

Minutes of the XIVth meeting of the Board of
Governors (BOS) of TEQIP-II held on 19th December
2015 at College of Engineering, Thalassery.

NAME	Organisation	Signature
K.C. HARI KUMAR	IIT Madras	K.C.H.Kumar
Sajeer V	Principal	KV
Ravachandran C	CEITY	Ravachandran
Dr. P. B. Deepakheranadi	Member	P.B. Deepakheranadi
Q. Vijayam Mahanam	Additional Secretary, Pitham	Q. Vijayam Mahanam
Dr. SHAHIN M	Professor Govt. College of Engg Kannur for DTE	Shahin M
Dr. Joseph O A	for Director CAPE	Joseph O A
V. BHOOSHAN	Additional Secy, cooptm	V. Bhooshan
Rajew P	TEQIP Co-ordinator	Rajew P
Anil Rajagopal IEP	Finance Coordinator	Anil Rajagopal IEP
Chempak Kumar A	Academic Co-ordinator	Chempak Kumar A
Ranjith K	Procurement Co-ordinator	Ranjith K
Akhil Chandran Miniyadas	HOD IT	Akhil Chandran Miniyadas
Pramod Thara Panakkad	Finishing School Co-ordinator	Pramod Thara Panakkad
Shiju Manjali	TBL cell co-ordnt	Shiju Manjali

16. Kumar. T. S
17. Nisha Rose

R&D Coordinators
for 4 year CSE

~~Dr. R. Jayaraman~~

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.

A1: Confirming the Minutes of the 13th Meeting of the Board of Governors held on 17/10/2015 at Mascot Hotel, Thiruvananthapuram.

The Minutes of the 13th Meeting of the Board of Governors of the TEQIP Phase II of COE, Thalassery held on 17-10-2015 at Mascot Hotel, Thiruvananthapuram 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 1 (Page No:50) for confirmation. The BOG is requested to consider the Minutes for approval.

The Minutes of the previous meeting held on 17/10/2015 was confirmed.

A2: Report on the action taken/action pending on the pertinent decisions in the Minutes of the 13th Meeting of the Board of Governors held on 17/10/2015 at Mascot Hotel, Thiruvananthapuram.

The decisions taken by the Board as recorded in the Minutes of the 13th Meeting of the Board of Governors of the TEQIP Phase II held on 17/10/2015 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
B1	The details of Internal Audit report for the Half year ended 31 st March 2015 is given in Annexure II.		No action required	
B2	[Action by: Procurement coordinator]	The New Procurement plan and Procure- plan is finalized system shouldized and detailed procurement coordi- be followed in led plan is nator] principle approval included in for items 4 to 9 14 th BOG. granted.		
B3	[Action by: Academic coordinators]	The detailed pro- FSD- Outside the FSD- Outside posal of FSD Campus: Send people <u>the campus</u> : programmes pla- to nationally reputed Detailed ned for the next institutions. BOG Academic plan three months. approved on this with the details [Action by: Academic condition. BOG expe- of no. of days cts norms and were communicated		

details of the program to be included in the proposal. Eleven programs planned in the next BOS, report how many of the 21 have attended the program.

through mail. Eight out of eleven programs were attended by the faculties. month of Oct-Nov 2015 was attended by the faculties.

FSD - In-house: More details required. This can be approved after number of days, including the details of resource person, number of participants, etc. The details of resource person, number of days, participants, etc., and Chairman send email to Chairman.

Accreditation Activities BOS advised to arrange a visit session with Prof. to the LBS to get more information and to share their experience regarding accreditation of recent dilation activities.

34 [Action by : Accreditation Coordinator] Fifteen faculty members have attended a workshop "OBENA" regarding students regarding shop "OBENA".

accreditation. BOG will compare the figures of the SAR with actual score that will be awarded by NBA.

QEEE Conduct class

Activities tests based on QEEE classes

QEEE classes will be conducted

35 [Action by: and/or conduct in Jan 2016 only]

QEEE a quiz. Take

[Coordinator] feedback from attended students. Faculty should also sit in the QEEE class.

