ASSAM UNIVERSITY:SILCHAR
TRIGUNA SEN SCHOOL OF TECHNOLOGY

The first meeting of the Board of Governors (hereafter referred to as BOG) in Triguna Sen School of Technology (hereafter referred to as TSSOT), Assam University, Silchar (hereafter referred to as AUS) was held on 28th January, 2015 at 02:00 pm in the Hemanga Biswas Sabhakaksha under the Chairmanship of Hon'ble Vice-Chancellor, Assam University, Silchar. The following members attended the meeting.

1.	Prof. Somnath Dasgupta, Vice-Chancellor, AUS	: Chairman
2.	Prof. Sukumar Nandi, Dept. of CSE and Deputy Director, IIT Guwahati	: Member
3.	Prof. C. R. Bhattacharjee, Dept. of Chemistry, AUS	: Member
4.	Prof. Sudipta Roy, Head, Dept. of IT, AUS	: Member
5.	Prof. Prasanna Kumar G. V., Head, Dept. of AE, AUS	: Member
6.	Prof. Debaprasad Das, Head, Dept. of ETE, AUS	: Member
7.	Prof. Ramendu Bhattacharjee, Pro-Vice-Chancellor, AUS	: Special Invitee
8.	Prof. Debasish Bhattacharjee, Pro-Vice-Chancellor, AUS	: Special Invitee
9.	Dr. L. N. Sethi, Associate Prof., Dept. of AE, AUS	: Special Invitee
10.	Dr. Sudipto Sarkar, Associate Prof., Dept. of AE, AUS	: Special Invitee
11.	Prof. K. Hemachandran, Dean, TSSOT	: Member Secretary

Prof. Souvik Bhattacharya, Professor, Dept. of Mechanical Engineering and Deputy Director, IIT Kharagpur (AICTE Nominee) and Prof. Hafizur Rahaman, Department of Information Technology, IIEST Shibpur (Member of BOG in TSSOT, AUS) could not attend the meeting due to their pre-occupations.

Prof. Somnath Dasgupta, Hon'ble Vice Chancellor and Chairman of the Board of Governors in TSSOT, Assam University, Silchar presided over the meeting.

The Chairman extended a very warm welcome to all the members of the Board and thanked them for sparing their valuable time out of their busy schedule to attend this meeting of the Board. The chairman also conveyed his greetings for holding the first meeting of the BOG in TSSOT. The Chairman also introduced Prof. Sukumar Nandi, Department of Computer Science and Engineering and Deputy Director, IIT Guwahati to all the members of the Board of Governors and expressed his sincere thanks to Prof. Nandi for attending the meeting as Member of BOG in TSSOT, AUS.

The chairman then invited the Dean (i/c), TSSOT to initiate discussions on the agenda items.

After threadbare discussions the following resolutions were adopted unanimously.

AGENDA AND RESOLUTIONS:

AGENDA NO. 1.1: *FORMATION OF BOG IN TSSOT AUS.*

RESOLUTION NO. 1.1 : The members unanimously approved the formation of the BOG in TSSOT, AUS which has started functioning w.e.f. 28th January, 2015 comprising with the following members to begin with.

i.	Prof. Somnath Dasgupta, Vice-Chancellor, AUS	: Chairman
ii.	Prof. Souvik Bhattacharya, Dept. of Mech. Engg., IIT Kharagpur	: AICTE Nominee
iii.	Prof. Sukumar Nandi, Dept. of CSE, IIT Guwahati	: Member
iv.	Prof. Hafizur Rahaman, Dept. of IT, IIEST Shibpur	: Member
v.	Prof. C. R. Bhattacharjee, Dept. of Chemistry, AUS	: Member
vi.	Head, Dept. of IT, AUS	: Member
vii.	Head, Dept. of AE, AUS	: Member
viii.	Head, Dept. of ETE, AUS	: Member
ix.	Dean, TSSOT	: Member Secretary

Registrar, Assam University, Silchar was requested to make necessary arrangements for the amendments in the University Statute regarding formation of BOG in TSSOT, AUS and its powers and functions.

