolution no – 11

The IQAC report prepared by IQAC of Capital Engineering College for the session 2020-21 is hereby approved.

Enhancement of DA salary of faculties

Earlier it was decided to pay DA salary to staff but due to the COVID -19 Situation the finance condition of the institute is crashed like anything. Hence staffs are requested to understand the current situation of the institute. But it is decided to pay 10% DA on Pay+AGP from 1-6-2022

Resolution -12

It is hereby resolved to pay 10% on Pay+AGP as DA salary of staff of Capital Engineering College from 1-6-2022

Approval of budget for the session 2021-22

Due to COVID-19 situation



Resolution No –13

The annual budget prepared by A/c Section for Rs. **18,89,30,000 /-** (**Eighteen Crore Eighty Nine lakhs Thirty Thousand**) **only** for running the activities of Capital Engineering College for the year 2021-22 is hereby approved

Details of Budget for the Financial Year 2021-22					
Income			Expenditure		
Sl No.	Particulars	Amount (Rs.)	Sl No.	Particulars	Amount (Rs.)
1	Course Fee	12,96,80,000	1	Infrastructure Built - Up	1,40,00,000
			2	Library	12,00,000
			3	Laboratory equipment	30,00,000
2	Interest on FD	15,00,000	4	Laboratory consumables	22,00,000
3	from different organisations towards R & D	5,50,000	5	Teaching & Non Teaching staff	12,20,00,000
4	Other receipts FROM	2,92,00,000	6	Maintenance and spares	1,45,00,000
5	HOSTEL FEES FROM 800@ 35000/-	2,80,00,000	7	R & D	17,00,000
			8	Green initiatives	8,00,000
			9	Training and Travel	26,00,000
			10	Other Specify	2,69,30,000
	Total	18,89,30,000		Total	18,89,30,000
Sl No.	Other Specify	Amount (Rs.)			
1	Financial charges	50,00,000			
2	E-Goverence	3,00,000			
3	Student Scholarship	27,00,000			
4	Academic Expenses	60,00,000			
5	Establishment Expenses	30,00,000			
6	CSR Activities	9,00,000		-	
7	Financial support to teachers (Seminar,	7,50,000			

	Conference, W/s,etc)					
8	General office Administrative Expenses	1,82,80,000				
	Total	3,69,30,000				

Review of activities of different committees constituted for monitoring Activities of the institute

The activities of committees, constituted for undertaking different tasks of the institute are reviewed and suggested for more effective.

(Responsibility Given to Principal, CEC)

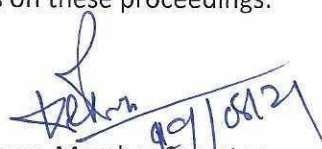
Review of academic activities, anti-ragging measures and disciplinary measures of the institute

These issues are discussed in detail and suggested for better implementation


(Responsibility given to Principal, CEC)


Finally, the meeting ended with the vote of thanks to the chair and members present.


All members present in the meeting accepted the above resolutions/decisions by putting their kind hands on these proceedings.



Principal-cum-Member Secretary
Governing Body
Capital Engineering College
Bhubaneswar
Capital Engineering College
Khordha, Bhubaneswar



Chairman
Governing Body
Capital Engineering College
Bhubaneswar
Capital Engineering College
Khordha, Bhubaneswar


 19/08/21


 19.8.21




 19.8.21

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Mirakumari. Sahoo



CAPITAL ENGINEERING COLLEGE

(A unit of Bidya Bharati Educational Trust)

Ref. No.: CEC/334/2020

Date: 02/02/2020

To

Sl.No	Name and address	Position in the Governing Body
1	Sri Badri Narayana Sahoo, Chairman, Bidya Bharati Educational Trust, Bhubaneswar	Chairman <i>B. Sahoo</i>
2	Principal, Capital Engineering College, Bhubaneswar	Member-Secretary (Ex-Officio)
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Sub: Governing Body meeting of Capital Engineering College scheduled on 12-2-2020

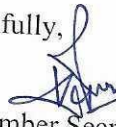
Sir,

I am directed to convey that, the Governing Body meeting of Capital Engineering College, Bhubaneswar, will be held on 12-2-2020 by 10.00 AM in the conference hall of CEC, BBSR

As such, kindly make it convenient to attend the same on scheduled date and time.

Thanking you

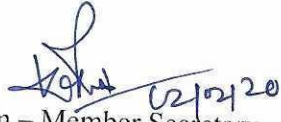
Yours faithfully,

 2/2/20
Principal - Cum - Member Secretary,

Principal - Cum - Member Secretary
Governing Body
Capital Engineering College
Khordha, Bhubaneswar

Agenda

1. Welcome address by Chairman, Sri Badri Narayana Sahoo
2. Confirmation of minutes of last Governing Body meeting held on 16.6.2019
3. Approval of the appointments made by the selection committee of the College from 16.6.2019 to 12-2-2020.
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5. Approval of promotions and other service mechanisms of staff.
6. Approval of study leaves of faculties
7. Approval of course structure for the academic session 2020-21
8. Approval to the requirements in terms lab equipment, library, Building etc for 2020-21
9. Approval of budget for the financial year 2020-21
10. Approval of IQAC Reports
11. Enhancement of DA Salary of Staff
12. Review of powers and functions of different officials of Governing Body, CEC
13. Review of different committees constituted for undertaking different tasks of the institutes
14. Finalization of scheme of scholarship
15. Revision of Financial and Administrative autonomy of different officials
16. Revision of recruitment policies and service rules
17. Revision of promotional policies
18. Review of academic activities, anti-ragging measures and disciplinary measures of CEC
19. Implementation of outcome-based education policy/framework in CEC
20. Any other points with the permission from Chair.
21. Vote of thanks


Principal - Cum – Member Secretary,
Governing Body
Capital Engineering College
Principal-Cum-Member Secretary
Governing Buddy
Capital Engineering College
Khordha, Bhubaneswar

Proceedings of the Governing Body meeting of Capital Engineering College, Bhubaneswar held on 12-2-2020

A meeting of the governing body of Capital Engineering College is held on 12-2-2020, by 10.00 AM in the College conference hall under the president-ship of Sri Badri Narayana Sahoo, Chairman, Governing Body of Capital Engineering College.

Members Present:

Sl.No	Name and address	Position in the Governing Body
1	Sri Badri Narayana Sahoo, Chairman, Bidya Bharati Educational Trust, Bhubaneswar	Chairman <i>B. Sahoo</i>
2	Principal, Capital Engineering College, Bhubaneswar	Member-Secretary (Ex-Officio) <i>12/2/20</i>
3	Sri Biranchi Narayana Sahoo Secretary, Bidya Bharati Educational Trust, Bhubaneswar	Member <i>12/2/20</i>
4	Sri Subha Narayan Sahoo, Trustee, Bidya Bharati Educational Trust,	Member <i>12.2.20</i>
5	Smt Mina Kumari Sahoo Bhubaneswar (Industrialist)	Member <i>minakumari Sahoo</i>
6	Prof. (Dr) Kali Charan Rath, Professor, GIET University, Gunupur (Educationist)	Member <i>Kali Rath</i>
7	Dr. Jayaprakash Sahoo Professor, VSSUT, Burla (Nominee From State Govt)	Member <i>ABS</i>
8	Dr. Arunanshu Mohapatra Principal, BOSE, Cuttack (Nominee from BPUT)	Member <i>Stm</i>
9	Prof. (Dr) Bigyan Ranjan Dash Associate Professor, CET, Bhubaneswar (Nominee from AICTE)	Member <i>BR Dash</i>
10	Mr Achuth Nanda Mishra Asso. Prof, BSH, Capital Engineering College, Bhubaneswar, (staff Representative-Male)	Member <i>12.02.20</i>
11	Smt. Sangita Pani Asst. Prof, BSH Capital Engineering College, Bhubaneswar, (Staff Representative-Female)	Member <i>12.02.20</i>

Sri Badri Narayana Sahoo, Chairman of the occasion has extended warm welcome to the members present and started the meeting with his welcome address. With the permission of the Chair, Principal – Cum – Member Secretary read over the agenda prepared and confirmed for discussion.

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17. Revision of promotional policies
18. Review of academic activities, anti-ragging measures and disciplinary measures of CEC
19. Implementation of outcome-based education framework in CEC
20. Any other points with the permission from Chair.
21. Vote of thanks

Welcome address by Chairman, Sri Badri Narayana Sahoo

The President of the morning Sri Badri Narayana Sahoo started his welcome address following the approved agenda. In his address he expressed thankfulness to the members present. The minutes of last Governing Body meeting held on 16.6.2019 are



reviewed. Member Secretary read over the minutes of last meeting. After review the minutes are confirmed.