Entrepreneur- Take legal opinion Document under ship develop- from a lawyer, preparation and

36 ment activiti- check the financial concerned faculty position of the new will be trained at es.

entrepreneur and CET, TVM and pro-

[Action by : get it approved. gress is reported

TBI cell CET, TVM is very in the 14th BOG

[Coordinator] active in this

and regarding how to share the resou-

rces, the BOG advi-

sed to get inform-

ation from CET,

TVM. BOG suggested

nominating Coordinator.

R&D activities, ITSS travel of new seed money Mr. Binesh K, BOG and detailed proposals advised to submit it of national conference at CET, Thiruvananthapuram. The complete details are included.

37 [Action by: Academic / R&D Coordinator] of this in the next in 14th BOG. As per BOG; National Conference the BOG approval is sanctioned. Payment is sanctioned. Prepare for seed money brochure, plan est-proposals and evaluate, etc and send evaluation will be held to BOG for approval. in every three months Chairman suggested with RSC linking R&D activities with industry as co-investigators. Seed money proposals are approved.

III Cell Activities BOG discussed the III Cell activities. Details have been need details of resource persons sent by email.

38 [Action by: Academic Coordinator] 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.

High intensity
training programmes

BOG approved

Since the PMSS was
corrupted it was
not possible to
procure the service

[Action by:
Academic Coordinator]

Ratification of
In-house training programs for the
students BOG ratified No action required

Ratification of
Faculty Development programme -
In-house BOG ratified No action required

Ratification of
Faculty attending
B12 training, seminar,
conference, work-
shop - out-house BOG ratified No action required

Ratification of
M. Tech Assistantship (MELECE)
B13 BOG ratified No action required

Ratification of
payment made for procurement
packages B14 BOG ratified No action required

Ratification of Fee
for Faculty Quali- BOG ratified No action required
B15 fication upgradation

The records on sta-
c1 tus of fund posi- It was verified
on as on 30/09/2015 by BOG No action required

The records on
c2 status of four It was verified No action required
fund positions as by BOG
on 30/09/2015

The records on
status of place - It was verified No action requi-
c3 rent by BOG red

Result Analysis It was verified No action required
c4 by BOG

PART B

Items for Discussion, Consideration and Approval
in the 14th BOG meeting.

Item B1: Statutory Audit Report 2014 - 2015

Discussion: BOG discussed the detailed Statutory Audit
Report for the year 2014 - 2015 is given in Annexure II
(Page No: 64)

GENERAL OBSERVATIONS

#	OBSERVATIONS	AUDITORS REMARKS	MANAGEMENT REPLY	BOD DECISION
1	The Institute is maintaining its accounts in cash basis.	General Procedure as per Financial Management Manual issued by MHRD	Not Required	
11	The Institute is not annexing the actual bus tickets and train tickets. Instead they are as per Kerala State Rules	Each faculty/ experts can claim their TA/DA according to their grades. Instead they are prescribed in the claiming the TA relevant rules.	We followed the Govt. procedure; the instruction of BOCs discussed in next BOCs.	
		But the same should be supported by actual bills.		
		Taxi Bills should be annexed in case of Taxi Travels. But the Institute in most cases is not annexing any trip sheets for travels, instead they are claiming Rs.16 per Km as per the Govt. Order		

The Documentation The Institute is It will be strictly
must be in the required to keep the followed.
format as per the submission received
Government rules. from the departments

BoG
Agreed

III In most cases the in payment voucher
submission received file so as to link
from the departments the payment voucher
is attached separately with submission
file.

The tally vouchers These should be The linkage will be
numbers are not in clear linkage established as per BoG noted
IV order with the between the tally the Auditor's
payment vouchers vouchers and the instruction.
in physical form payment vouchers
in physical copy
so as to understand
the transaction.

