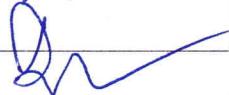


Minutes of the XIIth meeting of the Board of
Governors (BoG) of TEGIPU held on 16th May,
2015 at Mascot Hotel, Thiruvananthapuram

Members present

Signature

1) Dr P. Dr. Deepakumar ND


2) Dr T. N. Padmamabha Nambeesan

Dr. T. N. Padmamabha Nambeesan

3) M. Aggarappan

M. Aggarappan

4) Rameshbabu C

Rameshbabu C

5) Sajeev V

Sajeev V

6) R. S. Pushpakumari A.S. Finance R. S. Pushpakumari

7) M. Sharif. Addl Secy, High Edn M. Sharif

8) B. Rajendra Babu AO, CAPE

B. Rajendra Babu AO, CAPE

9) K.A. Sugathan SrFO, CAPE

K.A. Sugathan SrFO, CAPE

10) K.C. Hari Kumar

K.C.H. Kumar

11) Dr. V. Gopakumar

Dr. V. Gopakumar

12) Dr. Rajeev P

Dr. Rajeev P

13) Parathibha P-h, AP in IT

Parathibha P-h

14) Lalji Cyriac, III Cell Co-ordinator

Lalji Cyriac

15) Chempak Kumar A, Academic Officer Chempak Kumar A

16) Ranjith K, Nodal Officer Procurement Ranjith K

(17) Sreesankar K.K (Acad. & Tech. Co-ordinator) ~~2015~~ / 2016

(18) Pramod Thain Panachal (HOD CSE) ~~2015~~ / 2016

Proceedings of the meeting

Prof. Hari Kumar K.C, Chairman of BoG presided over the meeting. The meeting started with an introduction by the Chairman. After that each item in the agenda were taken for discussion and decision by the BoG.

Part A Procedural

Item No. A1: Confirming the Minutes of the 11th Meeting of the Board of Governors held on 23-02-2015 at College of Engineering, Thalassery.

The Minutes of the BoG meeting were read out and after discussion, the minutes were approved by the Board.

Item No. A2: Report on the action taken/action pending on the pertinent decisions in the Minutes of the 11th Meeting of the Board of Governors held on 23-02-2015 at College of Engineering, Thalassery.

The action taken report was presented before the board. The Principal read out the report and discussions were made on certain points and corrections were done for the same, which are shown below.

Sl.No	Decision Item	Action Taken	BoG Decision
A1,	To avoid the long delay in preparing	Steps have been taken as per the	BoG instructed to circulate the
A2			

the final copy of minutes of meetings Bob instructed to circulate the draft copy of minutes of Bob's meetings, within one week, among the members for their valuable suggestions before the final approval of Chairman of Bob.

directions of Bob.

soft copy of the agenda notes to all members of Bob, well in advance, from next meeting onwards. Bob suggested some improvements in the format of this report by including all decisions of the Bob meeting and appropriate actions taken related to all decisions.

B1 Principal introduced new TEQIP-II office bearers to the Bob meeting and explained the circumstances that forced him to take the decision. Members expressed their strong displeasure and anguish over the unfortunate incidents, involving certain students and faculty members, occurred in the college that led to the change of the office bearers.

BOG advised the faculty members to help in creating a harmonious and healthy environment for overall growth of the college.

[Action by : Principal]

Comments of the internal audit report (April 2014 to September 2015) were discussed.

B2 Members appreciated and congratulated the services of nodal officers of previous TEQIP team. Immediate action was suggested to remit the TDS of honorarium of BOG members of previous meeting and TDS of amount paid to M/s Valappil Agencies as advertisement charges.

Actions have been taken to remit TDS of honorarium of BOG members.

TDS of amount paid to M/s Valappil agencies were remitted from PTA. This amount will be recovered from them.

[Action by : Nodal Officer (Finance)]

Discussed the various suggestions of Mentor report Dr. C. S. Lakshmi. Steps have been mentioned the im-

BOG approved the action taken.

i

The matter will be included in the next BOG.

academic and examination councils, BOG instructed to give a report on actions taken in these matters in the next meeting.

[Action by : Principal/
TEQIP- Coordinator]

B4 BOG discussed the progress of Procurement of items. BOG noted the Procurement progress of the items under process and suggested to expedite the process.

