



SurTech

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex

540, DumDum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074 Phone: +91

22 25603889, 25603898, 65330375

Website: www.surtech.edu.in; Email-info@dsec.ac.in

Attendance of members for the 19th BoG meeting held on 8th January, 2022

Members of Board of Governors			
Serial No.	Name	Designation	Signature
1.	Dr. S.M. Chatterjee, Ex- Vice Chancellor, IEST Shibpur	Chairman	Absent
2.	Prof. Partha Ghosh, State Govt. Nominee, Govt. College of Engineering & Ceramic Technology	Member	P. Ghosh
3.	Prof. G.L. Datta, Former Dean, IIT Kharagpur	Acting Chairman	G. L. Datta
4.	The Regional Director, AICTE, Eastern Regional Office	Member	Absent
5.	Prof. Narayan Banerjee, MAKAUT Nominee, MAKAUT, West Bengal	Member	N. B.
6.	Mr. Taranjit Singh, Trustee Member, JIS Foundation	Member	Absent
7.	Mr. Haranjit Singh, Trustee Member, JIS Foundation	Member	Absent
8.	Mr. Amrik Singh, Trustee Member, JIS Foundation	Member	Absent
9.	Mr. Simarpreet Singh, Member, JIS Foundation	Member	S. Singh
10.	Mr. Amanjot Singh, Member, JIS Foundation	Member	A. Singh
11.	Mr. Harjot Singh, Member, JIS Foundation	Member	H. Singh



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12.	Dr. Asit Guha, Adviser, JIS Group and Educationist	Member	Absent
13.	Mr. U. S. Mukherjee, Deputy Director, JIS Group	Member	U. S. Mukherjee
14.	Mr. Amit Srivastava, Managing Director, Hash Technology	Industrial Representative	A. Srivastava
15.	Dr. Biswabandhu Chatterjee, Department of Civil Engineering, Convener, R&D	Member	DB
16.	Ms. Amrita Chadha, Department of Administration	Member	Achadha.
17.	Prof. (Dr.) Saradindu Panda, Principal	Member Secretary	Panda



Panda

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**Minutes of the meeting of 19th BoG meeting
 held on Saturday, 8th January 2022**

The meeting of the year 2022 of the Board of Governors (BoG) of Dr Sudhir Chandra Sur institute of technology & sports Complex, Dum Dum, Kolkata was held on Saturday, 8th January 2022 at 03.30 PM onwards at JIS Group Head Office, situated in Minto Park.

Members Present		
Serial No.	Name	Designation
1	Prof. (Dr.) G.L Datta , Former Dean, IIT Kharagpur	Acting Chairman
2	Prof. Partha Ghosh , State Govt. Nominee, Govt. College of Engineering & Ceramic Technology	Member
3	Prof. Narayan Banerjee , MAKAUT Nominee, MAKAUT, West Bengal	Member
4	Mr. Simarpreet Singh , Member, JIS Foundation	Member
5	Mr. U. S. Mukherjee , Deputy Director, JIS Group	Member
6	Mr. Amit Srivastava , Managing Director, Hash Technology	Industrial Representative
7	Mr. Amanjot Singh , Member, JIS Foundation	Member
8	Mr. Harjot Singh , Member, JIS Foundation	Member
9	Dr. Biswabandhu Chatterjee , Assistant Professor and R&D Convener, DSCSITSC	Faculty Member
10	Ms. Amrita Chadha , Department of Administration, DSCSITSC	Administrative Representative
11	Dr. Sushovan Sarkar , Professor & HoD, Dept. of CE, DSCSITSC	Faculty Member
12	Dr. Saradindu Panda , Principal, DSCSITSC	Member Secretary



Saradindu Panda
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Some of the BoG members could not attend the meeting owing to their preoccupied schedule/medical reason/unavoidable circumstances. Leave of absence of the below members were granted by the acting Chairman.

