

Minutes of the XIIIth meeting of the Board of Governors (BOG) of TEQIP-II held on 17th October 2015 at Mascot hotel, Thiruvananthapuram.

Members present

1. K.C. HARI KUMAR
2. Dr. V. Gopakumar
3. M. Appaiah
4. Dr. P. Pradeesha Chendaneni Nair
5. Dr. S. Ravendran
6. Sajeer. V
7. Ranachandran C
8. Rajesh P
9. Ranjith K (Procurement Co-ordinator)
10. Anil Rayagopal KP (Finance Coordinator)
11. Chempati Kumar A (Academic Node Officer)
12. Rahul Charles. C.M
13. Kieran. IIS (R&D Co-ordinator)

Signature

K.C.H. Kumar.

Hari

M. Appaiah

Ranachandran C

Sajeer V

Rajesh P

Anil Rayagopal KP

Chempati Kumar A

Rahul Charles. C.M

Kieran. IIS

Office Staff:

14. Reeshma K (Clerk cum Junior Accountant) Reesha
15. Anupama. P.P (Data Entry Operator) AGA

17/10/2015

17/10/2015

Proceedings of the meeting

Prof. Harikumar 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.

A1. Confirming the Minutes of the 12th Meeting of the Board of Governors held on 16-05-2015 at Mascot Hotel, Trivandrum.

The Minutes of the 12th Meeting of the Board of Governors of the TEQIP Phase II of COE, Thalassery held on 16-05-2015 at Mascot Hotel, Trivandrum was sent to the Chairman and upon his consent, copies were circulated among the other members of the BOG. Comments received were well addressed. A copy of the Minutes is appended as Annexure I for confirmation.

The BOG is requested to consider the Minutes for approval.

A2. Report on the action taken/action pending on the pertinent decisions in the Minutes of the 12th Meeting of the Board of Governors held on 16-05-2015 at Mascot Hotel, Trivandrum.

The decisions taken by the Board as recorded in the Minutes of the 12th Meeting of the Board of Governors of the TEQIP Phase II held on 16-05-2015 have been noted and actions have been initiated. A report on the action taken and actions pending is listed in Table A2.1 given below.

Table A2.1

#	Agenda Item	BOG Decision	Action Taken	Remarks
A1 A2	Circulated the draft copy of minutes of BOG meetings among the members for their valuable		Steps have been taken as per the directions BOG	

#	Agenda Item	Bos Decision	Action Takers	Remarks
	suggestions and got final approval of Chairman of Bos.			
B1	The Board discussed the revised IDP and academic plan till October 2016 submitted by the Institution.	Revised IDP approved by Bos.	No action required	
B2	The Board discussed the Governance plan and suggested to prepare Budget and Master plan for the college involving all faculty members.	Bos approved the Governance plan and suggested to prepare No action required		
B3	The Board discussed the Mentor report. Dr. Pratajpal Singh presented faculty members solution of the summary of after 3 years to subjects as suggestions and ensure faculty discussed in Principal assured members are the Bos and proper action in experienced in this has been these matters. High different areas implemented transition rate Bos instructed of first year Mech. to give due importance and the due stance to remedial	HOD's have gested to consider been given inst- the rotation of sections to teachandean Nais, subjects among implement Mentor, presented faculty members solution of the summary of after 3 years to subjects as suggestions and ensure faculty discussed in Principal assured members are the Bos and proper action in experienced in this has been these matters. High different areas implemented transition rate Bos instructed of first year Mech. to give due importance and the due stance to remedial		

#	Agenda Item	BOG Decision	Action Taken	Remarks
		<p>in the transition classes for subjects rate of first in which students year results are failing frequently Electrical and Electronics, instructions by BOG Electronics and the steps also Communication by taken by institution Engineering and related to Information Technology were discussed.</p>		

BOG discussed BOG instructed to A complete Procurement package give the complete detail of new Discussed B4 packages after the details of packages packages is in 13th last BOG which need approval included in BOG val in the next 13th BOG BOG meeting.