Actions have been taken, still some purchases like computer, LCD projector's need approval and classifications of BOGs.

BOG asked for detailed report in the next meeting.

[Action By: Nodal
Offices Procurement]

B5 BOG considered and approved the proposals for different activities and academic programmes for the next 3 months.

Proper conduct of the programmes was ensured.

BOG approved the action taken.

[Action By: Nodal
Offices / Academic)

B6 BOG evaluated the different Instead of hiring the services of a To continue to utilize the service

activities and steps taken by the Institution for accreditations and insitu- llation for ISO certification, service of Dr. Viswanathan K. G., Principal of College of Engineering and Management for ISO certification, since ISO certificates are being utilized. Report on this useful for Accreditation matters are given in Annexure 6

[Action By: Nodal Officer, Academic Accreditation Coordinator]

Regarding the achievement of academic autonomy for the Institution, follow up B7 actions were discussed and instructed to speed up the process. It was noted that accreditation for at least 3 courses are necessary for autonomy.

[Action By: Principal, Nodal Officer Academic]

Various problems

The matters will be taken up after NBA accreditation

B8: Some of the problems of QEEE programmes of past one year were discussed and instructions were given by Dr. C. Sopakumar, SPFU director to intimate these problems to Dr. C. Sopakumar, SPFU director immediately.

Some of the problems of QEEE are mismatch of timing and syllabus and networking obtained.

Regarding wireless internet problems help from HOD's of CSE/IT is to be CSE/IT is to be

[Action by: QEEE Coordinator]

B9: Entrepreneurship development activities of III cell and details of TBI were evaluated and appreciated by TBI cell and appreciated the activities planned by TBI cell. But complete details of the programme have to be submitted in the next BOG meeting for approval.

All Departments submitted the modified report in the next meeting till October 2016 after incorporating the corrections suggested.

[Action by: III cell/TBI cell Coordinator]

R&D activities were discussed. Some classification of R&D activities were given by Dr. C. Sopakumar, SPFU director, and information was suggested to plan R&D activities.

R&D Coordinators visited Kasunagampoly Engineering College and collected necessary information. In the matter of establishing R&D centre

BOG approved the action taken.

by studying the best practices followed in sent to Director, Kasunagappally Eng-CAPE. The detailed engineering college. The report are given in details regarding Annexure 9. A member consultancy works ship drive was started to be submitted to ensure all in the next BOG faculty members meeting as per the are enrolled in at guidelines of TEQIP. Least one professional was also decided at body.

that a request for starting a research and consultancy centre in the college has to be forwarded to the Director through Principal. Importance of having memberships in professional bodies was also mentioned and suggested the faculty members to consider becoming members.

The request from Ms. Rashma T. V HOD, CSE Department for initiating a student chapter of Computer Society of India (CSI) was discussed and BOG permitted to avail the expenditure from IOC of TEQIP-II for this purpose. The faculty

members enrolling in professional bodies can avail 50% reimbursement of the membership fee from TQC of TEQIP II subjected to maximum of Rs. 5000/-

(Action by: Nodal Officer, Academic / R & D Cell Co-ordinator)

B11 III Cell activities were discussed. Payment made to IET academy was satisfied by BoG. Verified the other verified the report. activities and instructed to submit the detailed project and plans.

The detailed report on various programmes planned till October 2016 was submitted. BoG meeting by specifying the names of resource persons.

(Action by: III Cell Co-ordinator)

Training program for students for the proper conduct of next 3 months were the programmes discussed and it was ensured.

B12 Instructed to go ahead with the proposals.

BoG approved the action taken.

(Action by: Nodal officer Academic Co-ordinators of the programmes)

Regarding Institutional Governance guidelines, BOG instructed to review to finalise Institutional Governance Development plan. One more workshop will be conducted in June/July 2015 to finalise Vision, [Action By: Principal/ and Mission. The TEQIP Co-ordinator] detailed report are given in Annexure-2

The Institution has prepared Revised IDP was to revise the existing IDP and should be submitted till October 2016. The academic plan till October 2016 was also prepared, copies of revised IDP for 2016 containing plans and both are given in academic programs Annexure-2 and till TEQIP completion date (Oct-2016) Annexure-3 So all Departments, Nodal Officers, Co-ordinators, faculty and staff have to plan activities, programs etc. and submit the revised IDP for 2016 in the next BOG meeting.