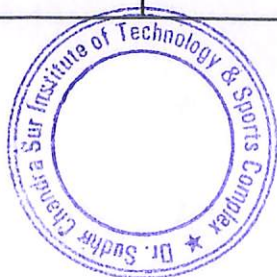
Members Absent		
Serial No.	Name	Designation
1	<i>Dr. S.M. Chatterjee</i> , Ex-Vice Chancellor, IEST, Shibpur	Chairman
2	<i>Mr. Taranjit Singh</i> , Managing Trustee, JIS Foundation	Member
3	<i>The Regional Director</i> , AICTE, Eastern Regional Office	Member
4	<i>Dr. Asit Guha</i> , Adviser, JIS Group and Educationist	Member
5	<i>Mr. Haranjit Singh</i> , Trustee Member, JIS Foundation	Member
6	<i>Mr. Amrik Singh</i> , Trustee Member, JIS Foundation	Member

Introduction

At the outset Dr. Saradindu Panda, Member secretary welcomed and greeted everyone and informed the Hon'ble Managing Director Mr. Taranjit Singh that due to medical reasons Hon'ble Chairman of BoG Prof. (Dr.) S.M. Chatterjee will not be joining and chairing the meeting. Hon'ble Managing director Mr. Taranjit Singh, requested Prof. (Dr.) G L Datta Senior most member of BoG to chair the BoG Meeting. Prof. (Dr.) G.L. Datta happily accepted the invitation to act as the chairman of the BoG.

The following discussions were done:

Agenda 1	To confirm and approve Minutes of BoG meeting held on Saturday, 8th January 2022.
Resolution 1	Resolved that the minutes of the 18 th BoG held on Saturday 3 rd July 2021 are confirmed. There were no comments on the minutes of the meeting. The Chairman instructed the Member Secretary to move ahead with the next agenda.



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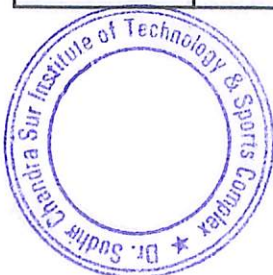
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Agenda 2

To note and ratify action taken report pursuant to proceedings of 18th BoG Meeting.

Action Taken Report			
Agenda No.	Subject / Topic	Suggestion/ Advice by	Description of Action Taken on suggestions/Advice
1	To report on ragging preventive measures & cases register if any	Prof. G.L. Datta	<p>Closure report/ minutes of the meeting should be given to the nearby Police Station for information.</p> <p>☐ The Anti-Ragging committee (ARC) and Anti- Ragging Squad (ARS) were reformed, and regular monitoring and inspection is being done. Last Notice released on 16th Sep. 2021 as per MAKAUT Ref. No. 27744/IC-123/2020 dated 10th Sep. 2021.</p>
	Any other matter with permission of the Chair.	Chairman, Prof. G.L. Datta & members	<ul style="list-style-type: none"> • Prof. G.L. Datta insisted that continued evaluation of regular academics based on periodic assessment should be done. • All departments in this pandemic situation conducted online classes on a virtual platform. • Assignments (MCQs and short answer type) uploaded in Google Classroom and regular evaluation & feedback were shared with the students. • All the departments are taking online tests based on MCQ. Viva / Internal Tests are also taken for each individual subject to understand the development and identify the area of improvements. • Doubt Clearing Session was also conducted. The Department has conducted Parents Teachers meetings where feedback from both students and parents was taken and suggestions and improvements were inculcated accordingly. • Faculties have taken the initiative to



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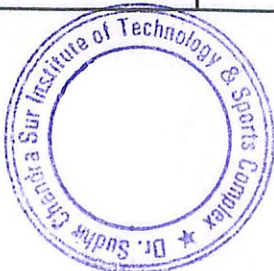
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			<p>motivate and guide the students to take active participation in NPTEL courses.</p> <ul style="list-style-type: none"> • The Institute Innovation Cell along with the NISP Coordinator have adapted different policies to increase the Innovation Index and thus motivate the students to be entrepreneurs. • All the mentors explain to the students the advantages of being an entrepreneur. All interested students have attended the webinar sessions related to entrepreneurship by IIC, MHRD. • Project competition arranged by "IMPULSE" ECE students Forum to encourage the innovative ideas of all students. Arindam Paul of 4th year ECE submitted an idea, and his idea was selected & well appreciated. • Students from Dept. of CSE developed "Care Pro" and elderly health monitoring system & fight Covid App in this pandemic period. T&P Dept. have conducted BCT for all Dept. from 20th January to 30th January. • Placement oriented Mock Tests by Assessment Partner Beatest for (Capgemini, TCS Codevita, Persistent) are regularly conducted for all eligible students. • Career counseling in reference to the National Level Exam GATE should be encouraged and ways and means should be evaluated /identified.
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Hon'ble Chairman, Dr. G. L. Datta and all BoG members noted and appreciated the action taken by the member secretary and his team for the growth of the organization.