BOG discussed BOG considered Proposals for the proposals the proposals for FSD programme Discussed B5 for FSD Programme FSD programme for next 3 months in 13th programme for next 3 months, is included in BOG 3 months but suggested to 13th BOG make corrections in the proposals and resubmit in the next BOG meeting.

BOG discussed Regarding accreditation activities, Report is included in the 13th BOG Accreditation BOG instructed in the 13th BOG

#	Agenda Item	BOG Decision	Action Taken	Remarks
	activities	to increase faculty contribution to get more points.		
B7	BOG discussed the QEEE activities	Regarding QEEE activities, Dr. Gopa Kumar suggested to study the practices of Govt. Engineering College, Kozhikode for improvements in QEEE activities	Report is included in 13 th BOG	Discussed in 13 th BOG
38	BOG discussed the TBI Cell activities	The BOGs decided to ask the coordinators to prepare manual for 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.	Operating manual is included in 13 th BOG	Discussed in 13 th BOG
39	BOG discussed the R & D activities	BOG suggested to encourage seed money proposals	Report is included in 13 th BOG	Discussed in 13 th BOG

#	Agenda Item	BoG Decision	Action Taken	Remarks
		and paper publications by faculty inside and outside India. The expert talks of eminent persons to boast R&D activities also will have to be increased.		
B10	BoG discussed the III cell activities.	Increased efforts for interaction with industry by III Cell was suggested by BoG. BoG reviewed the various programmes planned under III Cell and instructed to resubmit the modified plan in the next BoG meeting after incorporating the names of the Resource persons for the various programmes.	Report is included in 13 th BoG	Discussed in 13 th BoG
B11	Regarding high intensity programmes, BoG suggested to conduct	Directed to refer PIP	Terms of Reference for High intensity training programme	Discussed in 13 th BoG

#	Agenda Item	BdC Decision	Action Taken	Remarks
	some programmes which strictly fall under the head High Intensity programmes		are included in 13 th BdC	
B12	BdC discussed the various in-house training programmes conducted for students	BdC ratified the various in-house training programmes conducted for students	No action required	
B13	BdC discussed the various in-house FSD Programmes conducted after last BdC meeting	BdC ratified the various in-house FSD programmes conducted after last BdC meeting	Included expenses related with the programme "Mock evaluation of SAR" instead of include expenses FSD (Table No.5, Sl. No. 4)	
B14	BdC discussed the various external FSD programmes attended by faculty and staff	BdC ratified the various external FSD programmes attended by faculty and staff	No action required	

#	Agenda Item	BOG Decision	Action Taken	Remarks
	and staff after Last BOG meeting.	after last BOG meeting.		
B15	BOG discussed payment made as M.Tech assistantship after last BOG meeting.	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.	No action required	
C1	The fund utilization status for the allotted 650 lakhs is presented.	The Campus placement record are verified and suggested to increase efforts of fund utilization before October 2016.	No action required	
C2	TEQIP Coordinator explained the status of four fund position as on 31/04/2015	The records on status of fund position as on 30/04/2015 and Mr. Sugathan, Sr. F.O., CAPE instructed some corrections in the status of fund	The current status of four funds position is correct as per the amount in the TEQIP II four fund accounts.	

#	Agenda Item	BOS Decision	Action Taken	Remarks
		position as on 31/04/2015, the corrected data is given in table C2.1		
D1	Classification needed for their papers published in Engineering Journal and conferences.	BOS instructed to give payment only to faculty members	No action required	
	Reimbursement of registration fee for the students attended interview by Srishti Innovative conducted by Srishti Labs, Technopark, Innovative Labs, TVM. (Jointly organized by KITCO (Jointly organised with concurrence by KITCO) from SPFU.)	BOS permitted to reimburse the registration fee for the students who had interviews of BOS.	Payment is done as per the directions of BOS.	
	Remuneration for Data Entry Operators	Regarding the remuneration of Data Entry Operators and making the appointment on contract basis, proper decision will be taken by Principal after	Principal approved the enhancement of remuneration of Data Entry Operators	