Resolution No – 1

The minutes of last Governing Body meeting dated 16.6.2019 are reviewed and confirmed.

Approval of the appointments made by the selection committee of the College from 16.6.2019 to 12-2-2020

The appointments made by the Principal, Capital Engineering College from 16.6.2019 to 12-2-2020 on recommendation of selection committee of the institute are reviewed and approved by the following resolution.

Resolution No – 2

The appointments of the following faculties made by the principal, Capital Engineering College, Bhubaneswar on recommendation of selection committee of the Institute from 16.6.2019 to 12-2-2020 as detailed herein are approved.

Sl. No	Name	Designation	Level	Subject	DOJ	Scale of Pay
1	MANEESH YADAV	ASST. PROF	UG	ELETRICAL ENGINEERING	06-06-2019	15600-39100, AGP-6000
2	Ipsita Nanda	Lecturer	DIPLOMA	ELETRICAL ENGINEERING	06-06-2019	15600-39100, AGP-5400

Resolution No – 3

Principal, CEC, BBSR is hereby authorized to appoint faculties as and when required in case of academic urgency, to meet the norms and standards of AICTE, New Delhi and affiliating university also on resignation of existing faculties.

Approval of resignations of faculties up to 12-2-2020

Resignations submitted by the following employees of CEC are reviewed. Resignations accepted by principal-cum-member secretary are accepted by the following resolutions

Resolution No – 4

The resignations of different employees of the CEC as accepted by principal-cum-member Secretary are hereby approved.



1. Mr. Dhanjaya Pradhan- Asst. Prof BSH
2. Sri Santosh Kumar Barala - Accountant

Approval of promotions and other service mechanisms of staff.

As per the reports of the principal-cum-member Secretary, many faculties have applied for their promotion. Principal is requested to place such requests before selection committee or scrutiny committee for the authenticity. If found correct Principal-cum-member secretary is authorized to give promotion. If allowed the same need to be approved in the next GB meeting.

Resolution No – 5

It is hereby resolved to authorize principal-cum-Member Secretary, GB, Capital Engineering College, Bhubaneswar to give promotions to the faculties under CAS scheme on the recommendation of selection/Scrutiny committee of the institute. The same need to be placed before the next GB for approval

Approval of Study leaves of faculties

As per the reports of the principal-cum-member Secretary, many faculties have applied for study leave for their higher studies and Ph.D works. After discussion the it is unanimously decided to forward the same to the scrutiny commit. After receipt of report of scrutiny committee, the matter need to be placed in the next GB meeting.

Approval of course structure for the academic session 2020-21

The existing course structure of the institute is reviewed. Looking into the demand the following course structure is decided for implementation. Accordingly, Principal-cum-member Secretary is authorized to make online application to AICTE for approval.

Resolution no – 6

It is hereby resolved to obtain AICTE approval for the courses for the session 2020-21 as it was in the previous year in Capital Engineering College, Bhubaneswar with following increase in intake

1. Increase in intake in UG Civil Engineering from 60 seats to 120 seats



**Approval to the requirements in terms lab equipment, library, Building etc for
2020-21**

Like every year the requirement placed by the Principal-cum-Member Secretary, CEC in terms of Lab., Library, Building and such other essential entities are discussed. Rough estimation of funds required also discussed. Finally, it is decided to request Bidya Bharati Educational Trust, Bhubaneswar to allocate required funds for procurement of the above items at an earliest for smooth running the courses. Following resolutions are resolved in this regard.

Resolution No – 7

It is hereby resolved to request Bidya Bharati Educational Trust, Bhubaneswar to allocate required funds for creation of additional carpet area/ Build up area required for the session 2020-21. It is also resolved to request Bidya Bharati Educational Trust, Bhubaneswar to allocate required funds for procurement of Laboratory instruments, Books and Journals for library and such other essential goods as per the list prepared by the principal, CEC.

Resolution no – 8

It is hereby resolved to procure laboratory equipment, Library books and journals and such other essential entities as per list prepared by the Principal, Capital Engineering College, Bhubaneswar before commencement of the new academic session. Principal, Capital Engineering College, Bhubaneswar is requested to take up all formalities in procurement of the above goods at an earliest.

Approval of budget for the financial year 2020-21

For running the activities of Capital Engineering College, Bhubaneswar a budget is prepared by the account section for the financial year 2020-21. The budgetary provisions are discussed and approved.

Resolution No – 9

The annual budget for Rs. 17,70,10,000 /- (**Rupees Seventeen Cores Seventy Lakhs Ten Thousand**) only placed by the account section for running the activities of CEC for the financial year 2020-21 is hereby approved.



Details of Budget for the Financial Year 2020-21					
Income			Expenditure		
Sl No.	Particulars	Amount (Rs.)	Sl No.	Particulars	Amount (Rs.)
1	Course Fee	12,02,10,000	1	Infrastructure Built - Up	1,25,00,000
2	Interest on FD	15,00,000	2	Library	10,00,000
3	from different organisations towards R & D	9,00,000	3	Laboratory equipment	25,00,000
4	Other receipts FROM 2640 @ 10000/-	2,64,00,000	4	Laboratory consumables	20,00,000
5	HOSTEL FEES FROM 800 @ 35000/-	2,80,00,000	5	Teaching & Non Teaching staff	10,80,00,000
			6	Maintenance and spares	1,28,00,000
			7	R & D	15,00,000
			8	Green initiatives	8,00,000
			9	Training and Travel	23,00,000
			10	Other Specify	3,36,10,000
	Total	17,70,10,000		Total	17,70,10,000
Sl No.	Other Specify	Amount (Rs.)			
1	Financial charges	2500000			
2	E Governance	300000			
3	Student Scholarship	2500000			
4	Academic Expenses	2500000			
5	Establishment Expenses	5500000			
6	CSR Activities	900000		-	
7	Financial support to teachers (Seminar, Conference, W/s, etc)	500000			
8	General office Administrative Expenses	18910000			
	Total	33610000			

Approval of IQAC reports/Proceedings for the academic session 2019-20



IQAC reports for the session 2019-20 prepared by coordinator are placed before the GB for approval. The contents are discussed in detail and finally approved.

Resolution No – 10

The IQAC reports for the session 2019-20 prepared by the IQAC coordinator are hereby approved.

Enhancement of DA salary of faculties

Many faculties are submitted their demand for payment of DA Salary. The financial aspects of the institute are reviewed. After careful consideration it is decided to pay the DA salary to staff from June 2021.

Resolution No – 11

it is hereby resolved to pay the DA salary of staff from the academic year 2021

Review of powers and functions of different officials of Governing Body, CEC

The powers and functions of Governing Body along with its officials are reviewed and decided to implement the following with immediate effect

Resolution-12

it is hereby resolved to implement the following powers and functions of Governing Body of CEC and its officials

Importance, Role and Responsibilities of Governing Body:

- i. Governing bodies must be ambitious, as they create the circumstances to convert aspiration into outcomes within a rigorous framework of governance.
- ii. To ensure proper management, maintenance and custody of the institution relating to land, building, laboratory equipment, funds of the institution including loans and grants received from AICTE , central Govt and State Govt.
- iii. Every higher education institution shall be headed by an effective governing body, which is unambiguously and collectively responsible for overseeing the institution's activities, determining its future direction and fostering an environment in which the institutional mission is achieved and the potential of all learners is maximized.
- iv. The governing body shall ensure compliance with the statutes, ordinances and provisions, regulating the institution and its framework of governance and, subject to these; it shall take all final decisions on matters of fundamental concern to the institution.