INTERNAL CONTROL WEAKNESS

# OBSERVATIONS	AUDITORS REMARKS	MANAGEMENT REPLY	BOG DECISION
I observed the absence of proper internal control in the institution.	The Institute is required to frame adequate mechanisms, policies and procedures for the smooth functioning of the office. The role of each member in the committee	All efforts will be made to introduce adequate mechanisms, policies and procedures for the smooth functioning of the office. The functioning of the office	BoG noted

has to be specifically determined. The delegation of duties must be appropriately designed.

The Institute is not updating any minutes of the Academic finance committee, the minutes of the Committee was minutes and academic committee and academic minutes. The financial Committee. social sanction is given at the time of settlement of bill.

The minutes of The Institute is required to update the Academic finance committee updated. Minutes of the finance committee, as per the instructions of the Auditors, will be updated.

The Procurement Coordinator is not custodian should not been already updating the PMSS be a single person. The PMSS software's in a timely manner. This has been con- sidered as negli- cence on the part of the authorized official. The PMSS entry has been already updated except for two software's in a timely manner. should be updated Civil Work & Electrical work, which will be completed at the earliest date of audit.

Prior approval of The instructions will be strictly followed in future, the all the programs, activities procurements are in all cases.

where advance has been granted to the employees

for in-house/ex- required from
ternal programme appropriate autho-
rity without ob- sity before orga-
nizing prior nizing the same
submissions.

There are insta- Advance requisi- We could not ide-
nces where ad- tion along with ntify the instances
vances remain justifications and where advances
unsettled for reference of the remain unsettled
more than three project budget should for more than three
months. be submitted prior months during the
to making the expe- period 2014-15. How-
nditure under the ever we will take
programme and all efforts to verify
prior approval to find out such
must be taken in cases.
all such cases.

During the course of audit we may should have found that the sanctioned the proceedings were proceedings initiated for order to initiate financial san- valid proceedings. Principal's authorization

The instructions from the auditors will be strictly followed. Advance requisition, justification, reference of the project budget, sanction of the Principal, etc will be ensured before initiating any proceedings.

MAINTENANCE OF REGISTERS

Name of the Register	Audit Observations	Auditors Remarks	Management Reply	BOG Decision
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During the course of our audit we observed that Institute is maintaining receipt entered at the earliest. The Institute is maintaining update the cash Book in the manner as per the norms prescribed by the financial institution.

The Institute is maintaining update the cash Book in the manner as per the norms prescribed by the financial institution.

However Institute is not maintaining any receipt vouchers and therefore not updating the receipt column of the cash Book.

Physical Cash The Institute has not done regular verification of cash balance at regular intervals.

Stock Registers During the course of our Audit we observed that certain procurements are done at Institution level. But for the same no separate stock register is maintained at institution level. Normally payments are made for procurements only after the asset is received at the concerned departmental level.

Detailed report are annexed in Annexure - 1

The Institute is required to update the stock registers at the institution level. The recommendations of the Auditor will be implemented by maintaining a stock register at institutional level. All payment was made noted after completing the appropriate entry in stock registers except for items at institutional level. For these items, the entries were made in the TEQIP II Fixed Asset Register.

Fixed Asset Register During the course of our Audit we observed that Asset Register

It is as per the format. BOC noted

the Fixed Asset Register was not prepared as per the format prescribed in financial manual.

The physical verification of

the asset is done by the management as on 20/1/2015.

Details are furnished in Annexure - 1

Discrepancies are rectified.

The material discrepancies reported by the management are annexed in Annexure-1

During the period The management Two Fire Extinguishers will be the students of any report on repaired and the Institution the financial refilled using broke two loss suffered the fine imposed Fire Extinguisher on account of and collected shers which Fire Extinguishers from the students was purchased More over Stock under TE&IP. registers and Subsequently Fixed Asset Registers

the Institute are to be updated so as to charged fine from these students and accounted in College Fund know the actual position of the asset.

