

**MINUTES OF 13th BOARD OF GOVERNORS MEETING HELD
ON 16.07.2015 AT 11 AM
IN THE CONFERENCE HALL, GEC, THRISSUR**

Agenda

1. Confirm the Minutes of the 12th Meeting of the Board of Governors held on 07/03/2015
2. Review the actions taken on the decisions in the 12th 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, IISc, Bangalore
3. Prof. V. Santhakumari, Senior Joint Director, Directorate of Technical Education
4. Dr. A. Sukesh Kumar, Mentor, GEC, Thrissur
5. Dr. K. P. Indiradevi, Principal, GEC, Thrissur.
6. Prof. Mary. C. Kurian, Professor, Department of Production Engineering.
7. Dr. Sajikumar N., Professor, Department of Civil Engineering.
8. Dr. Nandakumar M., Professor, Department of Electrical and Electronics Engineering.

Mr. M. Sheriff, Additional Secretary to Government, Higher Education Department, Mr. James Joseph, Joint Secretary to Government, Finance Department, Dr. K. Vijayakumar, Director of Technical Education, 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 preoccupations.

Prof. M. Chidambaram, Chairman, BoG presided over the meeting.

The meeting started with a silent prayer followed by an introductory address by the Principal Dr. K. P. Indiradevi.

Following decisions were taken at the meeting.

1. Confirm the Minutes of the 12th meeting of Board of Governors

The minutes of the previous meeting held on 07/03/2015 were confirmed.

2. Report on the action taken on the decisions in the 12th meeting of Board of Governors

Reviewed the actions taken on the decisions in the 12th meeting of the Board of Governors and the following suggestions are noted for further actions.

- In reply to the query of the Chairman, BoG regarding the possibilities of Faculty members & TEQIP PhD scholars visiting/working in IISc/IIT Labs for short sessions of one or two months, Prof. Sathish Vasu Kailas said that it was possible.
- The Chairman, BoG, while distributing the letters of appreciation to the Heads of Departments of CE, ECE, ME, EEE and CHE for their students securing university ranks, emphasized that other departments should also strive towards achieving excellence in exams.
- The Chairman, BoG, prompted by the power failure that happened during the meeting, remarked that solar panels could be installed in the Principal's office. He added that a feasibility- study team (possibly comprising of the faculty from the departments of Mechanical and Electrical Engineering) could visit IIT, Madras and catch on to the installations there.
- Regarding remedial classes, Prof. Satish Vasu Kailas suggested that peer groups of 5-7 students should be formed in all classes.
- Dr. A. Sukesh Kumar, Mentor, TEQIP suggested that for every activity planned in ATR, the details, such as persons coordinating the activity and actions initiated need to be mentioned. He also added that the Language Lab needs to be made functional.
- Regarding the Liquidity Damage (LD) deposit of the Energy Meter Test Station package purchased from M/s Perkin Elmer India Pvt Ltd, Prof. Satish Vasu Kailas suggested that the LD should be sent to the company by registered post to with acknowledgement due.

3. Report on the activities of the Academic unit

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

Publications: Regarding publications, Prof. Satish Vasu Kailas strongly opposed the practice of publishing in paid journals. He suggested that faculty from IISc/IITs could be invited to give guidelines for publishing papers in reputed international journals. The Chairman, BoG suggested that publications could be made in good Indian journals as well. He added that a college in-house journal could also be started.

Placements: The Chairman, BoG had asked to make a comparison in the placement in our college with other Government colleges, especially CET, Trivandrum.

Transition Rate: The BoG appreciated the improvement in the transition rate/ pass percentage of students.

GATE 2015: The BoG recommended that commendations should be bestowed upon students securing top ranks in GATE.

Revision of the M Tech courses under Kerala Technological University: The expenditure on syllabus revision workshops conducted for all M Tech programs within the “Thrissur cluster” of Kerala Technological University for an amount of Rs. 2.5 lakhs has been ratified.

Also the BoG gave ratification for the expenses incurred for the cluster level meetings on 05/05/2015, 16/06/2015, 25/06/2015 & KTU inspection on 10/06/2015.

Academic Council in departments: The BoG approved the list of members of Academic councils formed in all the seven Engineering departments.

International travel grants under TEQIP: The list of external experts included in the screening committee of International Travel Support Scheme (ITSS) was approved by the BoG. The BoG also approved the proposals for financial assistance to the following faculty for international travel towards attending conferences under International Travel Support Scheme (ITSS).

1. Bobby K George, Asst. Prof. in PE Dept
2. Ramesh Kumar P, Asst. Prof. in EEE department
3. Lisy E R, PhD Scholar(QIP) in EEE department

The BoG also suggested that, the faculty members who put forth requests for financial assistance towards attending international conference should be having at least one publication in a journal, prior to their requests. The Chairman, BoG added that faculty could seek funding from agencies such as AICTE, UGC and DST also, for international travel assistance.

Alumni : Regarding the interaction with alumni, the Chairman, BoG suggested that the top positioned alumni of each department could be invited to campus for interaction with students. He added that such events could also turn out as opportunities, of them being the prospective employers of our students.