AGENDA NO. 1.2 : *FUNCTIONS OF BOG IN TSSOT, AUS.*

RESOLUTION NO. 1.2: After a threadbare discussion regarding functioning of the newly constituted BOG of TSSOT, AUS, the members unanimously resolved and approved the functions to be carried out by the BOG are as follows:

RESOLUTION NO. 1.2.1: The BOG in TSSOT, as constituted, will look after the revision of fee structure for various Under graduate,Post graduateand Research programmes leading to B.Tech, M.Tech, PhD and relevant degrees in TSSOT and finalize all the matters related to the payment of fees, payable by students.

RESOLUTION NO. 1.2.2: The BOG in TSSOT will take effective steps and initiate Scholarship, Fellowship, Studentships, Medals, Prizes, and Certificates etc. for students prosecuting Undergraduate, Masters and Doctoral degree programmes leading to B.Tech, M.Tech, PhD and relevant degrees in various departments under TSSOT.

RESOLUTION NO. 1.2.3: The BOG in TSSOT shall be responsible for initiation of new course or programme in case of Engineering Degrees.

RESOLUTION NO. 1.2.4: It will be the responsibility of BOG in TSSOT to ascertain the eligibility and necessity of foreign tour by the faculty members of departments under TSSOT and recommend accordingly to the competent authority.

RESOLUTION NO. 1.2.5: Finally, the BOG in TSSOT will perform such other functions which are necessary and deem fit and proper for the overall development and fulfillment of the objectives for which it has been declared autonomous.

AGENDA NO. 1.3:*FUNCTIONAL BODIES TO BE CONSTITUTED UNDER THE UMBRELLA OF BOG IN TSSOT, AUS.*

RESOLUTION NO. 1.3: The BOG in TSSOT, as constituted, will form the following sub-committees for policy formulation and taking decisions on behalf of the BOG for proper functioning.

RESOLUTION NO. 1.3.1: As proposed it has been resolved to constitute Departmental Postgraduate Program Committee (DPPC) and Departmental Undergraduate Program Committee (DUPC) (attached as Annex I and Annex II).

RESOLUTION NO. 1.3.2: As resolved, Planning and Finance Committee (PFC) will be constituted for TSSOT. As long as the full functional autonomous TSSOT is not established, the University Finance Committee, Building Committee, will be effective for TSSOT with the representation from TSSOT as and when necessary.

RESOLUTION NO. 1.3.3: It has been resolved to constitute a Departmental Affairs Committee (DAC)and a Departmental Purchase Committee (DPC)to cater the need of the Department. Regarding purchase related matter;concerned DACs will forward the proposal with proper recommendation for placing the same in the Departmental Purchase Committee (DPC) for consideration.

RESOLUTION NO. 1.3.4: It has been resolved to constitute a School Level Affairs Committee (SLAC) and School Level Purchase Committee (SLPC) to cater the need of the School. Regarding purchase related matter, SLAC will forward the proposal with proper recommendation for placingthe same in the School Level Purchase Committee (SLPC) for consideration.

RESOLUTION NO. 1.3.5: A Disciplinary Committee (DC) will be constituted which will look after the disciplinary matter of the entire school.

RESOLUTION NO. 1.3.6: From among the committee stated above one Students' Affair Committee (SAC) will also come into force, which was approved by the members.

RESOLUTION NO. 1.3.7: It has been resolved that one Library committee (LC) should come into existence which was unanimously approved.

RESOLUTION NO. 1.3.8: One Grievance committee (GC) will be set up for redressal of grievances which was also approved by the members

RESOLUTION NO. 1.3.9: As resolved, Internal Complaint Committee (ICC) for receiving complaints of sexual harassment of women at workplace will be constituted as per norms.

RESOLUTION NO. 1.3.10: Further, the members present were of the opinion that that in case of necessity, any other Advisory Committee, as needed for smooth functioning of the BOG in TSSOT may be constituted after observing necessary formalities.

AGENDA NO. 1.4 : *ACADEMIC AND RESEARCH AUTONOMY – REG.*

RESOLUTION NO. 1.4 : After thorough discussions on "Academic and Research Autonomy" of TSSOT, the members present unanimously resolved and approved that full fledged Academic and Research Autonomy be extended to the TSSOT, AUS and appropriate steps to be taken for initiating the process immediately.