PROCUREMENT OF ASSETS/EQUIPMENTS/EBOOKS....ETC

#	OBSERVATIONS	AUDITORS REMARKS	MANAGEMENT REPLY	BOD DECISION
1	Package No: TEQIP II/2014/KLIG13/ Shopping /95	The procurement of Civil Works is to be done as per the conditions. Hence the format prescribed in the contract was BOD Name of the Supplier bid in the Procurement manual - PWD Contractor Thalassery	None of the bidders are fully satisfying to be done as per the conditions. Hence the format prescribed in the contract was BOD awarded to the noted least quoted Bidder (NK C Ummer).	
	The minor civil works of Rs. 4,13,625/- was done by the Institute during the financial year 2014-2015, for which following discrepancies and observations were found.	The selection of the bidder is to be based on the prescribed qualification as per the Procurement manual.	There was no negotiations made after submitting the bids.	

a) The measurement book of the civil works certified by the AE of the Institute shows major variation with the agreed measurement with supplier

As per the

Procurement

b) The party has not annexed proper documents at the time of opening

guidelines further negotiation is not permissible.

of tender regarding the qualification criteria for the bidder as provided in the selection criteria.

c) The concerned party is the main contractor of the College for the past few years

d) The escalation clause regarding the increase in the

contract price has been overshot. As per the procurement guidelines further negotiation is not permissible.

The Institute was subscribing E-journals of IEEE from Amount of M/s Global Inform- Rs. 97256.25 paid that the access ation System Techn- to CIST is disall- was not denied during this period. But in this matter, BOG the letter will be noted collected to confirm the access.

11 ology Private Ltd owed.
(CIST) Since January
2014.

Package Code-
TEQIP 11/2014/KL1613/

Direct contract/109

Package Name - E-Jour-
nal IEEE

. Payment for renew-
al of subscripti-
on for the period
01/01/2015 to 31/12/2015
has to be made in
advance as per the
terms of the comp-
any. However purch-
ase order in this
regard was issued

on 25th March 2015
and demand draft
issued in favour
of OIST on 27th Mar-
ch 2015 for an am-
ount of Rs. 389,025/-

This amount was
incurred for
subscription of
E-Journals from
01/01/2015 to 31/12/2015.

- As per the records
we verified, it
was found that
the Institution has
paid Rs. 97,256.25
for the subscrip-
tion of E-Journals
for the period
01/01/2015 to 31/03/
2015, during which
no E-Journals of
IEEE were accessible.

- Stock Register of
the Library shows
that access to E-
journals commen-
ced from 27th March
2015. The terms of

the GIST Private Ltd states that access will take up to 10 days once Demand draft is encashed.

During the course The Excess amount of audit we found paid in connection that Institute has with procurement awarded a contract is Rs. 1,00,150/- In III to 1.3 vendor (Habi-bird's eye view, the tat Furniture) for purchase of Tables & Chairs for Rs. 4,28000/- disregarding 1.2 an economic view and 1.1 vendors point, contract award to Habitat who have agreed to execute contract for Rs. 34,9300/- and Rs. 3,27,850/- respectively. The other two bidders are not satisfying the qualification criteria BOG (warranty terms annual maintenance are not as per our of an item is estimated requirements.) As stated to be 10% of the per TEQIP II Procurement guidelines acquisition cost. From an economic view further negotiation is not permissible.

FACULTY & STAFF DEVELOPMENT PROGRAMMES

#	OBSERVATIONS	AUDITORS REMARKS	MANAGEMENT REPLY	BOG DECISION
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1 A programme This is not a subject "Outcome based oriented programme. education and the class is attended"

accreditation" under Journey conformity
by the faculties from Faculty and staff different streams certificate is obtai- Bob.
development was of Engineering. Boarded from Spice jet noted
conducted by Mr. Randal- pass is compul- two days back
jith K (AP, ME) at an osy for air travel.

amount of Rs. 49,008/- Rs. 14,840/- in conn-
Out of this amount ection with the flight
Rs. 14,840/- is incu- travel is not allowed.
seed as flight charges for which no boarding pass is annexed.

