

**MINUTES OF 11th BOARD OF GOVERNORS MEETING HELD
ON 29.11.2014 AT 11.30 AM
IN THE CONFERENCE HALL, GEC, THRISSUR**

Agenda

1. Confirm the Minutes of the 10th Meeting of the Board of Governors held on 16/08/2014
2. Review the action taken on the decisions in the 10th 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 IIC and Finishing school
8. Presentation of Report on Civil Works.
9. Presentation of Report on Finance
10. Any other item permitted by the chair

Members Present

1. Dr. M. Chidambaram, Professor, IIT, Madras (Chairman)
2. Dr. Satish Vasu Kailas, Professor, IIISc, Bangalore
3. Mr. M. Sheriff, Additional Secretary to Government, Higher Education Department
4. Mr. James Joseph, Additional Secretary to Government, Finance Department
5. Dr. K. Vijayakumar, Director of Technical Education(In charge)
6. Prof. T. Krishnakumar, Principal (In charge), GEC, Thrissur.
7. Prof. Mary. C. Kurian, Professor, Department of Production Engg.
8. Prof. K. Varughese Job, Professor, Department of Mechanical Engg.
9. Prof. M.K. Anandavally, Professor, Department of Civil Engg.
10. Dr. SukeshKumar, Mentor, GEC, Thrissur

Dr. Gopakumar V, Director, State Project Facilitation Unit, Thiruvananthapuram, Sri. Prasad K Panicker, Executive Director, BPCL, Kochi, Dr. K.R.S. Krishnan, Senior Vice President, HLL Life Care Ltd., 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 10th Meeting of Board of Governors

The minutes of the previous meeting held on 16/08/2014 was confirmed.

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

Reviewed the actions taken on the decisions in the 10th meeting of the Board of Governors and the following suggestions are noted for further actions.

- Regarding publications (Annexure 3.1), Prof. Satish Vasu Kailas has asked to ensure that the communicated papers were published in journals.
- Since the rules and regulations differ among research funding agencies, Prof. Satish Vasu Kailas suggested that the formats could be collected and made available centrally. He added that the college should seek the help of project advisors from funding agencies and faculty of IITs and IISc for the preparation of project proposals by way of giving training to our faculty.
- The BoG suggested that in purchase procedures relating to funded research, permission to follow TEQIP guidelines should be sought from Government by sending a detailed report on this matter.
- The Chairman, BoG suggested that a follow up action is required with regards to the decision from NPIU regarding Energy meter/Gas chromatograph. Regarding the purchase of library books, the Chairman recommended that a letter has to be send to NPIU requesting the closure of the package. He also suggested that the order placed for Interaction Tools for ICT Classroom may be cancelled.
- Regarding the MoU template modification Prof. Satish Vasu Kailas suggested that the new MOUs can be made with a unified template model .

3. Report on the activities of the Academic unit

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

Faculty Visit at IISc, Bangalore: Prof. Satish Vasu Kailas suggested that inform him about the labs that our faculty would like to visit at IISc, Bangalore and so that the visit could be planned in January 2015. The faculty could be split into several groups and sent each groups separately so that providing accommodation in campus would be easier.

Accreditation: BoG suggested that the R&D should be strengthened in view of accreditation. Also BoG had given permission for remitting the fee for the accreditation of the 13 courses.

Publications: BoG suggested that the publications should be categorized into paid and unpaid journals and has asked to present them as a list. They added that more workshops on preparing manuscripts/papers are to be arranged.

Placement: BoG suggested to keep track of the students not placed from campus. BoG was concerned about the low placement in Mechanical Engineering despite of their good academic performance. The Mentor- TEQIP, Dr. Sukesh Kumar suggested that students failing in practical examinations must be given special training before their next appearance.

Membership in Professional societies: Dr. Sukesh Kumar enquired as to whether academic activities are taking place under IEEE/ISTE. He suggested that all such activities and the

minutes relating to them should be properly documented for the accreditation process. The DTE pointed out that the activities of IE were not included in the list presented.

4. Report on the activities of the Procurement unit

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

Consideration of waiver of liquidated damage for NCB Items purchased : Regarding the NCB items 1. Energy Meter Test Station (Package No.55) 2. Gas Chromatograph (Package No.58) Nodal officer reported in the BoG meeting that letter was sent to NPIU and we are awaiting reply from NPIU.