AGENDA NO. 1.5 : *FUNCTIONAL AND ADMINISTRATIVE STRUCTURE OF TSSOT, AUS.*

RESOLUTION NO. 1.5: After an in-depth discussion on the Organizational Structure, both functional and administrative of TSSOT, AUS consequent upon the formation of the BOG in TSSOT, the members present unanimously approved the following structure and recommended to come into force with immediate effect (attached as Annex – III and Annex - IV)

AGENDA NO. 1.6 : *FORMATION OF BOARD OF STUDIES AND RESEARCH – REG.*

RESOLUTION NO. 1.6 : It has been further resolved that for Research and Academic matters, the Board of Studies and the Board of Research may be kept under the umbrella of Board of Research and Studies (BORS) for the time being for smooth processing of research and academic matters.

AGENDA NO. 1.7 : *FORMULATION OF STRUCTURE OF DIFFERENT COMMITTEES - REG*

RESOLUTION NO. 1.7 : The members present authorized the Chairman, NBA committee to initiate the formulation of the policy and structure of different Boards and Committees and should be placed in the next meeting of the BOG in TSSOT for approval.

AGENDA NO. 1.8 : *PURCHASE RELATED MATTER.*

RESOLUTION NO. 1.8 : It has also been resolved that power with regard to the planning and preparation of purchase order be vested upon the school for smooth functioning. However, before placing the purchase order, matter be referred to university Internal Audit Section or any other appropriate section for verification and scrutiny.

AGENDA NO. 1.9 : *PREPARATION OF DETAILED PROJECT REPORT (DPR) – REG.*

RESOLUTION NO. 1.9 : The member secretary and Chairman, NBA committee entrusted the responsibility of preparation of Detailed Project Report (DPR) and necessary steps should be taken so that the DPR, as prepared, be circulated among the members before two weeks of convening the next meeting of BOG in TSSOT.

AGENDA NO. 1.10 : *SETTING UP OF CENTRE OF EXCELLENCE – REG.*

RESOLUTION NO. 1.10 : It has been resolved to start "Center of Excellence" in TSSOT, AUS. However, as suggested by members of the BOG in this regard, the suggestions of the members of the Board will be asked and placed in the next BOG meeting.

AGENDA NO. 1.11 : *STATUS REPORT ON TEQIP–II – REG.*

RESOLUTION NO. 1.11 : The Co-ordinator, TEQIP-II had appraised the members about the TEQIP-II activities executed in the school following the Institutional Development Proposal (IDP), Project Implementation Plan (PIP) and with the approval of the competent authority. The school had received Rs. 8.26 cr. out of which Rs, 6.00 cr. has been spent on different heads. The members are also informed that the project period is extended upto October, 2016. The coordinator also placed the following proposals before the members for discussion.

RESOLUTION NO. 1.11.1: In IDP, 20 lakhs was allocated in Technical assistance for procurement and academic activities but now it is not needed. The allocated money may be reallocated towards procurement head to subscribe for e-journals for 2015 and 2016 or development of e-contents or to build ICT infrastructure.

RESOLUTION NO. 1.11.2: In IDP, 50 lakhs was allocated in Minor Civil work. It is not needed right now as the building construction is going on from separate Ministry funding. The allocated money may be reallocated to establish virtual classrooms in three departments or other relevant development activities.

RESOLUTION NO. 1.11.3 : The faculties and the staff members of the school were promoted to be the members of the professional bodies as a part of Research and Development (R&D) activity in 2014-15 of an amount of Rs. 10,000 each. The activity may be extended for next two financial years of the project period.

RESOLUTION NO. 1.11.4 : The faculty and staff development activity is in full swing and half of the money is utilized.To encourage perticipation of all members of the school the following were discussed:

RESOLUTION NO. 1.11.4.1: To encourage participation of all the faculty members, Rs. 1.50 lakhs may be allocated to each faculty member of the school to be spent upon the activities enlisted in the Faculty and Staff Development (FSD) head for rest of the project period.

RESOLUTION NO. 1.11.4.2: An amount of Rs. 50,000 may be allocated for the technical as well as administrative staff for their development in the permitted activities underthe Faculty and Staff Development (FSD) head.

RESOLUTION NO. 1.11.4.3: The rest of the amount under the Faculty and Staff Development (FSD) will be utilized under the approval of the authority for the development activities of the school.

The members discussed the above proposals at length and breadth and approved proposals mentioned at Item No. 1.11.1 to 1.11.4 all. The coordinator is authorised to initiate the implementation process immediately.