Excess M.Tech Reimbursement of
tuition fee paid tuition fee pertaining
to following to higher studies:

II faculties amou- Bob permitted
nting to Rs. 16,665/- the following schemes
for reimbursement
of tuition fee per-
taining to higher
studies.

- In case of applicant who sought admission at Govt. Colleges in Kerala state, is eligible for the full reimbursement of tuition fee.
- In case of applicant who sought admission

at Govt. controlled
self financing colleges
(like CAPE/IHRD etc), The recommenda-
is eligible for reim- tions of the Auditors BOG
bursement of tuition fee will be implemented noted
up to an amount equal at the earliest.
to the merit seat fee
of that Institution.

- In case of applicant
who sought admission
at Private self fina-
ncing colleges, is
eligible for reimbu-
rsement of tuition
fee upto an amount
equal to the merit
seat fee of CAPE
Institution.

Accommodation

charges of Rs.3600/- As original zoom bill is not annexed, been informed the concerned person BOG to sought out the noted issue at the earliest.

III for attending two days workshop on

Android Training

on 22nd and 23rd

March 2014 is

in the name of

BATHIJA Travels

Private Limited.

Proper Room Bill
is not annexed.

A communicative English class is conducted for the administrative and non teaching staff by Mr. Usman Koya at an amount of Rs. 109,469/- and as per our view of Engineering. The above class is not a functional oriented programme.

The accommodation expenses amounting to Rs. 7600/- annexed for the above programmes is not in accordance with the programme schedule.

This is not a subject oriented/ function oriented programme. The class is attended aiming at improving P.T. by non-teaching staff from different streams of Engineering.

The title of the program is skill development course. The class is attended aiming at improving the efficiency, time management and friendliness towards staff.

BOG
agreed
with
Management

The accommodation reply for the resource persons was arranged by the college for four resource persons according to convenience and sequence of conduct of the programme. Regarding the matter the classification of the BOG will be sought.

ACADEMIC SUPPORT FOR WEAK STUDENTS

OBSERVATIONS AUDITORS REMARKS MANAGEMENT REPLY BOG DECISION

Remedial classes • Attendance Register The attendance payments amounting for taking remedial register for semester I to Rs. 64,800/- on class is not found. Remedial classes are maintained in the BOG 29/04/2014.

- Moreover payment beginning of TEAP noted is made to EAP itself.
- Coordinates as a single payment and year 2014-15 such not to respective payment were not faculties.
- In the financial year 2014-15 such payment were not made. The receipt vouchers for the payment are maintained.
- The receipt voucher payment are from individual faculty is not annexed. Hence we are unable to conclude whether the payment was made to individual faculties.
- The matter will be verified and appropriate action will be taken in this matter as instructed by the Auditor.

PROVIDING ASSISTANTSHIPS FOR INCREASED ENROLMENT IN EXISTING AND NEW PG PROGRAMMES IN ENGINEERING DISCIPLINES

OBSERVATIONS AUDITORS REMARKS MANAGEMENT REPLY BOG DECISION

An amount of Rs. 43,61/- is paid • The Institutions could also provide declaration from students

to Ms. Sruthi Veerababu teaching/research appropriate action furnished
area as scholarship. Assistantships though will be taken on stamp

- 1 However she is eligible TEQIP funds to be used in this matter paper that
able for scholarship enrolled M.Tech as instructed by they are not
under other scheme students/Doctoral the Auditor
and hence she is students that do
ineligible to obtain not get any schola-
scholarship from ships through NDF/
TEQIP Fund.
- other schemes.
- claiming grant
from any
other scheme
and BOG
accepted this.

- The declaration
from the students
that they are not
claiming grant from
any other scheme
is not proper. The
declaration from
students must be
furnished in a
Stamp paper.
- Rs. 4316/- is
disallowed.

The BOG was
of the opinion
that the matter
may be dealt
in favor of
the student
by going
through
proper G.O
regarding
the stipends
and other
relevant
documents.
Also BOG
mentioned
that the college
should ensure
that the students
are getting
their stipends.

at least from
any one of the
provisions
stipulated.

