**MINUTES OF 12th MEETING OF THE BOG**

**COLLEGE OF ENGINBERING, THALASSERY**

**(SELECTED UNDER SUB-COMPONENT 1.1 OF TEQIP PHASE-II)**

**Date:** 16-05-2015  **Venue:** Mascot Hotel, Thiruvananthapuram **Time:** 10:00 am

**Members present**

1. Dr. Hari Kumar K.C., IIT Madras, Chairman.
2. Dr. Gopakumar V., Director, SPFU, Kerala
3. Mr. Ayyappan M. Chairaman & M.D., HLL Lifecare Ltd, Thiruvananthapuram
4. Ms. Pushakumari A.S., Finance, Govt. of Kerala
5. Mr. Sherif M., Addl. Secratary, Higher Education
6. Mr. Pradhan K.N., Member, AICTE
7. Mr. RajendraBabu B., A.O., CAPE
8. Dr. Sajeev V., Principal, CoET.
9. Prof. Ramachandran C., Member, CoET.
10. Dr. Rajeev P., Member, TEQIP co-ordinator, CoET.

**Special invitee**

1. Dr. Pratapachandran Nair, Mentor, CoET
2. Dr. Padmanabhan Nambiar T.N., S.R.A, CoET
3. Mr. Sugathan K.A., Sr. F.O., CAPE
4. Mr. Chempak Kumar, Nodal Officer (Academic)
5. Mr. Ranjith K., Nodal Officer (Procurement)
6. Mr. Lalji Cyriac, III cell Co-ordinator
7. Mr. Sreeshankar K.K., Co-ordinator (Accreditation)
8. Mr. Pramod Tharu Panakkal, Co-ordinator (Finishing School)
9. Ms. Prathibha P.G., A.P.,(Dept.of IT), for EAP