AGENDA NO.1.12:*MISCELLANEOUS*

RESOLUTION NO. 1.12.1: After a thread bare discussion regarding the change in name of the Department of Information Technology to Department of Computer Science and Engineering, the members approved the change of the name of the department. The members also recommended changing the name of the Department of Electronics and Telecommunication to Department of Electronics and Communication Engineering.

RESOLUTION NO. 1.12.2: It is also resolved that where the TSSOT committee or regulation does not exist, the relevant committees and the regulations of the University will be effective for TSSOT with the representation from TSSOT as and when necessary.

RESOLUTION NO. 1.12.3: It has also been decided to convene the 2nd meeting of BOG of TSSOT within March,2015.

As there was no item to be discussed the meeting ended with the thanks to and from the chair.

Dean
Triguna Sen School of Technology
Assam University, Silchar

Approved

Chairman
Board of Governors
Triguna Sen School of Technology
Assam university, Silchar

<u>DPPC of TSSOT</u>

The Departmental Post-graduate Programme Committee (DPPC) of each department shall comprise

1.	Head of the Department	: Chairman
2.	All Professors of the Department	: Member
3.	Two Associate Professors of the Department by rotation on the basis of seniority	: Member
4.	Two Assistant Professors of the Department by rotation on the basis of seniority	: Member
5.	One teacher each from other Departments within the school having common courses with the Department	: Member
6.	Not more than two teachers teaching allied or cognate subjects in other schools nominated by the Vice Chancellor.	: Member
7.	Not more than three persons nominated by the Board of Governors who have specialised knowledge in the discipline of the concerned Department and who are not employees of the University or any of its affiliated or recognised institutions on the recommendation of the Head	: External member

The members of the Departmental post Graduate Programme Committee (DPPC) shall hold office for a period of three years. The powers and functions and the rules of conduct of the meeting shall be as prescribed for BPGS in the Ordinances and Regulations of the University.

Dean
Triguna Sen School of Technology
Assam University, Silchar

Approved

Chairman
Board of Governors
Triguna Sen School of Technology
Assam university, Silchar

DUPC of TSSOT

The Departmental Under-graduate Programme Committee (DUPC) of each department shall comprise

1. Head, Department of Information Technology, AUS   : Chairman
2. All Professors of the Department   : Member
3. Two Associate Professors of the Department by rotation   : Member
   On the basis of seniority
4. One teacher each from other Departments within   : Member
   the school having common courses with the Department
5. Not more than two teachers teaching allied or cognate   : Member
   subjects in other schools nominated by the Vice Chancellor.
6. Two outside experts nominated by the Board of   : External member
   Governors who have specialised knowledge in the
   discipline of the concerned Department and who are not
   employees of the University or any of its affiliated or
   recognised institutions on the recommendation of the Head