[Action by: Principal/ TEQIP Co-ordinator]

Proposal to start PG courses in CSE/IT Departments was rejected by BOG. The starting of M.Tech course in Departments of CSE/IT can be considered only after Accreditation. [No action required]

Proposal from Ms. Ashitha (AP, EEE) and Mr. Kisan T.S (APECE) has been communicated to concerned staff for qualification. To be included in next BOG meeting.

BIT upgradation in 2015-16 under TEQIP-II were discussed and BOG instructed to submit the details, after confirmation of admission, in the next BOG meeting.

[Action by: Ms. Ashitha, Mr. Kisan or concerned faculty members]

Action on the issue of Moodle course, taken by Principal staff. Instructions has been given to concerned staff. BOG approved the action taken.

was approved by BOG but suggested to

settle the accounts
at the earliest to
avoid further comp-
lexity in future audits

[Action by: Principal/
concerned staff]

Ratified the Scholar-
ship paid for students
of M.Tech for assis-
tantship (CME & ECE).

The expense incurred
by Principal was
ratified by BOG.
[No action required]

No action required

BOG satisfied

Ratified the various
Faculty Development
Programme - In-house
conducted in the Insti-
tution after last
BOG meeting. Details
shown in Annexure-12
[No action required]

No action required

BOG satisfied

Ratified trainings,
Seminars, Conferen-
ces, Workshops etc.
(external) attended
by faculty/staff
of the Institution
after last BOG.

No action required

BOG satisfied

meeting. Details shown
in Annexure - 13
[No action required]

Ratified various in-
house training progra-
mmes for the students
conducted in the Insti-
tution after last BOC
meeting [No action required]

No action required

BOCs congratulated
for the increase in
the training programmes.

The records on status
of fund position as on
20-02-2015, status of
to four fund positions
as on 20-02-2015,
faculty position as of other branches The
on 20-02-2015, result detailed report is
analysis, Campus Place given in Annexure 4,
ment, Financial Man- 5 and 10.

agement Report (MFMR
& HEMR) etc were ver-
ified and suggested to
improve the overall
results of the Insti-
tution and campus
placement. In this
regard a report on
steps taken for result
improvement and
campus placement is
required in the next
BOC meeting.

BOCs verified the
report and approved
Mechanical. Steps have
been discussed to im-
prove in the results
result improvement.

[Action by: Nodal Officer Academic/
Placement Officer]

(1) The proposal, for enhancing the scholarship to non-GATE students of M.Tech, submitted by Mr. Eby David was discussed. MHRD has increased scholarship by 55%. BOG has decided to provide a proportional increase in the scholarship to the students of M.Tech. i.e from Rs. 6000/- to 9300/-

Implementation is pending, waiting for order from State Steering Committee of SPFU.

BOG asked to wait the for SSC/govt. order.

D1

[Action by: Principal/
Finance Nodal Officer]

(2) The proposal, received from Mr. Ranjith K. Procurement Co-ordinator, for increasing the estimated amount from Rs. 3 Lakhs to Rs. 4.35 lakhs for CAD/CAM renovation work was discussed. BOG instructed to issue

Administrative sanction has been received.

BOG approved the action taken.

the work orders only
after administrative
sanction in this matter

[Action by: Principal/
Procurement Nodal officer]

(3) BoG discussed the proposal for increasing the maximum limit on hours per subject for remedial classes from 20 hours.

BoG has approved the suggestion but increase above 20 hours will be permitted as per the discretion and approval of Principal considering the necessity of more than 20 hours for a subject. Also prior approval from the Principal is required before arranging classes above 20 hours.

Informed the matter to all faculty members

BoG approved the action taken

[Action by: EAP
Nodal Officer]

(4) BOG discussed the suggestion for clarity in matters of flight travel for faculty members. Dr. Gopakumar informed the matter to all faculty members, Directors, SPFU members. Dr. Gopakumar classified that faculty members with AGP 6000 and above can avail flight charges, but with prior sanction from Principal.

[Action by: Principal/
Finance Nodal Officer]

(5) The restriction on number of faculty members or staff attending outside programs simultaneously is relaxed by BOG. The matter can be decided by HOD and Principal on their discretion considering the necessity and workload of the Institution at the time of training.