- v. Individual members and governing bodies themselves should at all times conduct themselves in accordance with accepted standards of behavior in public life which embrace selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- vi. The governing body shall meet sufficiently regularly and normally not less than two times a year, in order to discharge its duties effectively. Members of the governing body shall attend regularly and actively participate.
- vii. The institution's governing body shall adopt a Statement of Primary Responsibilities which should include provisions relating to:
 - a) approving the mission and strategic vision of the institution, long-term business plans, key performance indicators (KPIs) and annual budgets, and ensuring that these meet the interests of stakeholders
 - b) Appointing the head of the institution as chief executive of the institution and putting in place suitable arrangements for monitoring his/her performance
 - c) Ensuring the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, clear procedures for handling internal grievances and for managing conflicts of interest.
 - d) Monitoring institutional performance against plans and approved Key Performance Indicators (KPIs), which should be, where possible and appropriate, benchmarked against other institutions
- viii. The chair shall be responsible for the leadership of the governing body, and be ultimately responsible for its effectiveness. The chair shall ensure the institution is well connected with its stakeholders.
- ix. The head of the institution shall be responsible for advice on strategic direction and for the management of the institution, and shall be the accounting officer in respect of the use of Funding Council funds. The head of the institution shall be accountable to the governing body which shall make clear, and regularly review, the authority delegated to him/her as chief executive, having regard also to that conferred directly by the instruments of governance.
- x. Major responsibilities of the Governing Body
 - a) To uphold the legal statute of the college in the view of AICTE, UGC, State Government and affiliating university (i.e. BPUT) and any other body or agencies of relevance,



- b) To take decision regarding the intake and addition or discontinuance of any program and accordingly recommending principal to take the formal steps with affiliating body to put the same into action,
- c) Fix the fees structure and any other charges applicable, in accordance with recommendation of central planning and budgeting committee and prescribed fees structure by affiliating university
- d) To decide the extension, renovation or procurement plans recommended by central planning and budgeting committee,
- e) To decide the promotions or penalties, as recommended by central academic monitoring committee,
- f) To approve the budget or recommend necessary correction,
- g) Nominate and constitute other central committee for smooth discharge of responsibilities,
- h) Discussions leads to decision on such issues or proposals, which are necessary for upholding the status of a Reputed Engineering college in the region as well as full filling the social obligations and aspirations

Powers and functions of Chairman of Governing Body

- a. The Chairman shall intimate the date of Governing Body meeting to Principal Capital Engineering College, Bhubaneswar for arrangement of the governing body meeting.
- b. In case the principal – cum- member Secretary fails or ignores to arrange Governing Body meeting the Chairman can call for governing body meeting or actions will be taken as deemed fit.
- c. In the event of taking vote on any decision and tie occurs then the decision of chairman is final.
- d. The chairman shall ensure that the decisions taken in the Governing Body meeting are implemented by the member secretary or not.
- e. The Chairman shall ensure that the Governing Body is functioning properly to meet the mission of the institute.

Powers and functions of Principal-cum-Member Secretary of Governing Body

- a. Member Secretary of the Governing Body of Capital Engineering College, Bhubaneswar shall be the principal executive of the decisions taken in the Governing Body on behalf of the Governing Body.
- b. By the order of Chairman, Member Secretary shall arrange the Governing Body meetings. In case of adverse situation, he will intimate the cancellation of meeting to Chairman and other members of Governing Body.



- c. He will make correspondence on behalf of the Governing Body in correlation with the decisions taken in the governing Body.
- d. He shall draw up proceedings of each Governing Body meeting in correlation with the decisions taken up in the Governing Body meeting and get it confirmed by chairman and members present. After confirmation the proceedings may be forwarded to AICTE, Govt of Orissa and affiliating university when and where necessary.
- e. Give effect to the decisions taken in the Governing Body and subject to its control, do all things incidental thereto;
- f. Make expenditure of the institute as per the approved budget without further approval from the governing body/trust. If the expenditure exceeds by 10% from the approved budget than the same need to be approved in the next GB.
- g. Can Place purchase orders up to 5.00 Lakhs without administrative approval from the authorities.
- h. Financial autonomies are vested to the principal-cum-secretary upto Rs 5.00 Lakhs without any administrative approval
- i. Shall maintain the properties of institution and remain in charge of properties, title deeds and papers related to the need of the institution.
- j. Shall exercise such other powers and functions as may be imposed and assigned by the Governing Body from time to time.
- k. Issue appointment letters to the staffs selected by the selection committee after due approval from Bidya Bharati Educational Trust and Governing body of Capital Engineering College, Bhubaneswar

Disqualification of membership of the members of Governing Bod

A person shall be disqualified to become a member of Governing Body of Capital Engineering College, Bhubaneswar or discontinue as such if he or she

- a. Is unsound mind and health; or
- b. Is an applicant to be adjusted as insolvent or an undischarged insolvent; or
- c. Is convicted of an offence involving moral turpitude under any court of law for the time being or in force; or
- d. Has been found guilty and major penalties imposed by any judicial authorities or such other offices of Govt; or
- e. For not being the citizen of India.

Powers and Functions of Governing Body

The powers and functions of the Governing Body will be as follows. The Governing Body shall exercise the powers and discharge the functions as follows.

- a. To ensure proper management, maintenance and custody of the institution relating land, infrastructure, equipment's and funds including loans and grants received from AICTE, Central Govt and govt. of Orissa.
- b. To ensure sanitary condition of the building and campus.



- c. To ensure that instructions are imparted in accordance with norms and standards prescribed by AICTE, New Delhi, Govt. of Orissa and Affiliating university
- d. To ensure the approval of the appointment of staff by way of selection committee of the institute in accordance of norms prescribed by AICTE and Govt. of Orissa.
- e. To ensure implementation of provisions of acts, instructions and rules and regulations prescribed by AICTE, Govt. of Orissa in the matter of service conditions of staff relating to their appointment, leave, provident fund, age of retirement and disciplinary actions.
- f. To ensure observance and compliance of instructions issued by AICTE, New Delhi, Govt. of Orissa and Affiliating university
- g. To maintain discipline in the institute.
- h. Award free studentship, scholarship, stipend, prize, rewards and punishments to students and staff in accordance with the rules and regulations prescribed by AICTE, New Delhi, Govt. of Orissa and Affiliating University.
- i. To ensure that the building, land, furniture and facilities available are not being used for any other purpose (like holding political meetings, communal meeting, ceremony of special characters for which the feeling of the community is divided and excited) except for running the AICTE approved courses in the institute.
- j. To ensure continued fulfillment of the conditions for extension of approval and affiliation of the institute.
- k. To submit reports and returns from time to time to the AICTE, New Delhi, Govt. of Orissa and Affiliating University.
- l. Above all to create peaceful and favorable study atmosphere totally free from anti-ragging to proceed forward creating good and moral technocrats.

Finalization of scheme of scholarship

The existing scholarship scheme of Capital Engineering College, Bhubaneswar is reviewed. And following revised schemes for scholarship are decided in the Capital Engineering College, Bhubaneswar.

Resolution no – 13

It is hereby resolved to extend financial assistance to the financial weaker as well as meritorious students of Capital Engineering College in the name of Bidya Bharati Educational Trust Scholarship for financial weaker and meritorious students

Resolution no – 14

It is hereby resolved adopt following schemes for award of Bidya Bharati Educational Trust Scholarship for financial weaker and meritorious students

Criteria:



- a) Parent's income must be less than 5 lakhs.
- b) Student's attendance must be minimum 80%.
- c) CGPA must be above 7 CGPA .
- d) Not availing scholarship from any other sources.
- e) Student must not be involved in any indiscipline activity.
- f) Any of his/her sibling should not be availing the benefit of such scholarship in the same year

Document required:

- a. Mark sheets and certificates of educational qualifications
- b. Mark sheets of past semesters
- c. Identity proof
- d. Family income certificate
- e. Caste certificate(if any)
- f. Applicant's photograph
- g. Bank details.

Revision of Financial and Administrative autonomy of different officials

Some key officers of the institute are vested with some financial as well as administrative autonomies to deal with the emergency needs without administrative approvals. As situation changes the same powers are reviewed and revised as per the following resolution

Resolution no -15

The existing autonomies both financial and administrative vested to some of the key officers of the institute are revised as per the following

1. As a measure of decentralization of powers Deans, HODs, Registrar, Registrar, Chief Librarian, Examination – in – charge, Hostel Superintendent are fully authorized to take decisions in their respective fields. These officers' will conduct meetings with their staffs and takes decisions.
2. Committees like selection committee, purchase committee, academic advisory committee, academic audit committee, IQAC, etc are free to recommend their views to the principal for implementation.
3. Financial powers are also vested on Deans, HODs, Registrar, Administrative Officers, Chief Librarian, Examination – in – charge, Hostel Superintendent, etc They are authorized to make the expenditure in their respective fields without administrative approval and later they will submit the bills in central account section for reimbursement
4. Some of the administrative and financial autonomies given to different officials are given herein



Sl.No	Name of the official	Administrative autonomy	Financial autonomy	Remarks
1	Principal-cum-member Secretary	All	2.0 Lakh	
2	Dean, Academic	<ol style="list-style-type: none"> 1. All Academic related activities. 2. Conduct of academic meetings 3. Identification of value-added courses 4. Organizing faculty and student empowerment programs 5. Conduct of FDPs, Seminars, W/s, etc 6. Student disciplinary actions 	50,000.00	Can make expenditures upto their financial limit without administrative approval in their respective fields
3	Dean, R&D	<ol style="list-style-type: none"> 1. All R&D related activities 2. Inviting research projects 	50,000.00	Can make expenditures up to their financial limit without administrative approval in their respective fields
3	HoDs	<ol style="list-style-type: none"> 1. All departmental affairs 2. Distribution of workload and courses for teaching among faculties 3. Laboratory set ups 4. Conduct of departmental examinations 	25,000.00	Can make expenditures upto their financial limit without administrative approval in their respective fields
4	Examination in charge	Conduct of examination and correspondence to Controller of examination of affiliating university	50,000.00	Can make expenditures upto their financial limit without administrative approval in their respective fields
5	Chief Librarian	Library administration and	25,000.00	Can make



		purchase of books below 25,000/-		expenditures upto their financial limit without administrative approval in their respective fields
6	Director T&P	1. Placement related activities but later need to report to the principal 2. Inviting industry experts to impart placement trainings 3. Conduct of placement programmes	25,000.00	Can make expenditures upto their financial limit without administrative approval in their respective fields
7	Hostel superintendent	In house administration of hostel	25,000.00	Can make expenditures upto their financial limit without administrative approval in their respective fields
8	Registrar	1. Sanction of Leave of Non-teaching staff 2. All administrative related activities 3. Correspondence to offices except AICTE and Affiliating university	50,000.00	Can make expenditures up to their financial limit without administrative approval in their respective fields