An amount of Rs. 39,000/- is paid also provide teaching/verified and approved from students to Mr. Kishor K Research Assistantships private action will be furnished on as scholarship. Through TEQIP funds to taken in this matter stamp paper II However he is the enrolled M.Tech as instructed by the that they are eligible for students/Doctoral scholarship under students that do not other scheme and get any scholarships therefore he is through NDF/other ineligible to schemes.

obtains Scholar-

ship from TEQIP Fund. The declaration from the students that they are not claiming grant from any other Scheme is not proper. The declaration from students must be furnished in a stamp paper.

Rs. 39,000/- is disallowed.

The matter will be Declaration from students to Mr. Kishor K Research Assistantships private action will be furnished on as scholarship. Through TEQIP funds to taken in this matter stamp paper as instructed by the that they are not claiming grant from any other scheme and BOI accepted this.

The BOI was of the opinion that the matter may be dealt in favor of the student by going through proper G.O regarding the stipends and other relevant documents. Also BOI mentioned that the college should ensure

that the students are getting their stipends at least from any one of the provisions stipulated.

An amount of Rs. 41,200/- is paid could also provide the matter will to Mr. Ajayan T.J, teaching / Research be verified and who is eligible Assistantships through appropriate action stamp paper for scholarship TEQIP funds to the will be taken in that they are under other scheme enrolled M.Tech this matters as not claiming and therefore he students / Doctoral instructed by the grant from any is ineligible to students that do not Audit. obtain scholarship get any scholarships from TERIP Fund hips through NDF/ other schemes.

- The declaration from the students that they are not claiming grant from any other scheme is not proper. The declaration from students must be furnished in a stamp paper.

- Rs. 41,200/- is disallowed.

Declaration from students furnished on stamp paper and BOS accepted this.

The BOS was of the opinion that the matter may be dealt in favor of the student by going through proper C.O regarding the stipends and other relevant documents. Also BOS mentioned that the college

should ensure that the students are getting their stipends at least from any one of the provisions stipulated.

Amount paid to The Institutions

Mrs. Sruathi Krishna could also provide The matter will from students K P. Rs. 433.55/- teaching/Research be verified and furnished on who is eligible for Assistantship through appropriate action. stamp paper

IV scholarship under TEQIP funds to the will be taken in that they are other scheme and enrolled M.Tech this matter as not claiming therefore she is students/Doctoral instructed by grant from any ineligible to obtain students that do the Auditor - other scheme scholarship from not get any scholarship through NDF/other schemes and BOB accept TEQIP Fund.

Declaration

scholarships through NDF/other schemes.

The declaration from the students that they are not claiming grant from any other scheme is not proper. The declaration from students must be furnished in a stamp paper.

The BOB was of the opinion that the matter may be dealt in favor of the student by going through proper C.O. regarding the stipends and other relevant documents.

Rs 4335/- is disallowed.

Also BOG mentioned that the College should ensure that the students are getting their stipends at least from any one of the provisions stipulated.

INCREMENTAL OPERATING COST

OBSERVATIONS AUDITORS REMARKS MANAGEMENT REPLY BOG DECISION

- An employability assessment test was conducted at paid examination Institute by Attest fees amounting to Rs. 14,500/- of 58 students who have not attended the test. The college has requested to refund the proposed registration fee of the absent students. The company will C.G.P.U. repay the amount to the same. B.O.G. Agreed.
- The examination fee per student is Rs. 250/- A list of 58 students of 246 eligible students were prepared and examination fees

of all 246 students amounting to Rs. 61,500/- was incurred.

• A demand draft in favour of Attest Testing Services Ltd. for Rs. 61,500/- was taken on 23rd August 2014 in advance.

However as per the attendance sheet only 188 students participated in the test on 30th August 2014.

Besides the copy of email conversation between the placement officer and Attest Testing Services Ltd shows that Demand Draft was handed over to Attest Testing Services Ltd on 30th August 2014 after conducting the test and not on 23rd August 2014 as an advance.