#	Agenda Items	Bols Decision	Action Taken	Remarks
		obtaining classification from SPFU		
	Submission from Usman Koya P.T, mission of Usman Librarian	Regarding the sub Usman Koya P.T, mission of Usman Librarian Koya P.T, Librarian for granting of payment of Tuition fees of his part time Pbd, BOLS classified that he as per guidelines, only faculty mem- bers can be con- sidered for reim- bursement for obtaining higher qualification.	No action required	
	Acceptance of BOLS discussed	Mr. Shijin Maniyath (AP, m) accepted for the publication of the status of Mr. Shijin scientific paper of accepted for the publication of the status at International conference in Italy. He will be given Maniyath to few days back BOLS the Registration include in the instructions to send Fee for the same next BOLS meeting. Director immedi- ately for process- ing the application for foreign travel.	Mr. Shijin Maniyath - BOLS asked to get an explain- ing in the Inter of publication at International national Journal. from Mr. Shijin conference in Italy. He will be given Maniyath to few days back BOLS the Registration include in the instructions to send Fee for the same next BOLS meeting. Director immedi- ately for process- ing the application for foreign travel.	

#	Agenda Item	BOS Decision	Action Taken	Remarks
	The probable date of next BOS meeting.	The next BOS meeting will be held in first week of July 2015.	Next BOS meeting will be held in first week of July 2015 but late by 3 months.	

Part B

Items for Discussion, Consideration, Ratification and Approval.

Item No. B1. Internal Audit Report the Half year ended 31st March 2015

Discussion: BOS discussed the detailed of Internal Audit report for the Half year ended 31st March 2015 is given in Annexure II.

Conclusion/Resolution/Recommendation/Decision: No action required. [Action by: Principal]

Item No. B2: New Procurement plan

Discussion: BOS discussed the new Procurement Plan.

Conclusion/Resolution/Recommendation/Decision: BOS noted the plan and Procurement system should be followed, in principle approval for items 4 to 9 is granted.

[Action by: Procurement Coordinator]

Item No. B3: FSD Programme for next 3 months

Discussion: BOG discussed the detailed proposal of FSD programme planned for the next 3 months.

Conclusion/Resolution/Recommendation/Decision: FSD - outside the campus. Send people to nationally reputed Institutions. BOG approved on this condition. BOG expects norms and details of the program to be included in the proposal. In the next BOG, report how many of the 21 have attended the program.

FSD- In-house: More details required. This can be approved after including the details of Resource Person, number of days, participants, etc., and send email to chairman.

[Action by: Academic Coordinator]

Item No. B4: Accreditation Activities

Discussion: BOG discussed the Accreditation Activities

Conclusion/Resolution/Recommendation/Decision: BOG advised to arrange a visit to the LBS to get more information and to share their experience of recent visit of NBA accreditation team. Educate students regarding accreditation. BOG will compare the figures of the SAR with actual score that will be awarded by NBA.

[Action by: Academic / Accreditation Coordinator]

Item No. B5: QEEE Activities

Discussion: BOG discussed the QEEE Activities.

Conclusion/Resolution/Recommendation/Decision: Conduct class tests based on QEEE classes and/or conduct a quiz. Take feedback from attended students. Faculty should also sit in the QEEE class.

[Action by: Academic / QEEE Coordinator]

Item No. B6: Entrepreneurship development activities

Discussion: BOG discussed the TBI Cell activities

Conclusion/Resolution/Recommendation/Decision: Take legal opinion from a lawyer, check the financial position of the new entrepreneur and get it approved. CET, TVM is very active in this and regarding how to share the resources, the BOG advised to get information from CET, TVM. BOG suggested nominating coordinator.

