Minutes of the XVIII^th^ meeting of the Board of Governors (BoG) of TEQIP II held on 26^th^ December 2016 at Mascot Hotel, Thiruvananthapuram.

	Members present	Signature
1	K.C. HARI KUMAR	K-C-H-Kumar.
2	M. Ayyappan	
3	Dr R. SASIKUMAR	
4	J. VIJAYAMOHANAN.	
5	Sajeev. V	
6	Ranjith K	
7	Ramachandran. C	
8	V. Kamala Kannan	
9	Anil Rajagopal KP	
10	Hima. M	
11	NIVYA. T.K	
12	Rajesh. J	
13	Kiran. T.S	
14	Dr. S. Jayakumar	

15. Reeshma K. (Clerk cum Jr. Accountant) Reeshma 26/12/16.

16 Anupama. P.P (Data Entry Operator)

Proceedings of the meeting

Prof. Harikumar K C, Chairman of BoG presided over the meeting. The meeting started with an introduction by the Principal as member secretary of the BoG. The Principal welcomed all the honourable members of the BoG and briefed the progress made by the college on the TEQIP II performance. The BoG congratulated the team for the improved and commendable performance. After that each item in the agenda were taken for discussion and decision by the BoG.

A1: Confirming the Minutes of the 17th meeting of the Board of Governors held on 01-10-2016 at Mascot Hotel, Trivandrum.

Discussion: The Minutes of the 17th Meeting of the Board of Governors of the TEQIP Phase II of COE, Thalassery held on 01-10-2016 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 1 (Page No: 45) for confirmation. The BoG is requested to consider the Minutes for approval.

Conclusion: The BoG opinioned that any changes in the planned program should be informed to the Chairman. BoG also opinioned that they are not interested in micro details. The BoG should be the strategic planning body. The minutes of the previous meeting held on 01-10-2016 was approved.

[Action by: Principal]

A2: Report on the action taken/action pending on the pertinent decisions in the Minutes of the 17th Meeting of the Board of Governors held on 01-10-2016 at Mascot Hotel, Trivandrum.

Discussion: The decisions taken by the Board as recorded in the Minutes of the 17th Meeting of the Board of Governors of the TEQIP Phase II held on 01-10-2016 have been noted and actions have been initiated.

Conclusion: The action taken report of the previous meeting held on 01-10-2016 was approved.

[Action by: Principal]

PART B

Items for Discussion, Consideration and Approval in the 18th BoG Meeting.

Item B1: How to evaluate BoG Chairman and members.

Discussion: The BoG discussed the procedure to evaluate BoG Chairman and Members.

Conclusion/Resolution/Recommendation/Decision: BoG decided to start the procedure for the evaluation by sending questionnaire to members. BoG also decided to take feed-back from the members with one-to-one meeting with Chairman and self assessment. Faculty should be given a

chance to evaluate BoG.
Members should be assessed by the Chairman first. The next step is to get feedback from individual members. Continue this discussion in the next BoG. TEQIP II team and Principal can also do the assessment. Plan half hour meeting in the next BoG regarding the plan. (Self Assessment).

[Action by: Principal]

Item B2: Statutory Audit Report 2015-16

Discussion: BoG discussed the detailed Statutory Audit Report 2015-16.

Conclusion/Resolution/Recommendation/Decision: BoG noted.

[Action by: Finance Coordinator/Principal]

Item B3: ISO Certification

Discussion: The BoG discussed ISO Certification activities and reviewed the process.

Conclusion/Resolution/Recommendation/Decision: BoG suggested continuing the certification for a long period. (forever)
[Action by: ISO Coordinator]

Item B4: R & D activities

Discussion: BoG discussed the R & D activities.

Conclusion/Resolution/Recommendation/Decision: In the case of seed money, ensure that there is a project submitted to the funding agencies from all seed money project proposals. BoG ratified all seed money projects.

[Action by: R & D Coordinator]

Item B5: Ratification of Internal training programs for the students.

Discussion: BoG discussed internal training programmes, remedial classes and placement oriented programs for students.

Conclusion/Resolution/Recommendation/Decision: BoG ratified thirteen remedial classes, fifty eight internal training programmes and seven placement oriented programs, a total number of Rs. 52,800/- towards the remedial classes, a total amount of Rs. 14,19,858/- towards the internal training programmes and a total amount of Rs. 13,55,853/- towards placement oriented programs.

BoG asked further details of the following:

- How we select the program? How we decide remuneration?
- Suggested to include PhDs as resource person.

By ratifying placement oriented programs, the BoG wanted to get the details such as syllabus, Govt. order etc of the programs conducted by ICT Academy.

[Action by: Principal]

Item B6: Ratification of Faculty Staff Development Programme - Internal.

Discussion: The BoG discussed FSD internal programmes conducted by different Department.