Regarding the completion of purchase of Library books (Package. No:167) BoG directed to report the matter to NPIU.

Regarding the purchase of Interactive Tools for ICT Classrooms it was reported that we are awaiting reply from NPIU.

5. Report on activities of Equity Assurance Programme Unit

Prof. K.R.Saseendran, Nodal Officer presented the report on Equity Assurance Programme activities and the details of students identified and attended remedial classes during last academic year.

Remedial Classes: The Chairman, BoG suggested that the efforts to bring non-performing students to remedial classes should be continued by convincing them that these are for their own benefits. BoG suggested for getting more attendance, arrange classes for the students who need remedial classes for improvements in examinations.

Also he presented details of remedial classes conducted for semester S3, S5 and S7 and for the failed students.

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 after the last BOG meeting. He also presented the training plan for the period January to March 2015 and it was approved by the BOG. Dr. Sukesh Kumar insisted that all faculty, staff and ministerial staff should attend at least one training.

7. Report on activities of III Cell and Finishing school

Prof. Vinod P Rapheal, Finishing School coordinator, presented the report on III Cell and Finishing school activities

Finishing School activities: The BoG emphasized the importance of soft skills, right from the beginning of the course. The meeting discussed the possibility of introducing soft skills development sessions throughout the BTech course duration. BoG suggested that some best practices on training can be adopted from CET.

BoG approved the plan of III Cell activities from January to March 2015.

8. Report on activities of Civil Works unit

Prof. M.K. Anandavally, Nodal Officer presented the report on Civil Works. The BoG approved the new proposals from 7 departments for a total estimated amount of Rs. 12.91 lakhs.

9. Report on Finance

Dr. P. Reji, Nodal Officer 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.

BoG suggested that it could be planned as to whether any amount can be re-appropriated in consultation with SPFU.

10. Any other item permitted by the chair

International Travel Support

- Approved the proposals for international travels (under ITSS) of Dr. Jithesh P K, Asst. Prof in Mechanical Engineering Department for presenting a paper in the 6th international conference on 'Fundamental and development of fuel cells – FDFC 2015' from 3-5, February 2015 at Toulouse, France and Mr. Joseph K.D., Asst. Prof. in Electrical & Electronics Department for presenting a paper in the 10th Asian Control Conference 2015 from 31st May to 3rd June at Kota, Kinabalu, Malasia.
- Regarding cancellation of International Travel for paper presentation sanctioned in the previous BoG Meeting for Mr. Ajay James, Asst. Professor in CSE Dept. in the 8th edition of the International Conference on Interdisciplinary in Engineering -2014, on 9th and 10th of October, 2014 held at "Petru Maior" University of Tirgu-Mures, Romania,

the BoG suggested that registration fee could be refunded. Regarding the refund of the rest of the expenses, BoG had suggested to send a letter to SPFU.

Honorarium to the external expert for the STTP : The BoG approved for the release of Rs. 5000/- per day as honorarium to the faculty from Centre for Development Studies – Trivandrum, which is nationally reputed ICSSR research institute, appointed as external expert for conducting the Short Term Training Programme on “Data Analysis in Research using Statistical Software” from 15th to 19th December 2014. The BoG recommended that a list of such renowned institutes could be maintained.

Doctoral Committee Meeting: The BoG granted permission for the appointment of Dr. Pradeep Kumar, faculty from IISST, Trivandrum as external member, required for the conduct of Doctoral Committee meeting on 03/12/2014 for the research students.

Regarding the external expert for work on blood transient flow (hemodynamics)) under the guidance of Dr. Sumam K S, Assoc. Prof in Civil Engineering department), BoG suggested that the faculty member organizing the DC meetings might preferably select the external expert from IITs/IISc or equivalent institutions, If they could not find suitable external experts from IITs/IISc or equivalent institutions, then external members for DC meeting can be selected from the NITs or equivalent institutions. In this matter, BoG suggested that Dr. Sumam K S should try her best to find out the expert from IIT/IISc itself.

The BoG ratified the Doctoral committee meeting conducted by EEE department, in which the external member was appointed from NIT, Calicut as they got the suitable expert member for the relevant area.

Meeting came to an end at 2.00 PM