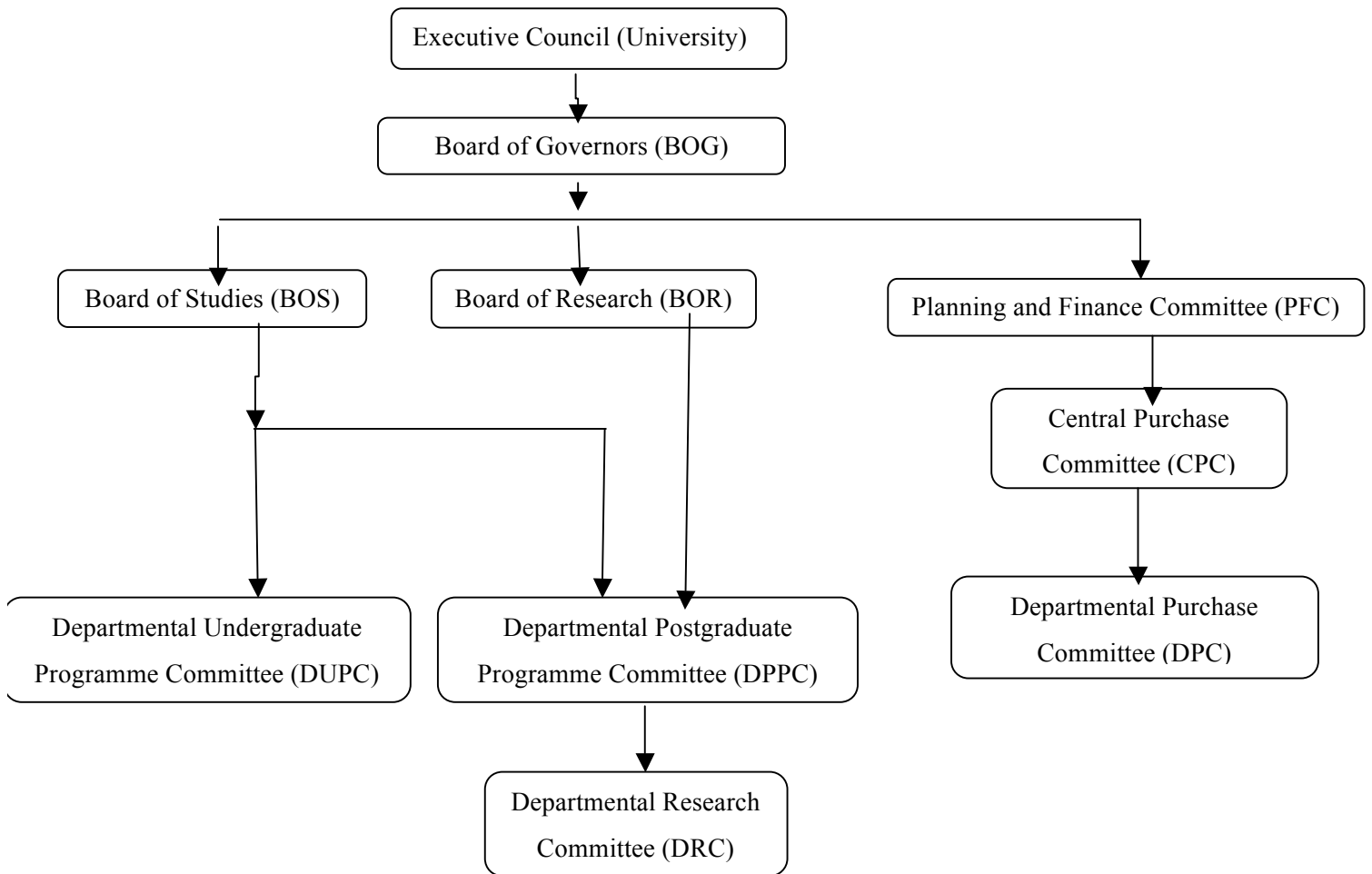The members of the Departmental Under-graduate Programme Committee (DUPC) shall hold office for a period of three years. The powers and functions and the rules of conduct of the meeting shall be as prescribed for BUGS in the Ordinances and Regulations of the University.

Dean
Triguna Sen School of Technology
Assam University, Silchar

Approved

Chairman
Board of Governors
Triguna Sen School of Technology
Assam university, Silchar

Functional Structure of TSSOT

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┌─────────────────────────────────┐
│  Executive Council (University)  │
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│     Board of Governors (BOG)     │
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Board of Studies (BOS)	Board of Research (BOR)	Planning and Finance Committee (PFC)

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                                              ┌──────────────────────┐
                                              │  Central Purchase     │
                                              │  Committee (CPC)      │
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Departmental Undergraduate Programme Committee (DUPC)	Departmental Postgraduate Programme Committee (DPPC)	Departmental Purchase Committee (DPC)

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                    ┌──────────────────────┐
                    │ Departmental Research │
                    │  Committee (DRC)      │
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Dean
Triguna Sen School of Technology
Assam University, Silchar

Approved

Chairman
Board of Governors
Triguna Sen School of Technology
Assam university, Silchar

Administrative Structure of TSSOT

VICE CHANCELLOR

Director

1. Private Secretary
2. Section Officer
3. Assistant
4. Peon

Deputy Registrar

1. Assistant Register (Academic)
2. Section Officer (Academic)
3. Assistant
4. Peon

1. Assistant Register (Research)
2. Section Officer (Research)
3. Assistant
4. Peon

1. Assistant Register (Student's Welfare)
2. Section Officer (SW)
3. Assistant
4. Peon

1. Assistant Register (Admin)
2. Section Officer (Admin)
3. Assistant
4. Peon

Dean, Academic

Dean. Research

Dean. Student's Welfare

Dean. Administration

Head of the Departments

1. Assistant
2. Peon

1. Technical Officer
2. Senior Technical Assistant
3. Technical Assistant
4. Laboratory Assistant
5. Laboratory Attendant