Revision of Recruitment policies and service Rules

The existing recruitment policies and service rules of the institute are reviewed and revised as per the following resolution

Resolution no – 16

It is hereby resolved to adopt the following recruitment policies and service rules for Capital Engineering College,

Recruitment policy

General Procedure of Recruitment (Appointment Rules)



- All posts at the Institute shall normally and, as far as possible, be filled by the Governing Body through open advertisement; but, the "GB" is the exclusive power to decide, either on its own or on the recommendations of the principal or recommendation of selection committee that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute.
- **But looking into the academic urgency the Principal-cum-member Secretary may appoint faculties as and when required. All such appointment should be on recommendations of selection committee. For this the principal will be authorised by way of resolutions for that academic session only.**
- All appointments on the staff of the Institute shall be made only by the "GB" of the Institute, through its selection committee. Appointments, with or without grades, in the Institute will be created on Ad-hoc, Temporary, Regular and Permanent basis by the "GB" as per the requirement of actual manpower from time to time. The manpower requirement shall be ascertained on the basis of the desirable norms prescribed by AICTE or the appropriate authority from time to time.
- The qualification for a post concerned is strictly as per the norms prescribed by the AICTE, New Delhi, Govt. of Odisha and Affiliating University.
- Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.
- The appointment of the Principal and all other teaching faculty members shall be made by the "GB" after ratification of his/her credibility by the selection committee constituted in accordance with the provisions of the AICTE, New Delhi, Affiliating University and Govt. of Odisha for the purpose. However, pending approval of their appointment by the selection committee, the Chairman "GB" may, at his discretion, appoint the Principal and or members of the teaching faculty on a temporary basis, on such terms and conditions as deems fit.
- All other appointments shall be made directly by the Chairman of the "GB" on the recommendation of the Principal. The Chairman of the "GB" reserves the exclusive right however, to accept or not accept, any or all the recommendations made by the Principal in respect of any appointment.
- The selection committee will judge the suitability of all the candidates for the position concerned. Letters of confirmation in service shall only be issued by the

Principal-cum-member Secretary "GB"

- Every appointment, whatever temporary, probationary, contractual or permanent is subject to a Certificate of Fitness from a registered Medical officer. This condition may, however, only be relaxed by the Chairman "GB" at his discretion, in special cases.
- Every appointment whether ad-hoc, temporary, contractual or part time will be made for a specific tenure and all such appointments shall become invalid from the date specified in their appointment letter/contract. Such appointments, may however, be extended, subject to a written confirmation of such extension only, for such period(s) as he may deem fit, failing which, no extension shall be considered valid and binding on the Institute.
- Candidates selected for interview for a post under the Institute may be paid such traveling allowance as may be determined by the "GB" from time to time in this behalf.
- Every appointment made at the Institute shall be reported to the "GB" at its next meeting.
- The selection committee will judge the eligibility of a candidate basing on their career credentials and performance in the interview.
- Evaluation of a candidate will be out of 100 marks. Marking pattern fixed for selection is as follows
- The selection panel is valid for one year from the date of conduct of selection committee. If a faculty or employee resigns in the middle of a session then the next man of the selection panel will be appointed for such post. This arrangement needs to be approved in the next GB meeting.
- **Norms for Selection**

Sl. No.	Category	Marks Allotted	Awarded by
1	Career	50 marks	Certificates
2	Demo class	10 marks	Subject Experts
3	Subject expert	20 marks	Subject Experts
4	Experience	10 marks (1 mark for one full year of service)	Selection committee
5	Selection Committee	10 marks	Selection committee
	Total	100 Marks	



Career – 50 Marks

Sl. No	Degree	Marks to be awarded out of	Marks to be awarded	Remarks
1	HSC	5	Total % of marks secured divided by 20	
2	CHSE/Diploma	5	Total % of marks secured divided by 20	
3	B. Tech/Degree	10	Total CGPA or Total % of marks secured divided by 10	
4	M. Tech / M.A or M. Sc for BSH staff	10	Total CGPA or Total % of marks secured divided by 10	
5	PhD	20	To be awarded on completion	
	Total	50		

Service Rules

- Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
- An employee should at all times be courteous in his / her dealings with other members of the staff, students and members of the public.
- Unless otherwise stated specifically in terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties as may be assigned to him/her by the Principal or his/her higher officer, beyond scheduled working hours and on closed holidays, and Sundays. These duties *inter alia* shall include attendance at meetings of committees to which he/she may be appointed by the Institute.
- An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of the Institute are required to work effectively for at least 42 hours per week.
- Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
- No employee shall leave station except with the prior permission of the Principal



and in his/her absence, the Head of Department.

- Whenever leaving the station, an employee shall inform the Principal and in his/her absence, the Head of the Department to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
- All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.
- All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
- Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all students.
- Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
- Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the Institute's premises, is strictly prohibited.
- All correspondence addressed to an employee or by him/her or by the Institute including press and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the Institute, circulars and all other papers and document of any nature whatsoever, relating to the Institute affairs which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the Institute and he/she shall, at anytime, during service or termination thereof or upon his/her leaving the services of the Institute for any reason whatsoever deliver up the same to the Institute on demand and without claiming any lieu thereon.
- An employee shall receive all correspondence sent to him/her by Institute and



should not refuse to receive it. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the Registrar by suitably informing the office.

- Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfilment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate

Guidelines for Faculty Members

No Faculty Member (Teacher) shall:

- Knowingly or willfully neglect his/her duties.
- Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
- Indulge in or encourage any form of malpractice connected with the examination or any other activity of the Institute.
- Show negligence in correcting term or assessments or exam work of the students.
- While being present at the Institute, absent himself/herself, except with the prior permission of the Principal, from class which he/she is required to attend provided that where such absence without leave or without the prior permission of the Principal is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex-post-facto, the necessary sanction for the leave availed.
- Accept or give private tuition to any student of the Institute or any other person without the written permission of the Principal.
- Prepare or publish any book(s) commonly known as guides, or assist, in their publication other than under authority of the Institute, obtained through the Chairman "GB".
- Enter into any monetary transactions with any student or parent; nor shall he/she



conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.

- Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the Institute .
- Hesitate to provide individual attentions to a student(s), if required. Besides academic problems, teachers are encouraged to solve personal and behavioural problems of student(s) as well. If in any event student(s) does not show any improvement despite counselling and, if the teacher is convinced that the student(s) needs special help, he/she must immediately bring this fact to the notice of the Principal and in his/her absence the concerned student(s) and the Head of Department.
- Not be unreasonable in his/her demands from student(s) and should avoid favoritism of any kind. Whilst the teacher may be firm and consistent with his/her students(s), every teacher must remember that student(s) have their self-respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.

Every Employee Shall:

- Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Principal/ Head of Department.
- Abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.
- On every working day sign the staff attendance register, or punch his card at the time of arrival and at the time of leaving the Institute, located at the gate or elsewhere as the case may be, and be ready at least, five minutes before the commencement of classes. Overwriting on the attendance register, or marking attendance wrongfully either the previous day or subsequently, impersonation in attendance or not punching the card is a serious violation of the rules.
- Be responsible for the discipline of students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property



of the Institute and its students, employees may, from time to time, allotted such duties to maintain discipline and orderliness at the Institute.

- Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.
- Train students to make extensive use of the Library facilities and to take care of the property of the Institute including, books, journals, equipment and machinery, furniture, fixtures and fittings.
- Ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it strictly prohibited under law
- Not through any act of omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the Institute.