Member Secretary after action taken report started the presentation of reporting by informing the Hon'ble BoG members as follows:

Agenda 3	Discussion on Finance and Accounts related matters.
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Resolution 3	The Board approved the Budget presented by the Member Secretary for the FY 2022-23. Along with that, the Board also approved the Audited Financial Statement for the FY 2021-22.
Agenda 4	To report joining & registration since last BoG meeting
Resolution 4	Member secretary reported the new joining and resignation of faculties and staff members. He added the immediate recruitment was done in place of left out faculties and staff members. All members present noted the status of new joining of new faculty and staff members.
Agenda 5	To report on Financial Assistance provided to the students (full free/half free ship) in the last Academic year.
Resolution 5	The member Secretary presented the status of Financial Assistance (Full free/half free ship) provided to the students during session 2020-21. All BoG members appreciated the financial Assistance provided by the management.
Agenda 6	To report on ragging preventive measures and cases registered if any.
Resolution 6	Members secretary highlighted the planning made and presented the preventive measures taken to make the Campus ragging free. He added that there were no ragging cases till date. Members were very happy to note that there were no ragging cases.
Agenda 7	To report on training & Placement
Resolution 7	The Member Secretary presented the status of placement of batch 2021. He highlighted the opportunities provided to the students & a comparison between 2020-2021 placement percent for B. Tech of all the departments. The Sector wise companies came for recruitment along with maximum numbers of opportunities given to individual students of different UG Program along with a comparison.



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Agenda 8	To approve the no. of reserved seats to be admitted through WBJEE for the Academic Year 2022-23
Resolution 8	As per the notification issued by the West Bengal Joint Entrance Examination Board, the private and self-financed institutions can decide the number of reserved seats as per their provision. Referring to the Section 5.1 of the WBJEE Bulletin, released by WBJEE Board on 10 th December, 2021, the Member Secretary presented the details of Department-specific details of the reserved seats (not exceeding 10% of the total sanctioned intake) for the candidates to be admitted through West Bengal Joint Entrance Examinations and the Board of Governors approved the decision. The department-wise and category-wise details of seats reserved are provided on Annexure-I.
Agenda 9	To approve sanctioned post of faculties as required for Academic Year 2022-23
Resolution 9	<p>The Member Secretary provided the board with details regarding the faculty needs for each department in accordance with the student-faculty ratio specified by AICTE for the upcoming Academic Year 2022-23.</p> <p>The board endorsed a total of 122 faculty positions as recommended by the Institutional Academic Council for the AY 22-23. The breakdown of these positions by department is outlined in Annexure II. Furthermore, the Board granted authority to the principal to manage the faculty count in line with the sanctioned positions, in consultation with the BoG.</p>

(Dr. Saradindu Panda)

Member Secretary



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Annexure – I

**Department wise and Category wise details of reserved seats to be admitted from
West Bengal Joint Entrance Examination**

Academic Year: 2022-23

Serial No.	Name of the Department	Details of Reserved Seats			Total
		SC	ST	OBC - A	
1.	Department of CSE (B. Tech)	8	2	4	14
2.	Department of CSE (AI/ML) (B. Tech)	3	1	2	6
3.	Department of ECE (B. Tech)	3	1	2	6
4.	Department of ME (B. Tech)	2	0	1	3
5.	Department of CE (B. Tech)	3	1	2	6
6.	Department of EE (B. Tech)	2	0	1	3
7.	Department of AUE (B. Tech)	3	1	2	6
Total		24	6	14	44

Apart from the department wise reserved category seat break-up, the selected and relevant pages of the WBJEE Bulletin is attached herewith for the detailed description of the Reservation Policies adopted by the WBJEE authorities for private or self-financing institutions.