Informed the matter to all faculty mem-

BOG approved the action taken.

(6) BOG instructed to meet the extra expenditure incurred from IOC, if a program is cancelled after registration.

Informed the matters to all faculty members and staff

BOG approved the action taken

[Action by: Principal/
Finance Nodal Offices]

(7) Next BOG meeting will be held in the month of April 2015.

Next BOG meeting will be planned as per the direction of BOG, but late by 15 days

BOG approved the action taken

[Action by: Principal/
TEQIP Co-ordinator]

Part B

Discussion, Consideration and Ratification

Item No. B1 : Discussion regarding Revised IDP and Academic plan till October 2016

Discussion : The Board discussed the revised IDP and academic plan till October 2016 submitted by the Institution.

Conclusion / Resolution / Recommendation / Decision :

Revised IDP approved by BOG.

[Action by: Principal/TEQIP Co-ordinator]

Item No. B2. Discussion regarding Institutional Governance guidelines

Discussion: The board discussed the governance plan.

Conclusion/ Resolution/ Recommendation/ Decision: BOG approved the governance plan and suggested to prepare Budget and Master plan for the college involving all faculty members.

[Action by: Principal]

Item No. B3. Discussion regarding the observation on Mentor report.

Discussion: The Board discussed the Mentor report. Dr. Pratapchandran Nair, Mentor, presented the summary of suggestions and Principal assured proper action in these matters. High transition rate of first year Mechanical and the decline in the transition rate of first year results for Electrical and Electronics, Electronics and Communication Engineering and Information Technology were discussed.

Conclusion/ Resolution/ Recommendation/ Decision: BOG members suggested to consider the rotation of subjects among faculty members after 3 years to ensure faculty members are experienced in different areas. BOG instructed to give due importance to remedial classes for subjects in which students are failing frequently. The details of instructions by BOG and the steps already taken by Institution related to Mentor's report are shown in given in the Annexure - 4.

[Action by: Principal]

Discussion: BOG discussed Procurement packages after the last BOG.

Conclusion/ Resolution/ Recommendation/ Decision: BOG instructed to give the complete details of packages which need approval in the next BOG meeting.

[Action by: Procurement Nodal Officer]

Item No. B5. FSD Programme for next 3 months.

Discussion: BOG discussed the proposals for FSD programme for next 3 months.

Conclusion/ Resolution/ Recommendation/ Decision: BOG considered the proposals for FSD programme for next 3 months, but suggested to make corrections in the proposals and resubmit in the next BOG meeting.

[Action by: Academic Nodal Officer]

Item No. B6: Accreditation activities.

Discussion: BOG discussed the various Accreditation activities.
(Details given in Annexure - 6)

Conclusion/ Resolution/ Recommendation/ Decision: Regarding Accreditation activities, BOG instructed to increase faculty contribution to get more points.

[Action by: Academic Nodal Officer]

Item No. B7. QEEE activities

Discussion: BOG discussed the QEEE activities (Details given in Annexure 7)

Conclusion/ Resolution/ Recommendation/ Decision: Regarding QEEE activities, Dr. Gopakumar suggested to study the practices of Govt. Engineering College, Kozhikode for improvement.

activities.

[Action by: QEEE Co-ordinators]

Item No. B8. Entrepreneurship Development and TBI Cell activities

Discussion: BOG discussed the TBI Cell activities.

Conclusion/Resolution/Recommendation/Decision: The BOG decided to ask the Coordinators to prepare an operating manual and get it approved by BOG. The startup companies can stay in the college for a maximum period of three years and rent is to be collected by the College.

[Action by: TBI Cell Co-ordinators]

Item No. B9. R & D activities

Discussion: BOG discussed the R & D activities.

Conclusion/Resolution/Recommendation/Decision: BOG suggested to encourage seed money proposals and paper publications by faculty inside and outside India. The expert talks of eminent persons to boost R & D activities also will have to be increased.

[Action by: R & D Co-ordinators]

Item No. B10. III Cell activities

Discussion: BOG discussed the III cell activities.

Conclusion/Resolution/Recommendation/Decision: Increased efforts for interaction with industry by III cell was suggested by BOG. BOG verified the various programmes planned under III cell and instructed to re-submit the modified plan in the next BOG meeting after incorporating the names of the resource persons for the various programmes.