Approval of Promotional policies

The existing promotional policies of the institute are reviewed and replaced with the following new one

Resolution No -17

It is hereby resolved to adopt the following promotional policy in Capital Engineering College, with immediate effect

Promotional policies (Carrier Advancement Scheme)

Promotions:

A selection committee is constituted at the institute level duly approved by the Governing body which will decide the eligibility of a faculty member for his/her promotion under career Advancement Scheme. Basing on the vacancies created due to resignation, retirement of faculties concerned and adhering to the norms of AICTE, New Delhi, Govt of Odisha and Affiliating University applications are invited from the eligible faculty members of the institute through notices from the office of the Principal. After receipt of such applications the preliminary scrutiny will be done by HR Section and there after the same will be handed over to the selection committee for scrutiny and recommendation for promotion. The scrutiny committee will verify all particulars like experience, qualification, publications and general academic performance of the faculty. If necessary a personal interview will be conducted by the selection committee. After verifying all conditions the selection will recommend the

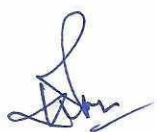


names for promotion to the GB through principal of the institute. GB is the final authority to accord promotion.

Norms for Career Advancement Scheme (CAS)

In accordance to 6th pay commission, AICTE notification 37-3/legal/2010, dated 22 January, 2010 and industry department, Odisha , Resolution , dated 23rd April, 2010, the following promotion and pay fixation policy are in force for the teaching staff w.e.f 1st July, 2010.

- There shall be only three designations with respect to the teaching staff i.e. Asst. Professor, Associate Professor, Professor.
- No one shall be eligible to be appointed, promoted and designated as professor, unless and otherwise he/she possesses a Ph.D and the vacancy available in the concerned department. This shall, however, not affect those who are already designated as "Professor". The professors will be paid in the pay band of Rs. 37,400 – 67,000 with AGP of Rs. 10,000.
- All lectures shall be re-designated as Asst. Professors. The lecturers having B.Tech and M. Tech in Engineering branch/ MBA Department having more than two years of experience or a fresh M. Tech shall be placed in pay band of Rs., 15,600 – 39,100 with AGP Rs. 6,000. The lectures of basic science and humanities having more than 3 years experience or M.Phil with two years experience or PhD without any experience will be placed in the pay band of Rs. 15,600 – 39,100 with AGP Rs.6,000.
- The A.G.P of. 6,000 /- will be enhanced to Rs. 7,000/- for the Asst. Professors of the institute having the following eligibility.
 - Four years experience with Ph. D
 - Five Years with M. Tech
 - Six years without M. Tech / Ph. D
- Asst. Professor completed 5 years with AGP 7,000/- will be eligible to get AGP – 8,000/- in the scale of pay 15,600-39,100/- subject to fulfilment of all norms prescribed by AICTE and Institute.
- Incumbent Assistant professor and Incumbent Lecturers(Selection Grade) who have completed 3 years in pre-revised scale of pay of Rs. 12,000-18,300 on 1.1.2006 shall be placed in the pay band of Rs 37,400- to 67,000/- with AGP-



9,000/- and shall be re-designated as Associate professor.

- Incumbent Assistant professor and Incumbent Lecturers (Selection Grade) who have not completed 3 years in pre-revised scale of pay of Rs. 12,000-18,300 on 1.1.2006 shall be placed at the appropriate stage in the pay band of Rs. 15,600-39,100/- with AGP- Rs.8,000/- till they complete 3 years of service in the grade of lecturer 9 selection grade) and there after shall be placed in the higher pay band of Rs 37,400- to 67,000/- with AGP- 9,000/- and shall be re-designated as Associate professor.
- Assistant Professor completing 3 years of service in the AGP of Rs.8,000/- shall be placed as Associate Professor in the pay band of 37,400-67,000/- AGP-9,000/- subject to fulfilment of conditions prescribed by the AICTE and Institute.
- Associate Professor completing 3 years of service in the AGP of Rs.9,000/- and possessing a Ph.D degree in the relevant disciplines shall be eligible to be appointed and designated as Professor subject to other condition of academic performance as laid down by the AICTE and Institute. No teacher will be placed and designated as professor unless he/she possesses a valid Ph.D degree.

Implementation of outcome Based education

Present system of education implemented in Capital Engineering College is reviewed. After a through discussion, it is decided to implement the outcome-based education system

Resolution -18

It is hereby resolved to implement the outcome-based education system in Capital Engineering College, from 2021-22

Review of activities of different committees constituted for monitoring Activities of the institute

The activities of committees, constituted for undertaking different tasks of the institute are reviewed and suggested for more effective.

(Responsibility Given to Principal, CEC)

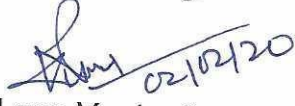
Review of academic activities, anti-ragging measures and disciplinary measures of the institute

These issues are discussed in detail and suggested for better implementation

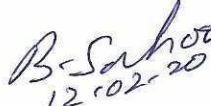
(Responsibility given to Principal, CEC)



Finally, the meeting ended with the vote of thanks to the chair and members present.
All members present in the meeting accepted the above resolutions/decisions by putting their
kind hands in these proceedings


Principal-cum-Member Secretary
Governing Body,
Capital Engineering College
Bhubaneswar
Principal-cum-Member Secretary
Governing Body
Capital Engineering College
Bhubaneswar


Chairman
Governing Body,
Capital Engineering College
Bhubaneswar
Chairman
Governing Body
Capital Engineering College
Bhubaneswar

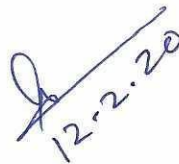

B. Sahoo
12.02.20

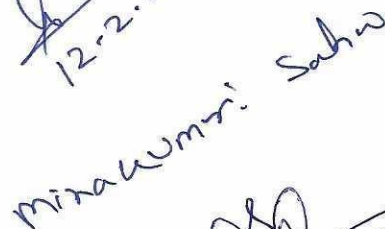

K. B. B. B.
12/02/2020


J. B. B. B.
12/2/20


J. B. B. B.
12.02.20


J. B. B. B.


J. B. B. B.
12.2.20


Minakumari Sahoo


J. B. B. B.
12/2/20


B. B. B. B.


J. B. B. B.
12.02.20



CAPITAL ENGINEERING COLLEGE

(A unit of Bidya Bharati Educational Trust)

Ref. No.: CEC/36/2020

Date: 07/01/2020

Letter No – CEC/36/2020

Dated: 7-1-2020

Office order

On approval of the proposal vide letter no CEC/1109/2019, dated: 18-10-2019 of Principal, Capital Engineering College by the Chairman, Bidya Bharati Educational Trust, Bhubaneswar, basing upon the decision taken in the governing Body meeting dated: 19-8-2019 vide resolution no 15,16,17 & 18 and circular resolution dated 7-12-2019, for good governance and to meet the norms and standards as prescribed by AICTE, New Delhi, Govt of Odisha in the department of Skill Development and Technical Education also Biju Patnaik University of Technology, Rourkela the Governing Body of Capital Engineering College is reconstituted with following members with terms and conditions as laid down herein

Sl.No	Name and address	Position in the Governing Body
1	Sri Badri Narayana Sahoo, Chairman, Bidya Bharati Educational Trust, Bhubaneswar	Chairman
2	Principal, Capital Engineering College, Bhubaneswar	Member-Secretary (Ex-Officio)
3	Sri Biranchi Narayana Sahoo Secretary, Bidya Bharati Educational Trust, Bhubaneswar	Member
4	Sri Subha Narayan Sahoo, Trustee, Bidya Bharati Educational Trust,	Member
5	Smt Mina Kumari Sahoo Bhubaneswar (Industrialist)	Member
6	Prof. (Dr) Kali Charan Rath, Professor, GIET University, Gunupur (Educationist)	Member <i>Kehra</i>
7	Dr.Jayaprakash Sahoo Professor, VSSUT, Burla (Nominee From State Govt)	Member

8	Dr. Arunanshu Mohapatra Principal, BOSE, Cuttack (Nominee from BPUT)	Member
9	Prof. (Dr) Bigyan Ranjan Dash Associate Professor, CET, Bhubaneswar (Nominee from AICTE)	Member
10	Mr Achuth Nanda Mishra Asso. Prof, BSH, Capital Engineering College, Bhubaneswar, (staff Representative-Male)	Member
11	Smt. Sangita Pani Asst.Prof, BSH Capital Engineering College, Bhubaneswar , (Staff Representative-Female)	Member

Terms and conditions:

1. The Governing Body should meet at least twice in a year to look after issues of the institute
2. The Governing Body will frame policies and procedures relating to the institutional issues.
3. Governing Body is responsible to meet all mandatory requirement as prescribed by the AICTE, New Delhi, Govt. of Odisha, Affiliating university, Accreditation bodies like NBA, NAAC, etc
4. Chairman, Governing Body is the supreme authority of the institute. He is answerable to all issues of the institute.
5. All correspondences of the Governing Body will be made by Principal-cum-Member Secretary.
6. The assignment is purely temporary and valid until the new GB is reconstituted.
7. The assignment is purely on honorary basis.
8. 1st class TA and DA as admissible by Central Govt. will be paid for attending the Governing Body meeting.
9. At least 3 star accommodations will be provided during the stay at Bhubaneswar in the tour attending the Governing Body meeting.
10. The institution vehicle wills pickup and drop at the place of your own or hotel staying in the tour for attending the Governing Body Meeting.

