**MINUTES OF 21st MEETING OF THE BOG MEETING**

**COLLEGE OF ENGINBERING THALASSERY**

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

**Date:** 31-10-2017  **Venue:** College of Engineering, Thalassery **Time:** 09:00 AM

**Members present:**

1. Dr. M Ayyappan, Chairman, AS Investment Holdings Pvt. Ltd.
2. Dr. R Sasikumar, Director, CAPE.
3. Dr. S Jayakumar, Director, SPFU.
4. Dr. Joseph O A, Principal
5. Mr. Ranjith K., TEQIP II Co-ordinator, CoET.
6. Mr. C Ramachandran (Asso. Prof, ECE)

**Special invitee:**

1. Ms. Hyna M, Nodal Officer(Academic)
2. Mr. Arjun M, ISO Coordinator
3. Mr. Kiran T S, R&D Coordinator
4. Ms. Nithya G P (Counseling Cell Coordinator)
5. Ms. Ambili M P (HoD, CSE)
6. Ms. Thamara C (HoD icharge in CE)
7. Ms. Reeda K (HoD, EEE)
8. Mr. Vijayan M (HoD, Apll. Science)
9. Dr. V Kamala Kannan, (HoD, ME)
10. Dr. Rajeesh J (Asso. Prof, ECE)
11. Ms. Reeshma K(Clerk Cum Junior Accountant, TEQIP)

**Proceedings of the meeting:**

Dr. M Ayyappan, Chairman, AS Investment Holdings Pvt. Ltd. presided over the meeting. The meeting started with an introduction by the Principal as member secretary of the BoG. The Principal welcomed all the honorable members of the BoG and briefed the progress made by the college on the TEQIP II performance. After that each item in the agenda were taken for discussion and decision by the BoG.

**A1. Confirming the Minutes of the 20th Meeting of the Board of Governors held on 01-07-2017 at CAPE Head Office, Trivandrum.**

**Discussion:** The Minutes of the 20th Meeting of the Board of Governors of the TEQIP Phase II of COE, Thalassery held on 01-07-2017 at CAPE Head Office, 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 (Page No: 13)** for confirmation. The BoG is requested to consider the Minutes for approval.

**Conclusion**: The minutes of the previous meeting held on 01-07-2017 was approved.

**[Action by:** Principal**]**

**Part B**

**Items for Discussion, Consideration and Approval in the 21st BoG Meeting**

**Item B1. Four fund utilization**

**Discussion:** BoG discussed four fund utilization.

**Conclusion/Resolution/Recommendation/Decision:** BoG discussed about four fund utilization and BoG gave permission for the utilization of the same. BoG proposed guidelines of the utilization of maintenance fund and various academic activities. Guidelines are attached Annexure 1.

**[Action by: Academic Coordinator/Finance Coordinator/Principal]**

**Item B2. Ratification of expenditure of Laptop repairing**

**Discussion:** BoG discussed Ratification of expenditure of Laptop repairing.

**Conclusion/Resolution/Recommendation/Decision:** BoG ratified an amount of Rs. 3,750/-

**[Action by: Principal]**

**Item B3. Ratification of expenditure incurred from Corpus Fund**

**Discussion:** TheBoG discussed ratification of expenditure incurred from Corpus Fund

**Conclusion/Resolution/Recommendation/Decision:** BoG ratified a total amount of Rs. 66,761/-

**[Action by: Principal]**

**Item B4. Consideration and approval of salary enhancement and arrear of Clerk cum Jr. Accountant and Data Entry Operator**

**Discussion:** TheBoG discussed Consideration and approval of salary enhancement and arrear of Clerk cum Jr. Accountant and Data Entry Operator**.** After the completion of thecontract date, ie 15th December 2017 the newly appointedcontract staffwill continue till the completion of the Project. For the appointment of the contract staff must conduct a fresh interview and the salary for the same must be as per the CAPE norms.

**Conclusion/Resolution/Recommendation/Decision:** BoG rejected the request.

**[Action by: Principal]**

**Item B5. Statutory Audit Report for the period from 01/04/17 to 31-07/2017**

**Discussion:** BoG discussed the detailed Statutory Audit Report for the period from 01/04/17 to 31-07/2017

**Conclusion/Resolution/Recommendation/Decision:** BoG discussed.

**[Action by: Principal]**

**Part C**

**Reports**

**Item C1. The status of fund position as on 30-09-2017**

**Discussion:** BoG discussed the fund status.

**Conclusion/Resolution/Recommendation/Decision:** BoG noted.

**Item C2. The status of four fund position as on 25-10-2017**

**Discussion:** BoG discussed the four fund status.

**Conclusion/Resolution/Recommendation/Decision:** BoG noted.

**Part D**

**Any other item with the permission of the Chair**

**Item D1. Returned security deposit and EMD of CNC Machine**

**Discussion:** BoG discussed.

**Conclusion/Resolution/Recommendation/Decision:** BoG suggested depositing the returned EMD & SD of CNC Machine in Plan fund for further utilization.

**Item D2. Letter received from R&D Coordinator**

**Discussion:** BoG discussed

**Conclusion/Resolution/Recommendation/Decision:** Faculty can present/publish papers in National/International conferences conducted by IEEE, ASME, ICI, etc or conducted by various Universities/Research institutes/IITs sponsored by IEEE, ASME, ICI, etc. Faculties are eligible for registration fee after producing original receipts for the same.

**Item D3. Clarification regarding MTech and PhD registration fee**

**Discussion:** BoG discussed

**Conclusion/Resolution/Recommendation/Decision:** BoG permitted to give MTech and PhD registration course fee as per the KTU norms

**Item D4. Request from the staff those who participated in Moodle course regarding the refund of recovered amount**

**Discussion:** BoG discussed**.**

**Conclusion/Resolution/Recommendation/Decision:** BoG directed to continue the status quo until the final verdict from the honorable High court of Kerala.

**The probable date of next BoG meeting:**

The next BoG meeting will be held in APRIL 2018 at CoE Thalassery.

**The meeting concluded at 2.00 pm with vote of thanks by Principal.**

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

Date: 31/10/2017

Place: Thalassery.