Workshop

1. Workshop Superintendent
2. Foreman
3. Technical Assistant (Fitter, Welder, Blacksmith, Carpenter, Machinist)
4. Shop Attendant(Fitter, Welder, Blacksmith, Carpenter, Machinist)

Library

1. Assistant Librarian
2. Professional Assistant
3. Library Assistant
4. Library Attendant

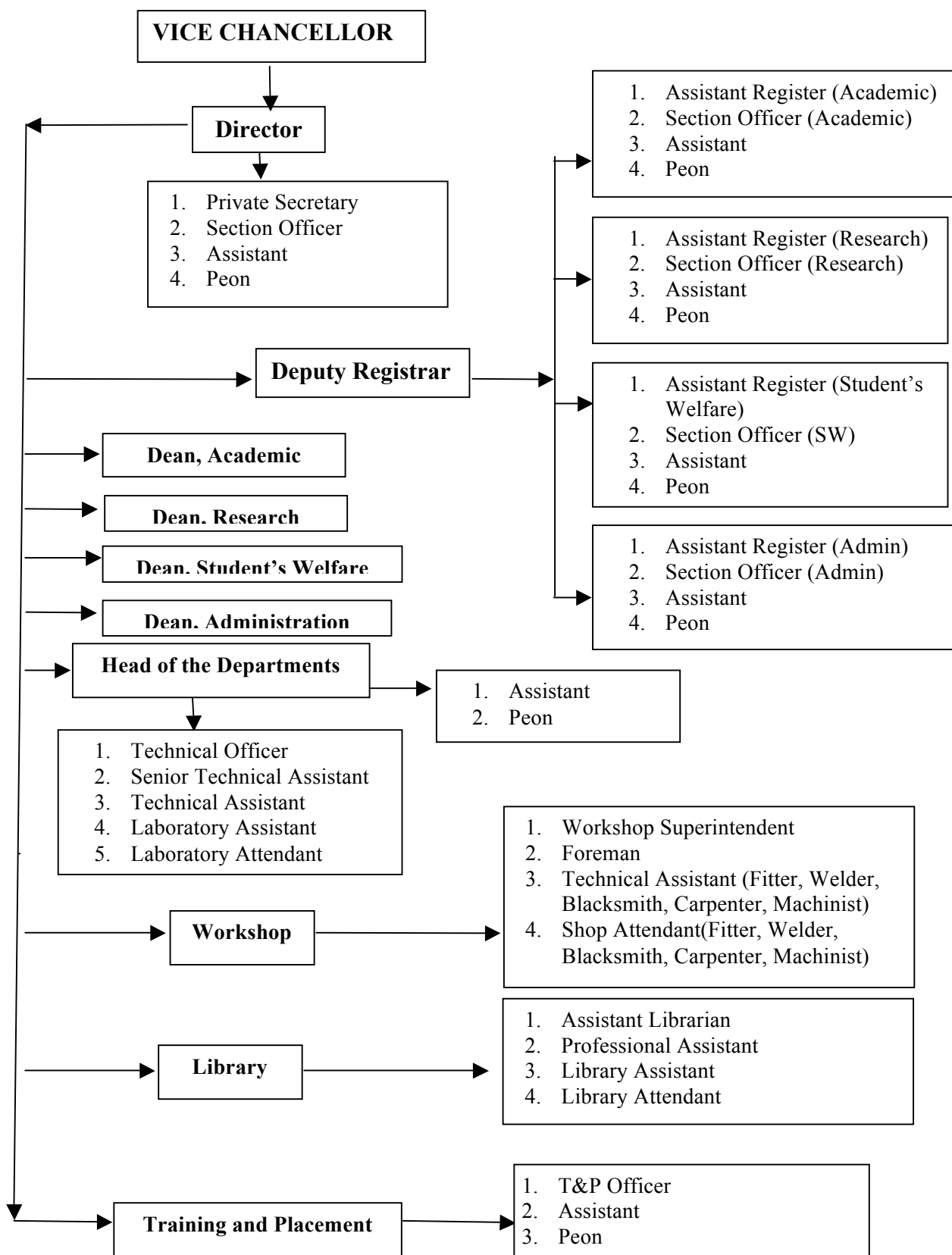**Training and Placement**

1. T&P Officer
2. Assistant
3. Peon

Dean
Triguna Sen School of Technology
Assam University, Silchar

Approved

Chairman
Board of Governors
Triguna Sen School of Technology
Assam university, Silchar