Importance, Role and Responsibilities of Governing Body:

- i. Governing bodies must be ambitious, as they create the circumstances to convert aspiration into outcomes within a rigorous framework of governance.

- ii. To ensure proper management, maintenance and custody of the institution relating to land, building, laboratory equipment's, funds of the institution including loans and grants received from AICTE, Central Govt and State Govt.
- iii. Every higher education institution shall be headed by an effective governing body, which is unambiguously and collectively responsible for overseeing the institution's activities, determining its future direction and fostering an environment in which the institutional mission is achieved and the potential of all learners is maximized.
- iv. The governing body shall ensure compliance with the statutes, ordinances and provisions, regulating the institution and its framework of governance and, subject to these; it shall take all final decisions on matters of fundamental concern to the institution.
- v. Individual members and governing bodies themselves should at all times conduct themselves in accordance with accepted standards of behavior in public life which embrace selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- vi. The governing body shall meet sufficiently regularly and normally not less than two times a year, in order to discharge its duties effectively. Members of the governing body shall attend regularly and actively participate.
- vii. The institution's governing body shall adopt a Statement of Primary Responsibilities which should include provisions relating to:
 - a) approving the mission and strategic vision of the institution, long-term business plans, key performance indicators (KPIs) and annual budgets, and ensuring that these meet the interests of stakeholders
 - b) Appointing the head of the institution as chief executive of the institution and putting in place suitable arrangements for monitoring his/her performance
 - c) Ensuring the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, clear procedures for handling internal grievances and for managing conflicts of interest.

- d) Monitoring institutional performance against plans and approved Key Performance Indicators (KPIs), which should be, where possible and appropriate, benchmarked against other institutions
- viii. The chair shall be responsible for the leadership of the governing body, and be ultimately responsible for its effectiveness. The chair shall ensure the institution is well connected with its stakeholders.
- ix. The head of the institution shall be responsible for advice on strategic direction and for the management of the institution, and shall be the accounting officer in respect of the use of Funding Council funds. The head of the institution shall be accountable to the governing body which shall make clear, and regularly review, the authority delegated to him/her as chief executive, having regard also to that conferred directly by the instruments of governance.
- x. Major responsibilities of the Governing Body
 - a) To uphold the legal statute of the college in the view of AICTE, UGC, State Government and affiliating university (i.e. BPUT) and any other body or agencies of relevance,
 - b) To take decision regarding the intake and addition or discontinuance of any program and accordingly recommending principal to take the formal steps with affiliating body to put the same into action,
 - c) Fix the fees structure and any other charges applicable, in accordance with recommendation of central planning and budgeting committee and prescribed fees structure by affiliating university
 - d) To decide the extension, renovation or procurement plans recommended by central planning and budgeting committee,
 - e) To decide the promotions or penalties, as recommended by central academic monitoring committee,
 - f) To approve the budget or recommend necessary correction,
 - g) Nominate and constitute other central committee for smooth discharge of responsibilities,

- h) Discussions leads to decision on such issues or proposals, which are necessary for upholding the status of a Reputed Engineering college in the region as well as full filling the social obligations and aspirations

Disqualification of membership of the members of Governing Body

A person shall be disqualified to become a member of Governing Body of Capital Engineering College or discontinue as such if he or she

- a. Is unsound mind and health; or
- b. Is an applicant to be adjusted as insolvent or an undischarged insolvent; or
- c. Is convicted of an offence involving moral turpitude under any court of law for the time being or in force; or
- d. Has been found guilty and major penalties imposed by any judicial authorities or such other offices of Govt; or
- e. For not being the citizen of India.

Powers and Functions of Governing Body

The powers and functions of the Governing Body will be as follows. The Governing Body shall exercise the powers and discharge the functions as follows.

- a. To ensure proper management, maintenance and custody of the institution relating land, infrastructure, equipment's and funds including loans and grants received from AICTE, Central Govt and govt. of Orissa.
- b. To ensure sanitary condition of the building and campus.
- c. To ensure that instructions are imparted in accordance with norms and standards prescribed by AICTE, New Delhi, Govt. of Orissa and Affiliating university
- d. To ensure the approval of the appointment of staff by way of selection committee of the institute in accordance of norms prescribed by AICTE and Govt. of Orissa.

- e. To ensure implementation of provisions of acts, instructions and rules and regulations prescribed by AICTE, Govt. of Orissa in the matter of service conditions of staff relating to their appointment, leave, provident fund, age of retirement and disciplinary actions.
- f. To ensure observance and compliance of instructions issued by AICTE, New Delhi, Govt. of Orissa and Affiliating university
- g. To maintain discipline in the institute.
- h. Award free studentship, scholarship, stipend, prize, rewards and punishments to students and staff in accordance with the rules and regulations prescribed by AICTE, New Delhi, Govt. of Orissa and Affiliating University.
- i. To ensure that the building, land, furniture and facilities available are not being used for any other purpose (like holding political meetings, communal meeting, ceremony of special characters for which the feeling of the community is divided and excited) except for running the AICTE approved courses in the institute.
- j. To ensure continued fulfillment of the conditions for extension of approval and affiliation of the institute.
- k. To submit reports and returns from time to time to the AICTE, New Delhi, Govt. of Orissa and Affiliating University.
- l. Above all to create peaceful and favorable study atmosphere totally free from anti-ragging to proceed forward creating good and moral technocrats.

(Details of powers and functions of Chairman, Governing Body and Member Secretary, Governing Body will be decided in the immediate governing body meeting)

By the order of **Chairman, Governing Body,**
Governing Buddy,
Capital Engineering College, Bhubaneswar
Capital Engineering College
Khordha, Bhubaneswar


Principal-cum-Member Secretary

Governing Body,
Principal-Cum-Member Secretary
Governing Buddy,
Capital Engineering College
Capital Engineering College
Khordha, Bhubaneswar

Online meeting of the Governing body of Capital Engineering College

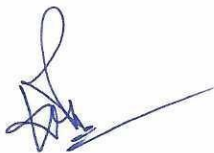
Meeting link: <https://meet.google.com/qak-dyrn-qqb>

Notice served through WhatsApp

Agenda

1. Welcome address by Chairman, Sri Badri Narayan Sahoo
2. Confirmation of minutes of last Governing Body meeting held on 12-2-2020
3. Action taken report on the decisions taken in last GB meeting held on 12-2-2020
4. Conduct of online classes
5. Continuation of research projects
6. Any other points with the permission from Chair
7. Vote of thanks

Notice served through
whatsapp



Proceedings of the Governing Body meeting of Capital Engineering College, Bhubaneswar
held on 11-8-2020

Link through the meeting was conducted - <https://meet.google.com/qak-dyrn-qqb>

An online meeting of the governing body of Capital Engineering College , Bhubaneswar is held on 11-8-2020, by 10.00 AM through google meet (<https://meet.google.com/qak-dyrn-qqb>) under the president-ship of Sri Badri Narayan Sahoo, Chairman, Governing Body of Capital Engineering College .

Members Participated in the google meet

Sl.No	Name and address	Position in the Governing Body
1	Sri Badri Narayana Sahoo, Chairman, Bidya Bharati Educational Trust, Bhubaneswar	Chairman
2	Principal, Capital Engineering College, Bhubaneswar	Member-Secretary (Ex-Officio)
3	Sri Biranchi Narayana Sahoo Secretary, Bidya Bharati Educational Trust, Bhubaneswar	Member <i>[Signature]</i> 11.8.20
4	Sri Subha Narayan Sahoo, Trustee, Bidya Bharati Educational Trust,	Member <i>[Signature]</i>
5	Smt Mina Kumari Sahoo Bhubaneswar (Industrialist)	Member <i>Mina Kumari Sahoo</i>
6	Prof. (Dr) Kali Charan Rath, Professor, GIET University, Gunupur (Educationist)	Member <i>Kali Charan Rath</i>
7	Mr Achuth Nanda Mishra Asso. Prof, BSH, Capital Engineering College, Bhubaneswar ,(Staff Representative-Male)	Member <i>[Signature]</i> 11.08.20
8	Smt. Sangita Pani Asst.Prof, BSH Capital Engineering College, Bhubaneswar , (Staff Representative-Female)	Member <i>[Signature]</i> 11.08.20

Sri Badri Narayan Sahoo, Chairman of the occasion has extended warm welcome to the members participated and started the meeting with his welcome address. With the permission of the Chair, Principal – Cum – Member Secretary read over the agenda prepared and confirmed for discussion.