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Annexure-II

Department wise details of sanctioned faculties

Academic Year: 2022-23

Serial No.	Department	No. of sanctioned faculties			
		Professor	Associate Professor	Assistant Professor	Total
1	AUE	1	2	7	10
2	CE	2	2	7	11
3	CSE	4	3	21	28
4	ECE	3	3	10	16
5	EE	1	1	8	10
6	ME	1	1	12	14
7	BSH	4	8	21	33
Total		16	20	86	122

Note:

AUE: Department of Automobile Engineering

CE: Department of Civil Engineering

CSE: Department of Computer Science and Engineering

ECE: Department of Electronics and Communication Engineering

EE: Department of Electrical Engineering

ME: Department of Mechanical Engineering

BSH: Department of Basic Science and Humanities



[Signature]
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INFORMATION BULLETIN

**Common Entrance Test for UG Courses in Engineering/Technology, Pharmacy
and Architecture**

West Bengal Joint Entrance Examination

WBJEE-2022

Date of Examination

23.04.2022 (Saturday)

(Tentative and may be changed in extraordinary circumstances)



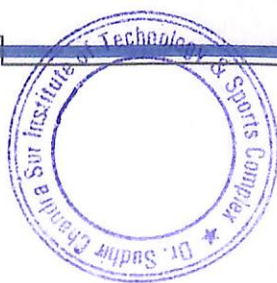
West Bengal Joint Entrance Examinations Board

AQ-13/1, Sector V, Salt Lake City

Kolkata 700091

1800-1023-781, 1800-3450-050

Release date: 10th December 2021



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IMPORTANT INSTRUCTIONS	
<p>Candidates are required to go through the Information Bulletin carefully before applying for the examination.</p> <p>Once an application is received, it will be construed that the candidate agrees to all terms & conditions, rules & regulations stipulated in the Information Bulletin and in the relevant notices published by the Board for the said purpose.</p> <p>Any application not in compliance with the conditions specified in the Information Bulletin is liable to be rejected.</p>	
1.	Application for the examination must be done online only. No printed application form is available.
2.	Ensure filling genuine application form available online at www.wbjeeb.nic.in
3.	<p>It is essential to have a mobile number and a unique email ID.</p> <p>All future communications will be sent to the registered mobile number and email ID. WBJEEB will not be responsible for non-receipt of any communication due to the mobile number and/or the email ID being wrong/non-existing/non-functional/changed or due to network condition.</p>
4.	<p>Once the registration details i.e., name, father's name, mother's name, gender, domicile and date of birth are entered and submitted, this information cannot be changed/modified/edited under any circumstances.</p> <p>Also, the information must match exactly with the school/college admit cards, mark sheets, certificates, photo identity cards, caste/category/income certificates etc. (as applicable) which a candidate has to produce at the time of entering the examination hall, during counselling/admission and registration with the University.</p>
5.	Do not attempt to make any duplicate application.
6.	Do not share your application number; password, security question/answer with anyone.
7.	Upload scanned copy of photograph and signature as per the instructions provided in the Information Bulletin. If any candidate receives any SMS/email regarding discrepancy in photograph/ signature, he/she must take corrective action immediately within one day . Admit cards will not be issued if these images are illegible and thus not acceptable.
8.	If any information other than name, father's name, mother's name, gender, domicile and date of birth given in the application needs to be corrected, the rectification can be done by the candidate only within the notified ' Correction Period '. The Board cannot and will not make or allow any correction thereafter.
9.	<p>The Examination Fees can be paid by Net Banking/ Debit Card/ Credit Card only.</p> <p>Application fee for the examination is Rs 500 (Rupees five hundred only) for General candidates and Rs 400 (Rupees four hundred only) for SC/ST/OBC-A/OBC-B candidates, plus the Bank's service charges as applicable.</p> <p>SC/ST/OBC-A/OBC-B candidates availing of the concession will have to upload/submit respective certificates in given formats at the time of counselling, failing which his/her candidature will be cancelled.</p> <p>The fee once paid is not refundable under any circumstances.</p> <p>Do not wait for the last day to make fee payment to avoid payment failure by Bank</p>