**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.

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| --- | --- | --- | --- |
| **Sl No.** | **Decision Item** | **Action Taken** | **BoG Decision** |
| **A1,A2** | To avoid the long delay in preparing the final copy of minutes of meetings, BoG instructed to circulate the draft copy of minutes of BoG meetings, within one week, among the members for their valuable suggestions before the final approval of Chairman of BoG. | Steps have been taken as per the directions BoG. | BoG instructed to circulate the soft copy of the agenda notes to all members of BoG, well in advance, from next meeting onwards. BoG suggested some improvements in the format of this report by including all decisions of the BoG meeting and appropriate actions taken related to all decisions |
| **B1** | Principal introduced new TEQIP-II office bearers to the BoG 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]** | Steps have been taken as per the directions BoG. The concern of BoG was transmitted to all | BoG approved the action taken |
| **B2** | Comments of the internal audit report (April 2014 to September 2015) were discussed. 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 Valappila Agencies as advertisement charges. **[Action by: Nodal officer (finance)]** | Actions have been taken to remit TDS of honorarium of BoG members.  TDS of amount paid to M/S Valapila agencies were paid from PTA. This amount will be recovered from next pending payment to them. | BoG approved the action taken |
| **B3** | Discussed the various suggestions of Mentor report. Dr. Gopakumar mentioned the importance of forming academic and examination councils, BoG instructed to give a report on actions taken in these matters in the next meeting.  **[Action by : Principal/TEQIP co-ordinator]** | Steps have been initiated. | The matter will be included in the next BoG meeting |
| **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.  **[Action by: Nodal officer (procurement)]** | Actions have been taken, still some purchases like computer, LCD projectors need approval and clarifications of BoG | BoG asked for detailed report in the next meeting |
| **B5** | BoG considered and approved the proposals for different activities and academic progrmmes for the next 3 months .**[Action by : Nodal officer (academic)]** | Proper conduct of the programmes was ensured. | BoG approved the action taken |
| **B6** | BoG evaluated the different activities and steps taken by the institution for accreditation and instructed to hire the service of a consultant for ISO certification, since ISO certification will be useful for accreditation.**[Action by :Nodal officer (academic) /accrediatation co-ordinator]** | Instead of hiring the services of a consultant for ISO certification, service of Dr. Viswanathan K.G.,, Principal of College of Engg. and Management, Punnapra are being utilized. Report on this matters are given in **annexure 6** | To continue to utilize the service of experts |
| **B7** | Regarding the achievement of academic autonomy for the institution, follow up 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)]** | The action pending | The matter will be taken up after NBA accreditation |
| **B8** | Various problems of QEEE programmes of past one year were discussed and instructed to intimate these problems to Dr. Gopakumar, SPFU director immediately **[Action by :QEEE coordinator]** | Some of the problems of QEEE are mismatch of timing and syllabus and networking problem. The detailed report are given in **annexure 7** | Regarding wireless/ internet problems help from HoD's of CSE/IT is to be obtained. |
| **B9** | Entrepreneurship development activities of III cell and TBI were evaluated and appreciated the activities planned by TBI cell. But complete details of the programs have to be submitted in the next BoG meeting for approval.  **[Action by: III cell/TBI cell coordinator]** | All depts submitted the details of programmes till October 2016. | BoG asked to submit the modified report in the next meeting after incorporating the corrections suggested. |
| **B10** | R&D activities were discussed. Some clarification were given by Dr. Gopakumar, director, SPFU and suggested to plan R&D activities by studying the best practices followed in Karunagapp-ally Engg. College. The details regarding consultancy works has to be submitted in the next BoG meeting as per the guidelines of TEQIP. It was also decided 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 requested the faculty members to consider becoming members. The request from Mrs. Reshma T.V., HoD, CSE Dept. 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 IOC of TEQIP II subjected to maximum of Rs.5000/.  **[Action by :Nodal officer (academic)/R&D cell co-ordinator**] | R&D co-ordinator visited Karunagappaly Engg. College and collected necessary information. In the matter of establishing R&D centre letter has been sent to Director, CAPE. The detailed report are given in **annexure 9**. A membership drive was started to ensure all faculty members are enrolled in at least one professional body | BoG approved the action taken |
| **B11** | III Cell activities were discussed. Payment made to ICT academy was ratified by BoG. Verified the other activities and instructed to submit the detailed project and plans.  **[Action by :III cell co-ordinator]** | The detailed report on various programmes planned till October 2016 was submitted. BoG verified the report. | BoG instructed to give modified report in next meeting by specifying the names of resource persons |
| **B12** | Training program for students for the next 3 months were discussed and instructed to go ahead with the proposals.**[Action by :Nodal officer (academic)/ co-ordinators of the programmes]** | Proper conduct of the programmes was ensured. | BoG approved the action taken |
| **B13** | Regarding Institutional governance guidelines, BoG instructed to review, modify the governance development plan and submit in the next BoG meeting.[**Action by :Principal/TEQIP co-ordinator]** | A two day workshop was conducted on 'Good governance" to finalise Institutional governance development plan. One more workshop will be conducted in June/July 2015 to finalise Vision and Mission. The detailed report are given in **annexure 2** | BoG approved the action taken |
| **B14** | The institution has to revise the existing IDP and should prepare the revised IDP for 2016 containing plans and academic programs till TEQIP completion date. (October 2016). So all depts., nodal officers, coordinators, 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/Nodal officer(academic)]** | Revised IDP was prepared. The academic plan till October 2016 was also prepared, copies of both are given in **annexure 2 and annexure 3** | BoG approved the action taken |
| **B15** | Proposal to start PG courses in CSE/IT Departments was rejected by BoG. The starting of M.Tech course in dept. of CS/IT can be considered only after accreditation.  **[No action required]** | To consider after NBA accreditation | Get accreditation |
| **B16** | Proposal from Mrs. Ashitha, AP, Dept. of EEE and Mr. Kiran S., AP, Dept. of ECE for qualification up gradation in 2015-17 under TEQIP II were discussed and BoG instructed to submit the details, after confirmation of admission, in the next BoG meeting.  **[Action by :Mrs Ashitha, Mr.Kiran or concerned faculty members]** | The decision have been communicated to concerned staff. | To be included in next BoG meeting |
| **B17** | Action on the issue of Moodle course, taken by Principal was approved by BoG, but suggested to settle the accounts at the earliest to avoid further complexity in future audits.  **[Action by :Principal/concerned staff]** | Instructions has been given to concerned staff | BoG approved the action taken |
| **B18** | Ratified the scholarship paid for students of M. Tech for assistantship (ME & ECE). The expense incurred by Principal was ratified by BoG.  **[ No action required]** | No action required | BoG ratified |
| **B19** | Ratified the various Faculty Development Programme-In-house conducted in the institution after last BoG meeting. Details shown in **Annexure 12** **[ No action required]** | No action required | BoG ratified |
| **B20** | Ratified trainings, seminars, conferences, workshops etc. (external) attended by faculty/staff of the institution after last BoG meeting.Details shown in **Annexure 13.**  **[ No action required]** | No action required | BoG ratified |
| **B21** | Ratified various in-house training programs for the students conducted in the institution after last BoG meeting. **[No action required**] | No action required | BoG congratulated for the increase in the training programmes |
| **C1 to C6** | The records on status of fund position as on 20-02-2015, status of four fund positions as on 20-02-2015, faculty position as on 20-02-2015, result Analysis, campus Placement, Financial Management Report (MFMR & HFMR) etc were verified and suggested to improve the overall results of the institution and campus placement. In this regard a report on steps taken for result improvement and campus placement is required in the next BoG meeting.  **[Action by :Nodal officer (academic)/ placement officer]** | Overall results have been improved in Mechanical. Steps have been discussed to improvement in the results of other branches. The detailed report is given in **annexure 4,5 and 10**. | BoG verified the report and approved the action taken for result improvement |
| **D1** | (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 6000 to 9300.  **[Action by :Principal/Nodal officer (finance)]** | Implementation is pending, waiting for order from State Steering Committee of SPFU | BoG asked to wait for SSC/Govt order |
| (2)The proposal, received from Mr. Ranjith K., procurement co-ordinator, for increasing the estimated amount from Rs 3lakhs to Rs 4.35 lakhs for CAD/CAM renovation work was discussed. BoG instructed to issue the work order only after administrative sanction in this matter **[Action by :Principal/Nodal officer (procureme**nt)] | Administrative sanction has been received. | BoG approved the action taken. |
| (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 Principal is required before arranging classes above 20 hours. **[Action by : Nodal officer (EAP)]** | Informed the matter to all faculty members | BoG approved the action taken. |
| (4) BoG discussed the suggestion for clarity in matters of flight travel for faculty members. Dr. Gopakumar, Director, SPFU clarified that faculty members with AGP 6000 and above can avail flight charges, but with prior sanction from Principal.  **[Action by : Principal/Nodal officer (finance)]** | Informed the matter to all faculty members and staff | BoG approved the action taken |
| (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. **Action by : Principal]** | Informed the matter to all faculty members and staff | BoG approved the action taken |
| (6) BoG instructed to meet the extra expenditure incurred from IOC, if a program is cancelled after registration. **[Action by : Principal/Nodal officer (finance)]** | Informed the matter to all faculty members and staff | BoG approved the action taken |
| (7) Next BoG meeting will be held in the month of April 2015.  **[Action by : Principal/TEQIP co-ordinator]** | Next BoG meeting will be planned as per the direction of BoG, but Late by 15 days | BoG approved the action taken |