Agenda

1. Welcome address by Chairman, Sri Badri Narayan Sahoo
2. Confirmation of minutes of last Governing Body meeting held on 12-2-2020
3. Action taken report on the decisions taken in last GB meeting held on 12-2-2020
4. Conduct of online classes
5. Continuation of research projects
6. Any other points with the permission from Chair
7. Vote of thanks

Welcome address by Chairman, Sri Badri Narayan Sahoo

The President of the morning Sri Badri Narayan Sahoo started his welcome address following the approved agenda. In his address he expressed thankfulness to the members participated. He expressed great concerned on the present situation of COVID -19

Confirmation of Minutes of last Governing Body meeting dated:12-2-2020

The minutes of last Governing Body meeting held on 12-2-2020 are reviewed. Member Secretary read over the minutes of last meeting. After review the minutes are confirmed.

Resolution No – 1

The minutes of last Governing Body meeting dated 12-2-2020 are reviewed and confirmed.

Action taken report on the decisions taken in last GB dated; 12-2-2020

Could not be prepared as the institute is totally closed due to COVID-19 restriction

The present situation of the institution w.r.t COVID 19 are discussed in detail. The GB expressed a great concerned on the present situation. After discussion the following resolutions are resolved.

Resolution No – 2

1. Online classes will be continued until and otherwise Govt is advised to do the offline classes
2. Mentoring system need to be continued.
3. All the mentors should keep regular contact with the students



4. Students will be requested to pay the institutional fee on time through online mode
5. No students will be allowed to stay in the college hostel

Authorization to Principal to carry on the appointment, promotions, research works and other emergency items

In the pandemic situation nothing can be predicted. Hence any emergency arises principal is authorized to deal with. Appointments, promotions etc may be carried out looking into need and emergencies.

The meeting ended with vote of thanks to the chair as well as members present

Chairman
Governing Body,
Capital Engineering College
Bhubaneswar
Chairman
Governing Body
Capital Engineering College
Khordha, Bhubaneswar

Principal-cum-Member Secretary
Governing Body,
Capital Engineering College
Bhubaneswar
Principal-Cum-Member Secretary
Governing Body
Capital Engineering College
Khordha, Bhubaneswar

[Signature]
11-8-20

[Signature]
11/08/20

[Signature]
Minakumari Sahoo

[Signature]
11.08.20

[Signature]
11/08/2020

[Signature]
11-08-20



CAPITAL ENGINEERING COLLEGE

(A unit of Bidya Bharati Educational Trust)

Ref. No.: CEE/621/2022

Date: 14/04/2022

To

Sl.No	Name and address	Position in the Governing Body
1	Sri Badri Narayana Sahoo, Chairman, Bidya Bharati Educational Trust, Bhubaneswar	Chairman <i>B. Sahoo</i>
2	Principal, Capital Engineering College, Bhubaneswar	Member-Secretary (Ex-Officio)
3	Sri Biranchi Narayana Sahoo Secretary, Bidya Bharati Educational Trust, Bhubaneswar	Member <i>B. Sahoo</i>
4	Sri Subha Narayan Sahoo, Trustee, Bidya Bharati Educational Trust,	Member <i>S. Sahoo</i>
5	Smt Mina Kumari Sahoo Bhubaneswar (Industrialist)	Member <i>minakumari Sahoo</i>
6	Prof. (Dr) Kali Charan Rath, Professor, GIET University, Gunupur (Educationist)	Member <i>K. Rath</i>
7	Dr.Jayaprakash Sahoo Professor, VSSUT, Burla (Nominee From State Govt)	Member <i>J. Sahoo</i>
8	Dr. Arunanshu Mohapatra Principal, BOSE, Cuttack (Nominee from BPUT)	Member <i>A. Mohapatra</i>
9	Prof. (Dr) Bigyan Ranjan Dash Associate Professor, CET, Bhubaneswar (Nominee from AICTE)	Member
10	Mr Achuth Nanda Mishra Asso. Prof, BSH, Capital Engineering College, Bhubaneswar, (staff Representative-Male)	Member <i>A. Mishra</i>
11	Smt. Sangita Pani Asst.Prof, BSH Capital Engineering College, Bhubaneswar , (Staff Representative-Female)	Member <i>S. Pani</i>

Sub: Governing Body meeting of Capital Engineering College, Bhubaneswar
scheduled on 23-4-2022

Sir,

By the direction of Chairman, GB, the Governing Body meeting of Capital Engineering College, Bhubaneswar, is Scheduled on 23-4-2022 by 10.00 AM in the conference hall of CEC,BBSR

As such, kindly make it convenient to attend the same on the scheduled date and time.

Thanking you

Yours faithfully,


Principal - Cum – Member Secretary,

Principal - Cum – Member Secretary
Capital Engineering College,
Khordha, Bhubaneswar

Agenda

1. Welcome address by Chairman, Sri Badri Narayana Sahoo
2. Confirmation of minutes of last Governing Body meeting held on 19-8-2021
3. Action taken report on the decisions taken in last GB meeting held on 19-8-2021
4. Approval of the appointments made by the selection committee of the College from 19-8-2021 to 23-4-2022
5. Approval of resignations of faculties from 19-8-2021 to 23-4-2022.
6. Accreditation of the Institute by NAAC
7. Approval of course structure for the year 2022-23
8. Approval of budget for 2022-23
9. Conduct of seminars, FDPs, etc
10. Payment of DA salary of faculties
11. Review of academic activities, anti-ragging measures and disciplinary measures of CEC
12. Vote of thanks



Handwritten signature and date: 19/09/22

Proceedings of the Governing Body meeting of Capital Engineering College, Bhubaneswar held on 23-4-2022

A meeting of the governing body of CAPITAL ENGINEERING COLLEGE , Bhubaneswar is held on 23-4-2022, by 10.00 AM in the College conference hall under the president-ship of Sri Badri Narayana Sahoo, Chairman, Governing Body of CAPITAL ENGINEERING COLLEGE.

Members Present:

Sl.No	Name and address	Position in the Governing Body
1	Sri Badri Narayana Sahoo, Chairman, Bidya Bharati Educational Trust, Bhubaneswar	Chairman <i>B Sahoo</i>
2	Principal, Capital Engineering College, Bhubaneswar	Member-Secretary (Ex-Officio) <i>kh</i> 23/04/22
3	Sri Biranchi Narayana Sahoo Secretary, Bidya Bharati Educational Trust, Bhubaneswar	Member <i>BS</i> 23.4.22
4	Sri Subha Narayan Sahoo, Trustee, Bidya Bharati Educational Trust,	Member <i>Subha</i>
5	Smt Mina Kumari Sahoo Bhubaneswar (Industrialist)	Member <i>minakumari Sahoo</i>
6	Prof. (Dr) Kali Charan Rath, Professor, GIET University, Gunupur (Educationist)	Member <i>KCR</i>
7	Dr.Jayaprakash Sahoo Professor, VSSUT, Burla (Nominee From State Govt)	Member <i>Jayaprakash</i>
8	Dr. Arunanshu Mohapatra Principal, BOSE, Cuttack (Nominee from BPUT)	Member <i>Arunanshu</i>
9	Prof. (Dr) Bigyan Ranjan Dash Associate Professor, CET, Bhubaneswar (Nominee from AICTE)	Member <i>ABD</i>
10	Mr Achuth Nanda Mishra Asso. Prof, BSH, Capital Engineering College, Bhubaneswar,(staff Representative-Male)	Member <i>Achuth</i> 23.04.22
11	Smt. Sangita Pani Asst.Prof, BSH Capital Engineering College, Bhubaneswar , (Staff Representative-Female)	Member <i>Sangita</i> 23-04-22

Sri Badri Narayana Sahoo, Chairman of the occasion has extended warm welcome to the members present and started the meeting with his welcome address. With the permission

of the Chair, Principal – Cum – Member Secretary read over the agenda prepared and confirmed for discussion.

Agenda

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12. Vote of thanks

Welcome address by Chairman, Sri Badri Narayana Sahoo

The President of the morning Sri Badri Narayana Sahoo started his welcome address following the approved agenda. In his address he expressed thankfulness to the members present.

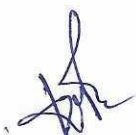
Confirmation of Minutes of last Governing Body meeting dated:19-8-2021

The minutes of last Governing Body meeting held on 19-8-2021 are reviewed. Member Secretary read over the minutes of last meeting. After review the minutes are confirmed.

Resolution No – 1

The minutes of last Governing Body meeting dated 19-8-2021 are reviewed and confirmed.

