

**MINUTES OF 10th BOARD OF GOVERNORS MEETING HELD
ON 16.08.2014 AT 11.30 AM
IN THE CONFERENCE HALL, GEC, THRISSUR
(DRAFT)**

Agenda

1. Confirm the Minutes of the 9th Meeting of the Board of Governors held on 26/04/2014
2. Review the action taken on the decisions in the 9th Meeting of the Board of Governors
3. Presentation of Activity Report on Academics
4. Presentation of Report on Procurement
5. Presentation of Activity report by Equity Assurance Committee
6. Presentation of Report on Training.
7. Presentation of Report on IIIC and Finishing school
8. Presentation of Report on Civil Works.
9. Presentation of Report on Finance
10. Consideration of waiver of liquidated damage for NCB Items purchased
11. International Travel Support
12. Proposal under RUSA Project.
13. Any other item permitted by the chair
 1. Refund of publication fee/registration fee for paper publications by research scholars(students).
 2. Ratify the decision taken by the purchase committee 29/04/2014 for cancellation of the package Air conditioners (No 181)
 3. Cancellation of the package Interaction tools for ICT Classroom(No.175)
 4. Approval of proposals received from each department for taking AMC for the equipments purchased under TEQIP-II.

Members Present

1. Dr. M. Chidambaram, Professor, IIT, Madras (Chairman)
2. Dr. Satish Vasu Kailas, Professor, IIISc, Bangalore
3. Mr. Prasad K Panicker, Executive Director, BPCL, Kochi.
4. Dr.K.R.S. Krishnan, Senior Vice President, HLL Life Care Ltd., Thiruvananthapuram
5. Mr. M. Sheriff, Additional Secretary to Government, Higher Education Department
6. Mr. James Joseph, Additional Secretary to Government, Finance Department
7. Dr. K. Vijayakumar, Principal
8. Prof. Mary. C. Kurian, Professor, Department of Production Engg.
9. Prof. K. Varughese Job, Professor, Department of Mechanical Engg.

10. Prof. M.K. Anandavally, Professor, Department of Civil Engg.

Dr. J.Letha, Director of Technical Education, Thiruvananthapuram, Dr. Gopakumar V, Director, State Project Facilitation Unit, Thiruvananthapuram, have informed their inability to attend the meeting due to pre-occupations. Prof. M. Chidambaram, Chairman, BoG presided over the meeting.

Following decisions were taken at the meeting.

1. Confirm the Minutes of the 9th Meeting of the Board of Governors held on 26-04-2014

The minutes of the previous meeting held on 26/04/2014 was confirmed

2. Report on the action taken on the decisions in the 9th Meeting of the Board of Governors

Reviewed the actions taken on the decisions in the 9th Meeting of the Board of Governors and the following suggestions are noted for further actions.

- Dr.M.Chidambaram and Dr. Satish Vasu Kailas suggested writing to the faculty abroad for networking with institutions abroad. Interested faculty members who would like to visit abroad may be encouraged to conduct such visits and receive training in their area of interest.
- BoG Chairman suggested to arrange QEEE classes by the faculty from GEC Thrissur for the students of other colleges in Kerala, so that the syllabus will match.

3. Report on the activities of the Academic unit

Dr. Sheeba V.S. Nodal Officer presented the report on Academics.

IISc visit: Dr. Satish Vasu Kailas offered help to arrange lab visit at IISc for interested faculty members

Publications: BoG suggested to include the details of the technical papers communicated to the journals and conferences in addition to the papers presented/published.

BoG also suggested to give marks to M.Tech students who communicate/ present technical papers in conferences and arrange presentations of the presented papers by the MTech students to the BTech Students, which will motivate the undergraduate students in writing technical papers. Technical clubs of this college should conduct classes, Matlab etc.

Placement: BoG suggested to prepare Placement percentage of students with respect to the students passed. Percentage of the students opted for higher studies can also be included. The sponsored PG students and students placed in Engg colleges can also be included in the list of the PG students placed

R&D activities: BoG approved the six new Research Seed Money Proposals received from various departments evaluated by the Research screening committee and RGC of the college.

Arrange workshops to get new research projects. The details of the projects submitted to the funding agencies are to be included in the next BoG report

4. Report on the activities of the Procurement unit

Prof. K.V. Manojkumar, Nodal Officer presented the report on procurement.

