|  |
| --- |
| **Technical Education Quality Improvement Programme**  **(TEQIP Phase – II)**  **COLLEGE OF ENGINEERING**  **THALASSERY**  MINUTES OF THE  **Vth**  **Meeting of the**  ***BOARD OF GOVERNORS***  **held at**  **CONFERENCE HALL, COLLEGE OF ENGINEERING**  **THALASSERY**  **on**  **22nd September 2012** |

**The minutes of the Vth meeting of Board of Governors of TEQIP Phase –II, held on Saturday, 22nd September 2012 at Conference hall (TEQIP Office) of College of Engineering, Thalassery.**

The meeting started at 10.15 am by a welcome speech by the Principal. Principal invited Dr. Harikumar to the Chair of BoG as the new Chairman in place of

Dr. Kuncheria P. Isac. Dr. Harikumar then presided over the meeting.

Present:

1. **Prof. K C HARIKUMAR**  : Chairman

IIT Madras, Chennai

1. **Dr. M K JAYARAJ** : Member

Reader, CUSAT, Kochi

1. **Dr. K SREEKRISHNAKUMAR** : Member

Director, AICTE Bangalore

1. **Prof. V GOPAKUMAR** : Member

Principal, College of Engineering,

Thiruvananthapuram

1. **Dr. U A KUNHUMOIDEEN** : Member

Principal, College of Engineering,

Thalassery

1. **Sri. C RAMACHANDRAN** : Member

Associate Professor, College of Engineering,

Thalassery

1. **Sri. BINESH K** : Member

TEQIP Co-ordinator,

College of Engineering,

Thalassery

|  |
| --- |
| **No. Agenda**  **5.1 Welcome by the Chairman**    After a self introduction speech by Dr. K C Harikumar, Chairman  of BoG, the points were taken up for discussion.  **5.2 Confirmation of the Minutes of the IVth meeting of the Board of**  **Governors held on 28.04.2012**    The minutes of the IVth meeting held on 28/04/2012, placed  before the Board of Governors has been approved.  **5.3 Discussion on the action taken report**    The Action taken report on the IVth meeting of BoG held on  28-04-2012 was placed before the BoG. Principal then read out the  report and discussions were made on certain points which is as shown  below.  Point 4.14 – Reconstitution of BoG.  BoG insisted to fill the board of Governors by nominating  two more members who should be Senior Management Personnel, one  from CAPE and another from Government Department (Co-operative/  Higher Education/Finance)  (Action : Principal)    **5.4 College of Engineering, Thalassery**  **5.4.1 Submission of Income & Expenditure details for kind perusal**  **and approval**  The details of Income & Expenditure submitted by us have been perused by the BoG.    **5.4.2**  **Approval for opening of four additional bank accounts as**  **mentioned in Project Implementation Plan (PIP) and refund of**  **Rs. 1000/- deposited by CAPE for opening TEQIP bank account**  Approval has been granted for opening of the below mentioned  four accounts and also to refund Rs. 1,000/- to CAPE (College of Engineering,  Thalassery)   1. Corpus fund 2. Faculty development fund 3. Equipment replacement fund 4. Maintenance fund   Chairman expressed his opinion to use Alumni Fund for generating Corpus Fund  (Action: Finance Co-ordinator/Secretary Alumni)    **5.4.3 Approval of expenditure incurred in connection with Remedial**  **class conducted during this academic year**.  The members of the Board expressed their satisfaction about the  the remedial class already conducted. Permission to conduct further  classes also granted by the Board. With regard to the remuneration  to the faculties who lectured in the Class, Principal delivered the  decision taken by the College to pay Rs. 500/- for 1.5hours class,  to the Board. The Board members asked to calculate remuneration@  asper the latest Govt. order in this regard or pay at the rate of Rs.300  for one hour class for the time being. The balance amount can be  released on receipt of necessary orders from Government, they added.  (Action: TEQIP Coordinator/Finance Co-ordinator)  **5.4.4** **Approval of expenditure incurred in connection with training,**  **seminars and workshops participated and conducted by faculties.**  Approval has been granted for the expenditure incurred for  the purpose.  (Action: Finance Co-ordinator)   * + 1. **Approval from BoG for which the Admnistrative sanction and**   **Financial sanction has already been received in connection with**  **procurement of goods**.  The expenditure of Rs. 14,400/- incurred towards the procurement of Accounting Software Tally ERP.9 and financial sanction accorded for Rs. 29,10,500/-towards the procurement of various items has been approved by the BoG.  BoG emphasized the need to train the faculties by deputing them to National level Institutions / Organizations besides the training given by the suppliers on installation of Equipments / Softwares.  (Action: Finance Co-ordinator/Principal)   * + 1. **Approval to conduct Seminars / Workshops and Faculty**   **Development Programmes during this Academic Year (2012-13)**  Approval has been granted by the BoG to conduct Seminars/  Workshops and Faculty Development Programmes.  (Action:TEQIP Co-ordinator/PIMC Coordinator/HoDs (CSE/ECE/EEE/IT/ME)   * + 1. **Advice for the steps to be taken for NBA accreditation.**   In this regard BoG members asked to search the site www.bommatv/NBA/workshop.  They also asked to contact CET, Trivandrum to get more information  in this regard.  In order to apply for NBA accreditation, members decided to fill up  the new Self Assessment Report (SAR) which can be downloaded from the  website.  The BoG decided to appoint a Co-ordinator for NBA accreditation.  (Action: TEQIP Co-ordinator)  **5.4.8 Permission to take action to sign the MoU with different Companies.**  Board of Governors granted permission and instructed to take  immediate action to contact with the Industries and sign MoU. With regard  to the subject, it is decided each departments should initiate to map at least  two Industries and hand over its details to I-I-I Cell Coordinator. While  mapping the Industries, initial discussions should be carried out with regard  to our College and its I-I-I Cell activities. Inputs should also be taken from  the students while mapping the Industries. There should be regular visits  and interaction with Industries and to get maximum industrial oriented  project which can be done by the students.  (Action: TEQIP Co-ordinator / I-I-I Cell Co-ordinator)   * + 1. **Date and venue of next BoG meeting**   Next meeting is scheduled to be convened at Thiruvananthapuram  during the month of November, 2012.  (Action: TEQIP Co-ordinator)   * + 1. **Any other items permit by the Chairman.**   The Board opined that the infrastructure of the College is to be increased  by using the PTA Fund. Hence it is decided to address PTA in this matter.  With regard to Placement cell activities, the Board advised to create  a brochure every year to attract Companies. It was also decided to create a  separate e-mail ID for placement cell and also to update the Web-site. Further  the Board decided that two representatives from final year students should be  selected and put to placement cell to assist the Placement Coordinator. Placement  Co-ordinator should maintain regular visit in different Industries. They also  advised to create a Data base of pre-final and final year students with proper  records including performance.  (Action: TEQIP Co-ordinator / PTA / Placement Cell Co-ordinator)  A meeting was also arranged with BoG members, all HoDs and  TEQIP Officials and they met by 1 pm.  The meeting concluded by 2.30 pm with a buffet lunch participating  all HoDs, TEQIP officials etc.  Dr. K C HARIKUMAR  Chairman, BoG |