[Action by: TBI Cell Coordinator]

Item No. B7: R&D activities, new seed money proposals

Discussion: BOG discussed the R&D Activities and seed money proposals.

Conclusion/Resolution/Recommendation/Decision: ITSS travel of Mr. Bireesh: BOG advised to submit the complete

details of this in the next BOG; National Conference at CET Thalassery. Prepare brochure, plan estimate, etc and send to BOG for approval. Chairman suggested linking R&D activities with industry and including an expert from industry as co-investigator. Seed money proposals are approved.

[Action by: Academic / R&D Coordinator]

Item No. B8: III Cell Activities

Discussion: BOG discussed the III Cell activities. Need details of resource persons etc. BOG suggested the programs also focusing on faculty as the current programs are student focused. BOG discussed ICT Academy. CADD etc are trainers and not industry.

Conclusion/Resolution/Recommendation/Decision: BOG approved

[Action by: Academic / R&D Coordinator]

Item No. B9: High Intensity Training programmes

Discussion: BOG discussed the Terms of Reference (TOR) submitted by the College.

Conclusion/Resolution/Recommendation/Decision: BOG approved

[Action by: Academic Coordinator]

Item No. B10: Ratification of In-house training programs for the students

Discussion: BOG discussed the In-house training programs for the students. BOG suggested including the total amount under Ratification.

Conclusion/Resolution/Recommendation/Decision: BOG Ratified.

[No action required]

Item No. B11: Ratification of Faculty Development Programme - In-house

Discussion: BOGs discussed Faculty Development Programme In-house conducted in the college.

Conclusion/Resolution/Recommendation/Decision: BOG Ratified.

[No action required]

Item No. B12: Ratification of Faculty Attending Training, Seminar, Conference, Workshop - out-house

Discussion: BOG discussed Faculty attending Training, Seminar, Conference and workshop out-house.

Conclusion/Resolution/Recommendation/Decision: BOG Ratified.

[No action required]

Item No. B13: Ratification of M.Tech Assistantship (ME & ECE)

Discussion: BOG discussed the M.Tech Assistantship. In case of SC/ST/OEC students it should be confirm that they are availing only one sch-

lership/assistantship at a time.

Conclusion/Resolution/Recommendation/Decision: BOG
Ratified assistantship except for SC/ST/
OEC students.

[Action by Principal]

Item No. B14: Ratification of payment made for procurement Packages.

Discussion: BOG discussed the payment of procurement packages after last BOG.

Conclusion/Resolution/Recommendation/Decision: BOG Ratified

[No action required]

Item No. B15: Ratification of Fee for Faculty Qualification upgradation

Discussion: BOG discussed the Fee details for Faculty Qualification upgradation.

Conclusion/Resolution/Recommendation/Decision: If disallowed by the auditors, the concerned faculty members will have to return the funds. The Auditor's final report is awaited.

[Action by Principal]

Part C
Reports

Item No: C1: The status of fund position as on 30.09.2015

Discussion: BOG discussed the fund utilization status for the allotted 750 lakhs.

Conclusion/Resolution/Recommendation/Decision: No action required.

[No action required]

Item No: C2: The status of four fund positions as on 30.09.2015.

Discussion: BOG discussed the four fund status.

Conclusion/Resolution/Recommendation/Decision: No action required.

[No action required]

Item No: C3: The status of placement.

Discussion: BOG discussed placement status.

Conclusion/Resolution/Recommendation/Decision: No action required.

[No action required]

Item No: C4: Result analysis

Discussion: BOG discussed result analysis of Academic year 2014-15.

Conclusion/Resolution/Recommendation/Decision: No action required.
[No action required]

D1: Any other item with the permission of the Chair.

The probable date of next BOG meeting.

The next BOG meeting will be held in first week of December 2015.

The meeting concluded at 2:00 pm with vote of thanks by Principal.

K.C.H. Kumar.

Dr. K. C. Harikumar
Chairman, BOG, TEQIP II
COET