Procurement activities are nearly complete and the remaining packages to be completed before December 2014.

5. Report on activities of Equity Assurance Programme Unit

Prof. K.R.Saseendran presented the report on Equity Assurance Programme

Presented the activities report and the details of students identified and attended remedial classes during last academic year. BoG suggested for getting more attendance and arranging classes for the students who need remedial classes for improvements in examinations.

Also he presented the result analysis of students who attended remedial classes conducted for semester S3 and S5 and Remedial classes planned for the failed students.

BoG approved the plan for remedial classes from August to December 2014.

6. Report on activities of Training unit

Prof. M.T. Rajappan Pillai, Nodal Officer presented the report on training activities.

He presented the details of training undergone and in house training programmes conducted from 26-04-2014 to 14-08-2014 after the last BOG meeting.

- Number of faculty who have attended
 1. External Training Programmes in subject domain: 9
 2. External Training Programmes in other domains: 1
 3. Training in Management Capacity Enhancement : 5
- Number of Technical Staff who have attended
 1. External Training Programs : 2
- Number of In house training programmes conducted for faculty in subject domain (minimum 3 days duration) :1
- Number of In house training programmes conducted for Technical staff: 1

He also presented the training plan for the period September to December 2014 and it was approved by the BOG.

7. Report on activities of III Cell and Finishing school

7.1 Activities of III Cell

Prof. Pradeep M Kamath presented the report on III Cell

BoG suggested to modify the MoU template and form a standard template as that of IITs. MoU templates may be formed which is beneficial to the college. Requirements of local

industries/institutions may be taken for student projects. BoG Suggested to Tie up with EDP to start a product realization.

BoG approved the Plan of III Cell activities from August to December 2014.

7.2 Activities of Finishing school

BoG approved the training program planned by Training & Placement Cell during Sept- Dec 2014 for *Second, Third and Final Year* students as a part of Finishing School activities under TEQIP Phase II, approximate cost expected is Rs.970000/-.

8. Report on activities of Civil Works unit

Prof. M.K. Anandavally presented the report on Civil Works and informed the completion of all the five packages in all respects including payment.

9. Report on Finance

Dr. P Reji presented the report on finance with the statements showing the current position of funds utilized against the allotted funds. Also presented the position of four funds established.

10. Consideration of waiver of liquidated damage for NCB Items purchased.

Prof. K. V. Manojkumar mentioned about present status of the 2 NCB items purchased, namely Gas Chromatograph, Energy meter test station for consideration of waiver of liquidated damage and BoG directed to draft a letter to NPIU regarding this matter.

11. International Travel Support

- Approved the proposals for international travel under ITSS.
 1. Mr. Sinith M S, Asst. Professor ECE Dept., to present a paper “Comparison Of Adaptive Filters For Wavelet Generation” in an International Conference on Signal Processing & Multimedia Application, at Vienna, Austria on August 28th to 31st 2014.
 2. Mr .Ajay James, Asst. Professor CSE Dept., to present a paper in the 8th edition of the International conference on interdisciplinary in Engineering, Inter –Eng 2014, on 9th and 10th October, 2014 to be held at “Petru Mailor” University of Tirgu-Mures, Romania.
- Ratified the decision made by the finance committee to release the amount incurred for actual expenditure by the international travel under ITSS made by Mr. Ajay James, Ms. Anjana R and Ms. Sajeena Beevi B.

12. Proposal under RUSA Project.

Prof. K. V. Manojkumar, RUSA coordinator gave a presentation about the RUSA Project – A Centrally sponsored scheme under MHRD, Government of India.

BoG ratified the proposal worth 7.5 crores over the first 3 years of the scheme spanning the present five year plan submitted by the institution to the State Higher Education Council, Government of Kerala.

13. Any other item permitted by the chair

- 1) Refund of publication fee/registration fee for paper publications by research scholars(students) was not considered by BoG as there was no financial assistance to the students for paper publication under TEQIP-II
- 2) Ratified the decision taken by the purchase committee on 29/04/2014 for cancellation of the package Air conditioners (No 181)
- 3) Directed to draft a letter to NPIU for taking a decision in cancellation of the package Interaction tools for ICT Classroom(No.175)
- 4) Approved the proposals received from each department for taking AMC for the equipments purchased under TEQIP-II.

Meeting came to an end at 2.00 PM