The BoG ratified all eight items.

Conclusion/Resolution/Recommendation/Decision: BoG ratified a total amount of Rs. 6,93,536/- towards internal FSD programmes.
[Action by: Principal]

Item B7: Ratification of expenditure for Training, Seminar, Conference, Workshop attended by faculty and staff - External

Discussion: The BoG discussed Training, Seminar, Conference, Workshop attended by faculty and staff (external). BoG ratified all sixty one items.

Conclusion/Resolution/Recommendation/Decision: BoG ratified a total amount of Rs. 9,84,708/-
[Action by: Principal]

Item B8: Ratification of M.Tech Assistantship (ME & ECE)

Discussion: BoG discussed the details of assistantship for M.Tech students from June 2016 to October 2016 and pending assistantship of Ms. Ashly Sankar S J (ECE M.Tech 2nd year) August 2015 to December 2015.

Conclusion/Resolution/Recommendation/Decision: BoG ratified a total amount of Rs. 8,32,000/- towards assistantship for M.Tech students from June 2016 to October 2016 and a total amount of Rs-32,000/- towards pending assistantship Ms. Ashly Sankar S J [ECE M.Tech 2nd year] August 2015 to December 2015. Give Scholarship up to December 2016. If money is available arrear can be given in March. Inform M.Tech students about Scholarship.

[Action by: Principal]

Item B9: Ratification of Fee for Faculty Qualification upgradation.

Discussion: BoG discussed the details of fee for faculty doing M.Tech.

Conclusion/Resolution/Recommendation/Decision: BoG ratified a total amount of Rs. 39,130/-

[Action by: Principal]

Item B10: Ratification of payment made for procurement of Goods.

Discussion: BoG discussed the procured goods (Computer Phase III).

Conclusion/Resolution/Recommendation/Decision: BoG ratified a total amount of Rs. 11,40,804/-

(Action by: Principal)

Item B11: Ratification of payment made for Procurement of services.

Discussion: BoG discussed the procured services.

Conclusion/Resolution/Recommendation/Decision: BoG ratified.

[Action by: Principal]

Item B12: Direction from SPFU to increase salary from Rs. 15,000/- to Rs. 19,000/- of Ms. Reeshma K (Clerk cum Junior Accountant) and Ms. Anupama. P.P (Data Entry Operator) w.e.f 01/04/2016.

Ratification of Arrear amount of remuneration to Ms. Reeshma K (Clerk cum Junior Accountant) and Ms. Anupama. P.P (Data Entry Operator) w.e.f 01/04/2016.

Discussion: BoG discussed the salary enhancement and arrear.

Conclusion/Resolution/Recommendation/Decision: BoG noted and approved.

[Action by: Principal]

Item B13: Seventeenth BoG decided to consider the status of the program ratification of Dr. Rajeev. P and Ms. Rinitha P in the 18th BoG.

Discussion: BoG discussed the above issue.

Conclusion/Resolution/Recommendation/Decision: BoG decided that any letter to the Chairman or BoG should be sent through proper channel. BoG has asked the Principal to check if the matter is under subjudice and report back to BoG. Principal should give a self contained note to the BoG covering this.

[Action by: Principal]

PART C

Reports

Item C1: The status of fund position as on 30.11.2016

Discussion: BoG discussed the fund status.

Conclusion/Resolution/Recommendation/Decision: BoG noted.

Item C2: The status of four fund position as on 30-11-2016

Discussion: BoG discussed the four fund status.

Conclusion/Resolution/Recommendation/Decision: BoG noted.

Item C3: Result Analysis.

Discussion: BoG discussed the S4 Result Analysis.

Conclusion/Resolution/Recommendation/Decision: BoG asked HoDs to give a presentation on the result analysis and to make comparison with previous years. Project the KTU ranking everywhere.

PART D

Any other item with the permission of the chair.

Item D1: Direction from CAPE Director regarding request from Ms. Sajna K, former AP in CSE.

Discussion: BoG discussed.

Conclusion/Resolution/Recommendation/Decision: BoG deferred to the next meeting and asked for specific recommendation.

Item D2: Enhancement of consolidated salary to MIS Officer per month.

Discussion: BoG discussed.

Conclusion/Resolution/Recommendation/Decision: Decided to wait for the Govt. order.

Item D3: IDP

Conclusion/Resolution/Recommendation/Decision: BoG asked to give a presentation of IDP in the next BoG.

Item D4: PhD

Conclusion/Resolution/Recommendation/Decision: BoG congratulated to the milestone achieved, in starting PhD program.

The probable date of next BoG meeting.

The next BoG meeting will be held in second half of March at CoE Thalassery.

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

K.C.H. Kumar.
Dr. K. C. Harikumar
Chairman, BoG, TEQIP II