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	or EPG.
10.	Keep copies of confirmation page, admit card in safe custody.
11.	Candidates are requested to go through the Board's website (www.wbjeeb.nic.in/wbjeeb.in) regularly to update themselves for the latest information.
12.	Appearing for the examination and even obtaining a rank do not guarantee admission. Rules as will be applicable at the time of counselling will determine allotment and admission criteria. Candidates must make themselves aware of the latest rules and criteria for admission into different University/Institution and other specific criteria issued by the Government/Regulatory bodies from time to time. Board will not be responsible by any way, if any candidate fails to aware himself/herself regularly on any updated information.
13.	For any query regarding the examination, contact: The Controller of Examinations West Bengal Joint Entrance Examinations Board AQ-13/1, Sector -V, Salt Lake City, Kolkata-700091 Examination Helpdesk: -1800-1023-781, 1800-3450-050 Email: info@wbjeeb.in



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4.0	<p>Seat matrix.</p> <p>The seat matrix for last year i.e., for the academic session 2021-22 is given in Board's website.</p> <p>Seat matrix for the academic session 2022-23 will be declared by the office of The Director of Technical Education, Govt. of W.B. in due course of time and will be published at Board's web site before counselling.</p> <p>Note that there may be other seats available in some institute/course which are not offered by them through e-counselling and hence do not appear in the seat matrix.</p>
5.0	<p>Reservation of seats for students under Reserved Category</p>
5.1	<p>a) Reservation of Seats will be available for SC/ST/OBC-A/OBC-B/PWD/TFW category of candidates as per applicable rule depending upon the type of institute.</p> <p>b) Such reservation shall be restricted to candidates who are Indian citizen and domiciled in West Bengal. OCI candidates will be eligible for only Unreserved seats in All India quota.</p> <p>c) Candidates claiming reservation must submit relevant Certificate issued by the competent Authorities as given below.</p> <p>d) Certificates are to be produced for verification by the allotted Institute during counselling, admission etc. If at that time, it is found that any information given by the candidate is/are not correct or if the candidate is unable to produce certificate/ document/ proof valid as per the then applicable rules as on the date of its verification, his/her information will be corrected/modified accordingly which may even make him/her ineligible for some/all seats/course(s) and the candidate may be reconsidered in next round of counselling (if any).</p>
5.2	<p>Competent Authorities for the issuance of SC/ST Certificate for candidates claiming under such reserve category of seats.</p> <p>SC/ST Certificates are to be issued by any of the following authorities:</p> <p>(i) Sub-Divisional Officers for all districts except Kolkata</p> <p>(ii) District Welfare Officer, Kolkata & Ex-Officio Joint Director, B.C.W. in case of Kolkata Municipal Area (as defined in clause (9) of Section 2 of K.M.C Act, 1980</p>
5.3	<p>Competent Authorities for the issuance of OBC-A / OBC-B Certificate for candidates claiming under such reserve category of seats:</p> <p>As per Notification vide No. 374(71)-TW/EC/MR-103/94 dated 27/7/1994, read with Memorandum No. 1204-SBCW/MR-67/10 dated 27/7/2015 issued by Backward Classes Welfare Department, Govt. of W.B., the Sub Divisional Officer of a Sub- Division in a District is the certificate issuing authority. In Kolkata such certificate is issued by such an officer as the State Government by modification authorizes. Accordingly, the District Welfare Officer, Kolkata, and Ex-officio Joint Director, BCW has been notified to act as the certificate issuing authority in respect of Kolkata covering the jurisdiction of the Kolkata Municipal Corporation.</p>