ANNEXURE :- 1

MAJOR DISCREPANCIES FOUND IN ASSET PHYSICAL VERIFICATION REPORT

#	ITEMS NOT ENTERED DEPARTMENTED IN STOCK REGISTER	ITEMS NOT FOUND	MANAGEMENT REPLY	BOG DECISION
1	ME	1. Projector Screen & Board		
		2. Projector Phasel	Rectified	BOG noted
		3. Tables & Chairs (Class Room Table -4, Office Table-4 S type Chair-4)		
		• Language Lab HP - 01 to 34 (2 components missing.)	Rectified	BOG noted
2.	IT Lab	• 1 plastic chair is missing • Package : Tables & Chairs • 1 Office Table Missing • Package : Metallic Shelves & Racks (2 Office Racks missing)	Rectified	BOG noted

Package : Audio System

TEQIP

Office Not yet unpacked till the date of audit

3

The Conference hall is not yet BOC refurbished. noted
The unpacked Audio system is for the Conference hall.

1. Package : Computer - Print Journals
Chairs & Plastic Invent Impact:

chairs Civil Engineering
Four numbers

Library

4 Five numbers missing Journal on Civil
of chair not entered Engineering
- One number missing Power Today
Two numbers missing Trends in Electrical
Engineering - Two numbers missing

Rectified

BOC
noted

1. Package Name:

MATLAB

2. Package Name:

5 ECE LCD Projector

3. Racks & chairs

(6 Numbers missing)

4. Printers

5. Metallic shelves

& Racks

Rectified

BOC
noted

• PROCUREMENT OF ASSETS/EQUIPMENTS/EBOOKS... ETC

SL No	OBSERVATIONS	AUDITORS REMARKS	MANAGEMENT REPLY	BOL DECISION
	Package Code: TEQIP-II/ 2013/KL1613/Shopping/ 73 & Package Code: 73 TEQIP-II/2014/KL1613/ 1 Shopping/74	Proper justification was not available. During the year Institute has awarded two contracts with above mentioned package codes for purchase of 380 Jefferson chairs in two phases. 190 chairs in each phase.	At the time of preparing the procurement plan Govt. rate contract	
			So we planned to buy Jefferson chairs to Kerala State Rubb-rate contract purchased was customized one which has cushioned back and writing pad. This would cost around Rs. 4379. Moreover this particular item was not listed under Govt. rate contract. The item available under rate contract was different one, which had no cushioned back.	

Note:
V.C & K.K
" 26/1/2014"

GENERAL OBSERVATIONS:

The Institute has given advance of Rs. 31,500/- each to five participating faculties for participating in Moodle co-use. So advances given be sought to each other has to be

6. Package Name :
Air Conditioner
Phase 1
7. 8086 Trainer Kit
not entered
8. Work Bench & Table
9. Tables & Chairs
10. Projectors Phase II

Item B2 : Procurement Status

Discussion: BOG discussed the Procurement status.

Conclusion/Resolution/Recommendation/Decision: BOG approved revised procurement plan. Any left over money can be spent after informing the members of BOG.

[Action by : Procurement Coordinator]

Item B3 : FSD Programme for next three months

Discussion: BOG discussed the FSD programmes for the next three months.

Conclusion/Resolution/Recommendation/Decision: BOG approved. [Action by : Academic Coordinator]

Item B4 : Accreditation Activities

Discussion: BOG supported the Principal related to Accreditation activities.

Conclusion/Resolution/Recommendation/Decision: BOG suggested asking funds from CAPE for Campus beautification.

[Action by : Accreditation Coordinator]

Item B5 : R & D activities

Discussion: BOG discussed the R & D activities.

Conclusion/Resolution/Recommendation/Decision: All nine paper presentations approved by BOG. In addition to presentation publications also important. Increase the participation. All PG students should publish at least one paper each. National Conference by ECE Department and EEE Department are approved. The details of National Conference by ME Department will be mailed to Chairman for approval.
[Action by: R & D Coordinator]

Item B6: III Cell Activities

Discussion: BOG discussed the III cell activities.