**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. Pratapachandran 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 Engg 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 Mentors report are shown in given in the **Annexure 4**.

**[Action by: Principal]**

**Item No. B4. Procurement packages**

**Discussion:** BoG discussedProcurement 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: Nodal Officer (Procurement)]**

**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: Nodal Officer (Academic)]**

**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: Nodal Officer (Academic)]**

**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. Engg. College, Kozhikode for improvements in QEEE activities

**[Action by: QEEE Co-ordinator]**

**Item No. B8.Entrepreneurship development and TBI Cell activities**

**Discussion:** BoG discussed the TBI Cellactivities.

**Conclusion/ Resolution/ Recommendation /Decision:** The BoG decided to ask the coordinator 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-ordinator]**

**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-ordinator]**

**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-ordinator]**

**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: Co-ordinator (finishing school)]**

**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 **annexure11**

**[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 with the programme **"**Mock evaluation of SAR**"** in academic reforms instead of FSD (Table No.5, Sl.No. 4)

**[Action by: TEQIP Co-ordinator]**

**Item No. B14.Ratification of** Faculty Attending Training, 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 ratified 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 ratified 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.

**Conclusion/ Resolution/ Recommendation /Decision:** Thecampus placement record are verified and suggested to increase efforts of fund utilization before October 2016.

**Item No. C2. The status of four fund position as on 31-04-2015**

**Discussion:** TEQIP Coordinatorexplained the status of four fund position as on 31/04/2015.

**Conclusion/ Resolution/ Recommendation /Decision:** The records on status of fund position as on 30/04/15 and Mr. Sugathan, Sr. F.O, CAPE **instructed some corrections in the status of fund position as on 31/04/15, 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

1. **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)

1. **Remuneration for Data Entry Operator**

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

1. **Submission from Usman koya P.T, Librarian**

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

1. **Acceptance of scientific paper of Mr. Shijin Maniyath, APME 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.

1. **The probable date of next BoG meeting**

**Decision :** The next BoG meeting will be held in first week of July 2015

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

Date: 16/05/2015,

Place: Thiruvananthapuram

**(Chairman, BoG, TEQIP-II, CoET)**