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5.4	<p>Reservation of seats for PWD candidates</p> <p>a) According to Section 2(r) of the RPWD Act, 2016, “persons with benchmark disabilities” means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.</p> <p>b) Accordingly, reservation in PWD seats will be available for the following types of disabilities, percentage of disability being not less than 40%.</p> <ol style="list-style-type: none"> Locomotor disability as specified in the Schedule of RPWD Act, 2016. Visual impairment as specified in the Schedule of RPWD Act, 2016. Hearing impairment as specified in the Schedule of RPWD Act, 2016. Speech & language disability as specified in the Schedule of RPWD Act, 2016 Intellectual disabilities as specified in the Schedule of RPWD Act, 2016 Mental illness. Disabilities caused due to chronic neurological conditions and blood disorder. Multiple disabilities including deaf blindness. <p>c) The “specified disabilities”, which are included in the Schedule of the RPWD Act, are given in APPENDIX-10.</p> <p>d) PWD certificates are to be issued by any of the authorities as given in the Order No. 289-HF/O/PHP/IR-05/2017 dated 29.08.2018 by the Government of West Bengal, Health & Family Welfare Department (PHP Branch)</p>
5.5	<p>Special facilities to PWD candidates for appearing in the examination.</p> <p>a) Concessional application fees: PWD candidates are eligible for 40% concession on application fees. To avail the same, the candidate must formally apply in writing (enclosing a copy of his/her confirmation page and PWD certificate) to the Chairman, WBJEEB and send/submit the application to the Board office within the last date of online application.</p> <p>b) Compensatory time: Twenty minutes per hour compensatory time as per duration of examination (On pro-rata basis) will be allowed to the PWD candidates with benchmark disabilities.</p> <p>c) Scribe/reader: Facility of own Scribe/Reader will be allowed to a candidate with benchmark disability and has limitation in writing including that of speed if so desired by him/her.</p> <p>d) In order to avail the facility of compensatory time and/or scribe/reader, the candidate must formally apply in writing (enclosing a copy of his/her confirmation page, PWD certificate, a certificate in the format as given in appendix-5 and a letter of undertaking in the format as given in appendix-6) to the Chairman, WBJEEB and send/submit the application to the Board office within the last date of online application. Special arrangement will be made in the office of the Board in Kolkata for such candidates to sit for the examination. Such facilities are not available in other examination centers.</p> <p>e) The Board’s decision in this regard will be final and binding on the candidate.</p>



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5.6	<p>Reservation of Seats for admission of the wards of Defense Personnel (Defense Quota Seats)</p> <p>As per the Govt. Order vide No. 406(T), Dated, 09.06.2016 of the Higher Education Department, Govt. of West Bengal 13(thirteen) seats are available for admission of the wards of Defense Personnel through WBJEE-2022.</p> <p>These seats are supernumerary in nature and separate allotment is done by the West Bengal Joint Entrance Examinations Board as per the following guidelines:</p> <ol style="list-style-type: none"> For consideration under Defense Quota, intending candidates will have to apply to the Rajya Sainik Board, Home Department, Government of West Bengal, Writers' Buildings, Kolkata – 700001 through the concerned Zila Sainik Board, W.B. (for ex-servicemen) and Units (for serving soldiers) in the prescribed form with an attested copy of WBJEE – 2022 Admit Card. Based on the recommendation of the said Rajya Sainik Board, a separate list shall be published by the WBJEEB for subsequent offline counselling and allotment of seats inter-se merit basis. Securing a General Merit Rank (GMR) is mandatory for such category of seat. Institution-wise and course-wise seats under Defense Quota for academic session 2021-22 is given in appendix-11. The list for academic session 2022-23 shall be published before counselling.
5.7	<p>Seats for admission through JEE (Main) 2022</p> <p>Seats are available for student's merit listed in JEE (Main)-2022, Paper-1 up to the extent of 10% of the approved seats in all Self-Financed Engineering & Technology Colleges of West Bengal.</p> <p>The eligibility and other criteria described in section 3 for admission to degree level Engineering / Technology / Pharmacy / Architecture courses, will be applicable for JEE (Main) 2022 paper-1merit listed candidates also.</p>
6.0	<p>Tuition Fee Waiver (TFW) Scheme</p>
6.1	<p>Availability of seats under the Tuition Fee Waiver (TFW) Scheme</p> <ol style="list-style-type: none"> The Tuition Fee Waiver Scheme (TFW) has been implemented by the Government of West Bengal for meritorious and economically backward students. The student must be domiciled in West Bengal and his/her total annual Family Income from all sources must be less than Rs. 2.50 lakhs (Rupees two lakhs and fifty thousand only). The waiver is limited to the Tuition Fee only. All other fees will have to be paid by the student.
6.2	<p>Submission of Income Certificate in availing seat under the TFW Scheme</p> <ol style="list-style-type: none"> Candidates must produce the Income Certificate as per the proforma provided in APPENDIX-4 of this Information Bulletin. Candidates claiming such seats must submit relevant Certificate issued by the competent authorities as enlisted below.



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