Conclusion/Resolution/Recommendation/Decision: BOG approved the internal training programs for students.
[Action by: Academic Coordinator]

Item B7: Ratification of ITSS

Discussion: BOG discussed the details of International travel by Mr. Binesh K, Assistant Professor, ECE Department.

Conclusion/Resolution/Recommendation/Decision: BOG ratified.
[Action by: Principal]

Item B8: Ratification of Seed money proposals

Discussion: BOG discussed the seed money proposals.

Conclusion/Resolution/Recommendation/Decision: Item (3) Mr. Namanu P, Adhoc AP, EEE of seed money proposal is not permitted. Ratified all other five proposals.

[Action by: Principal]

Item B9: Ratification of Internal training programs for the students

Discussion: BOG discussed the detailed In-house training

programs conducted for the students. BOC suggested to avoid trademarks and copy righted words in the title of the programs.

Conclusion/Resolution/Recommendation/Decision: BOC satisfied.

[Action by: Principal]

Item B10: Ratification of Faculty Staff Development Programme - Internal

Discussion: BOC discussed FSD internal programmes conducted by different Department. BOC suggested including only the programs that have been completed and settled the accounts in the list of items to be ratified.

Conclusion/Resolution/Recommendation/Decision: BOC satisfied the completed and settled programs and remaining will be included in the next BOC.

[Action by: Principal]

Item B11: Ratification of expenditure for Training, Seminar, Conference, Workshop attended by Faculty and Staff - External

Discussion: BOC discussed the details of Training, Seminar, Conference, Workshop attended by Faculty and Staff(external). BOC suggested including only the programs that have been completed and settled the accounts in the list of items to be ratified.

Conclusion/Resolution/Recommendation/Decision: BOC satisfied the completed and settled programs and remaining will be included in the next BOC.

[Action by: Principal]

Item B12: Ratification of M.Tech Assistantship (ME & ECE)

Discussion: BOC discussed the details of assistantship for

M.Tech students from August 2015 to November 2015.

Conclusion/Resolution/Recommendation/Decision: BOG ratified
[Action by: Principal]

Item B13: Ratification of payment made for Civil works.

Discussion: BOG discussed the details of Procurement package.

Conclusion/Resolution/Recommendation/Decision: BOG ratified.

[Action by: Principal]

Item B14: Conversion of staff appointed in TEQIP II Office

Discussion: 1. BOG gave permission to convert the staff appointed, Ms. Anupama. P.P, Data Entry Operator in the TEQIP II Office from daily wages basis to contract basis.

Conclusion/Resolution/Recommendation/Decision: BOG ratified the arrear amount that can be given to Ms. Anupama. P.P, Data Entry Operator with effect from 01/02/2014.

Discussion: 2. BOG gave permission to convert the staff appointed Ms. Reeshma K, Clerk cum Junior Accountant in the TEQIP II Office from daily wages basis to contract basis.

Conclusion/Resolution/Recommendation/Decision: BOG approved to release the arrear amount that can be given to Ms. Reeshma K, Clerk cum Junior Accountant with effect from 01/05/2015.

[Action by: Principal.]

PART C REPORTS

Item C1: The status of fund position as on 16/12/2015.

Discussion: BoG discussed the fund status.

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

Item C2: The status of four fund position as on 16/12/2015

Discussion: BoG discussed the four fund status.

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

PART D

Any other item with the permission of the chair

Item D1: Approval for payment of Tuition Fee, expenses etc for Dr. Rajeev P. spent for higher education (PhD, NITK, Surathkal)

Discussion: BoG gave permission for the payment of Tuition Fee, expenses etc of Dr. Rajeev P., spent for higher education (PhD, NITK, Surathkal).

Conclusion/Resolution/Recommendation/Decision: BoG approved.

K.C.H. Kumar

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