Action taken report on the decisions taken in last GB dated; 19-8-2021



Different decisions were taken in the GB meeting dated: 19-8-2021. The details of their implementation and actions taken are furnished herewith

Sl.No	Resolutions passed on dated; 19-8-2021	Actions taken
1	<p><u>Resolution No – 3</u></p> <p>The appointments of the following faculties made by the principal, Capital Engineering College, Bhubaneswar on recommendation of selection committee of the Institute from 11-9-2019 to 19-8-2021 as detailed herein are approved.</p>	Appointed staffs are working in their respective places
2	<p><u>Resolution No – 4</u></p> <p>Principal, CEC,BBSR is hereby authorized to appoint faculties as and when required in case of academic urgency, to meet the norms and standards of AICTE, New Delhi and affiliating university also on resignation of existing faculties.</p>	Principal is appointing staffs as when required
3	<p><u>Resolution No – 5</u></p> <p>The resignations of staffs as accepted by Principal, Capital Engineering College are hereby accepted.</p>	Resigned people are relieved off from their respective duties
4	<p><u>Resolution No – 6</u></p> <p>The promotions of following staffs extended by principal, CEC on the recommendations of Scrutiny committee/Selection committee are reviewed and accepted.</p>	Taken care by Principal
5	<p><u>Resolution No – 7</u></p> <p>The study leave of the following faculty is hereby approved with following terms and conditions</p>	Concerned faculties is relieved and joined in their respective institutions



	<p>Terms and conditions:</p> <ol style="list-style-type: none"> 1. They should report in the destination institute immediately after relieve from this institute 2. Acceptance of joining report in the destination institute need to be submitted to this institute immediately 3. Salary will be released on quarterly basis after receipt of performance report from the destination institute 4. Payment of salary of the final quarter will be paid only if he/she joins this institute after completion of the allotted period of one year. 5. No extension of time will be allowed 	
6	<p><u>Resolution No – 8</u></p> <p>The maternity leave availed by the following Lady employees of CEC are hereby approved.</p> <p><u>Maitrimayee rout</u></p>	She has already paid her salary
7	<p><u>Resolution no – 9</u></p> <p>The audit report of the institute for the financial year 2020-21 prepared by M/s- PPP & Co, Chartered Accounts is hereby approved.</p>	Noted



8	<u>Resolution no – 10</u> The R&D Projects prepared by different faculties of Capital Engineering College are hereby approved.	Faculties are working in the projects and some are completed.
9	<u>Resolution no – 11</u> The IQAC reports prepared by IQAC of Capital Engineering College for the session 2020-21 is hereby approved.	
10	<u>Resolution -12</u> It is hereby resolved to pay 10% on Pay+AGP as DA salary of staff of Capital Engineering College from 1-6-2022	Steps are taken for payment of the revised DA from 1-6-2022
11	The annual budget prepared by A/c Section for Rs. 18,89,30,000 /- (Eighteen Crore Eighty-Nine Lakhs Thirty Thousand) only for running the activities of Capital Engineering College for the year 2021-22 is hereby approved	Budgetary provision made accordingly

Resolution No – 2

The action taken report on the decisions taken in last GB meeting dated: 19-8-2021 prepared by Principal-cum-Member Secretary, GB is hereby reviewed and accepted.

Approval of the appointments made by the selection committee of the College from 19-8-2021 to 23-4-2022

The appointments made by the Principal, Capital Engineering College, Bhubaneswar from 19-8-2021 to 23-4-2022 on recommendation of selection committee of the institute are reviewed and approved by the following resolution.



Resolution No – 3

The appointments of the following faculties made by the principal, Capital Engineering College, Bhubaneswar on recommendation of selection committee of the Institute from 19-8-2021 to 23-4-2022 as detailed herein are approved.

1. Subrat Kumar Sethi, Asst Prof CSE, DOJ- 8-2-2022, Scale of pay- 15600-39100, AGP-6000/-

Resolution No – 4

Principal, CEC, BBSR is hereby authorized to appoint faculties as and when required in case of academic urgency, to meet the norms and standards of AICTE, New Delhi and affiliating university also on resignation of existing faculties.

Approval of resignations of faculties 19-8-2021 to 23-4-2022

Resolution No – 5

The resignations as accepted by Principal of Capital Engineering College are hereby accepted.

1. Ms Subhasmita Choudhury, Office Asst , DOR- 6-2-2022

Approval of promotions and other service mechanisms of staff.

As per the reports of the principal-cum-member Secretary, many faculties have applied for their promotion. In the last GB it was decided to forward such proposals to selection committee. Due to COVID -19 restrictions the scrutiny committee could not be conducted. So Promotions could not give to staffs

Resolution No – 6

It is hereby resolved to authorize Principal, CEC to extend promotions on the recommendations of Selection committee/ Scrutiny committee to the eligible faculties if posts available

Accreditation of Institute by NAAC



The education offered in the institute are reviewed. It is decided to get accredited of the institute by any of accreditation agencies. Preparations for the accreditations need to be undertaken. Principal is given the responsibilities.

Resolution – 8

It is hereby resolved to authorize Principal-cum-member secretary, to evaluate at his level the programmes in the line NBA and NAAC and submit report at the next GB to decide which programmes will be applied for NBA accreditation or NAAC accreditation.

Approval of course structure for the year 2022-23

The existing course structure of the institute is reviewed and decided to obtain the EOA of existing courses with some changes

Resolution – 9

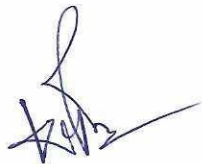
It is hereby resolved to obtain EOA from AICTE for the existing courses as that of the year 2021-22 with following changes

- a. Introduction of new course MBA – 180 seats

Approval of budget for the year 2022-23

Resolution No –10

The annual budget prepared by A/c Section for Rs.21,58,90,000 /- (Twenty one Crore Fifty Eight Lakhs Ninty thousand) only for running the activities of Capital Engineering College for the year 2022-23 is hereby approved



Details of Budget for the Financial Year 2022-23					
Income			Expenditure		
Sl No.	Particulars	Amount (Rs.)	Sl No.	Particulars	Amount (Rs.)
1	Course Fee	16,35,90,000	1	Infrastructure Built - Up	1,50,00,000
			2	Library	13,00,000
			3	Laboratory equipment	42,00,000
2	Interest on FD	20,00,000	4	Laboratory consumables	40,00,000
3	from different organisations towards R & D	9,00,000	5	Teaching & Non Teaching staff	11,80,00,000
4	Other receipts FROM 3140@ 15000/-	2,14,00,000	6	Maintenance and spares	1,45,00,000
5	HOSTEL FEES FROM 800@ 35000/-	2,80,00,000	7	R & D	18,00,000
6	From other sources		8	Green initiatives	9,00,000
			9	Training and Travel	30,00,000
			10	Other Specify	3,31,90,000
	Total	21,58,90,000		Total	21,58,90,000
Sl No.	Other Specify	Amount (Rs.)			
1	Financial charges	50,00,000			
2	E Governance	3,00,000			
3	Student Scholarship	28,00,000			
4	Academic Expenses	60,00,000			
5	Establishment Expenses	80,00,000			
6	CSR Activities	9,00,000			
7	Financial support to teachers (Seminar, Conference, W/s,etc)	8,00,000			
8	General office Administrative Expenses	83,90,000			
	Total	3,31,90,000			

Conduct of seminars, workshops FDPs,etc

The details of seminars, workshops , FDPs conducted in the institute are discussed in nutshell. Principal-cum-member Secretary authorized to conduct such activities as much as possible.

Principal CEC, Given the Responsibilities



Payment of DA salary to Staff

As decided in the last GB that DA of 10% on Pay+AGP is to be paid to staff w.e.f 1-6-2022. The same is confirmed herewith once again.

Resolution -11

It is hereby resolved to pay 10% DA on Pay+AGP to staff of Capital Engineering College w.e.f 1-6-2022

Review of activities of different committees constituted for monitoring Activities of the institute

The activities of committees, constituted for undertaking different tasks of the institute are reviewed and suggested for more effective.

(Responsibility Given to Principal, CEC)


Review of academic activities, anti-ragging measures and disciplinary measures of the institute


These issues are discussed in detail and suggested for better implementation


(Responsibility given to Principal, CEC)


Finally, the meeting ended with the vote of thanks to the chair and members present.


All members present in the meeting accepted the above resolutions/decisions by putting their kind hands on these proceedings.



Principal-cum-Member Secretary
Governing Body,
Capital Engineering College
Khordha, Bhubaneswar



Chairman
Governing Body,
Capital Engineering College
Khordha, Bhubaneswar

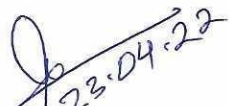

Principal-cum-Member Secretary
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Chairman
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Member
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