[Action by: III Cell Co-ordinators]

Item No. B11. High intensive training for final year students.

Discussion: Regarding high intensity programmes, BOG suggested to conduct some programmes which strictly fall under the head High Intensity programmes.

Conclusion/Resolution/Recommendation/Decision: Directed to refer PIP.

[Action by: Finishing School Co-ordinator]

Item No. B12. Ratification of In-house training programs for the students.

Discussion: BOG discussed the various in-house training programmes conducted for students.

Conclusion/Resolution/Recommendation/Decision: BOG ratified the various in-house training programmes conducted for students; the details are given in Annexure-II

[No action required]

Item No. B13. Ratification of Faculty Development Programme In-house

Discussion: BOG discussed the various in-house FSD programmes conducted after last BOG meeting; the details are given in Annexure- 12.

Conclusion/Resolution/Recommendation/Decision: BOG ratified the various in-house FSD programmes conducted after last BOG meeting. BOG instructed to include expenses related to the programme "Mock evaluation of SAR" in academic reforms instead of FSD.

[Action by: TEQIP Co-ordinator]

Item No. B14. Ratification of Faculty Development Programmes

Seminar, Conference, Workshop - External

Discussion: BOG discussed the various external FSD programmes attended by faculty and staff after last BOG meeting, the details is given in Annexure - 13.

Conclusion/Resolution/Recommendation/Decision: BOG satisfied the various external FSD programmes attended by faculty and staff after last BOG meeting. The details is given in Annexure - 13.
[Action by: No action required]

Item No. B15. Ratification of M.Tech Assistantship (ME & ECE)

Discussion: BOG discussed payment made as M.Tech assistantship after last BOG meeting.

Conclusion/Resolution/Recommendation/Decision: BOG satisfied payment made as M.Tech assistantship after last BOG meeting. BOG instructed to give enhanced amount as assistantship after getting the order from State Steering Committee meeting of SPFU.

[Action by: Principal]

Part C

Reports

Item No. C1. The status of fund position as on 30.04.2015

Discussion: The fund utilization status for the allotted 650 lakhs is presented in the report C1.

placement record are verified and suggested to increase efforts of fund utilization before October 2016.

Item No. C2: The status of your fund position as on 31.04.2015

Discussion: TEQIP Co-ordinator explained the status of your fund position as on 31/04/2015.

Conclusion/Resolution/Recommendation/Decision: The records on status of fund position as on 30/04/2015 and Mr. Sugathan, Senior F.O. CAPE instructed some corrections in the status of fund position as on 31/04/2015, the corrected data is given in Annexure - 5.

[Action by: Principal / Nodal Officers]

Part D

Item No. D1: Any other item with the permission of the chair.

1. Clarification needed for payment to students for their papers published in Engineering journals and conferences.

Decision: BOG instructed to give payment only to faculty members.

2. Reimbursement of registration fee for the students attended interview by Srishti Innovative Labs, Technopark, TVM. (Jointly organised by KITCO with concurrence from SPFU).

Decision: BOG permitted to reimburse the registration fee for the students who had attended the interview conducted by Srishti Innovative labs, Techno park, TVM (jointly organised by KITCO).

- Remuneration for Data Entry Operators

Decision: Regarding the remuneration of Data Entry Operators and making the appointment on contract basis, proper decision will be taken by Principal after obtaining clarification from SPFU.

- Submission from Usman Koya P.T, Librarian

Decision: Regarding the submission of Usman Koya P.T, Librarian for granting of payment of tuition fees of his part time Phd, BOG classified that as per guidelines, only faculty members can be considered for reimbursement of fees for obtaining higher qualification.

- Acceptance of scientific paper of Mr. Shijin Maniyath, AP, ME at International conference in Italy.

Decision: BOG discussed the acceptance of scientific paper of Shijin Maniyath at International conference in Italy, few days back. BOG instructed to send the details to SPFU Director immediately for processing the application for foreign travel.

- The probable date of next BOG meeting

Decision: The next BOG meeting will be held in first week of July 2015.

The meeting concluded at 5.00 pm with vote of thanks by Principal

K.C.H. Kumar

Dr. K.C. Harikumar
Chairman, BOG