Presentation by Heads of Departments: The BoG suggested that HoDs can present the overall departmental activities in BoG meetings. Due to time constraints, it was decided that one departmental presentation could be included in the agenda of every BoG meeting.

Research and Development: BoG approved the workshop on preparation of proposals for funding agencies by ESCI, Hyderabad has been planned for the Seed Money Projects investigators during August 2015 and directed to conduct the workshop as in house Short Term Training Programme coordinated by Prof. Mary C Kurian, R&D Coordinator, also Professor in Production Engg. dept. as the expenditure in this regard will be less than the expenditure for faculty members attending the workshop at ESCI, Hyderabad.

4. Report on the activities of the Procurement unit.

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

The BoG approved the new proposals for the following packages.

- (1) Flatbed scanner - Goods package no. 186
- (2) Modelling template and tool software - Goods package no. 187.

The BoG also approved the cancellation of the App Specific workstations - Goods package no. 185 worth Rs. 6,94,000/-. It was decided to combine the allocation of this package with the unutilized amount for fresh proposals.

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 plans for remedial classes to be conducted in the ongoing semesters. The BoG approved the plans for remedial classes and directed that these classes should begin at the earliest.

6. Report on activities of Training unit

Prof. Jose Sebastian T.K., Nodal Officer presented the report on training activities

The BoG ratified the training programmes attended by faculty members, which were not included in the previous training plan (plan from April to June 2015) and the in-house STTP on Control in Power Electronics on 14-17 July 2015 organized by Jaison Mathew & Uma Syamkumar from EEE department. The training plan for external training programmes and in-house short term training programmes for the period from July to October 2015 were also approved by the BOG.

7. Report on activities of III Cell and Finishing school

Prof. Pradeep. Kamath, III Cell coordinator, presented the report on activities of III Cell.

The BoG approved the plan of activities of III Cell scheduled during July to October 2015. The BoG also approved the hospitality expenses of Rs. 89000/- incurred on Industries persons for campus placement.

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

The BoG approved the following training programmes planned by the Finishing School:

Training programmes organized by placement cell : (1) A three days training program, on *Numerical analysis, Interview skills and group discussion*, planned to be conducted for pre-final year students in July 2015 with an approximate expenditure of Rs. 400000/-. (2) A two days training program on Leadership qualities and communication skills proposed for second year students in September 2015 with an approximate expenditure of Rs. 3, 60, 000/-.

Intensive training program : A five days intensive training program on **AutoCAD** during 20-24th July 2015, planned by department of EEE for the unemployed B. Tech (course completed) students (approx. 40) of our institution with an approximate expenditure of Rs. 65,000/-.

The BoG enquired into the possibilities of redesigning such training programmes on soft skills development in a way that they are conducted as a continuous program from the third year of study onwards. The BoG directed that an evaluation of students attending such programs should be taken before and after the training programs so as assess the effectiveness of those programs. Prof. Satish Vasu Kailas added that feedback from the employers of students who had attended such programs would also help in assessing the effectiveness of those programs.

8. Report on activities of Civil Works unit

Dr. C. V. Lal, Nodal Officer presented the report on Civil Works.

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 and the position of four funds established.

The reallocated budget for funds remaining under TEQIP was approved by the BoG and it is given in the table below:

Sl. No	Activity of Expenditure	Total Budget Provision out of Rs. 1000 Lakh	Reallocated Budget including Interest
1	Improvement in teaching, training and learning facilities – Procurement	550	550
2	Assistantship for increased enrolment in existing and new PG	100	81
3	Enhancement of R&D and Institutional Consultancy activities	20	79
4	Faculty and Staff Development (FSD)	100	102
5	Enhanced Interaction with Industry	40	19
6	Institutional Management Capacity Enhancement	30	24
7	Academic Reforms	20	59
8	Academic Support for weak students	40	43
9	Incremental Operating Cost	100	52
		1000	1009

10. Any other item permitted by the chair

10.1 Preparation for NBA Accreditation:

It was decided in the meeting that fees for accreditation process for all the programs should be remitted by 15th of August 2015. The BoG also gave the consent for the expenses relating to the trip of two faculty members to AICTE, Delhi in connection with the correction of titles of M.Tech courses in the records of AICTE.

10.2 Utilization of Items Procured under TEQIP

The Principal informed that the utilization of equipment purchased under TEQIP is being verified internally and the report will be presented in the next BoG meeting.

10.3 Course fee for faculty from other colleges attending our training programs

The BoG approved the proposal to reduce the fees collected from faculty belonging to other TEQIP funded colleges, attending our training programs, to Rs. 1000/- which is the same as the training fees collected from non-TEQIP organizations.

10.4 Conversion of staff appointed in TEQIP Office

The BoG approved the request of Ms. Saritha Pushkaran appointed in TEQIP Office as Jr. Accountant cum clerk to be converted from daily wages basis to contract basis with effect from 25/04/2015.

10.5 ITSS

The BoG approved an amount of Rs.1,98,000/- to Mr. Rajesh Vanchippura, Asst. Prof. in Mechanical Engineering for the expenditure incurred for the international travel he had made.

10.6 Refund of Registration fee

The BoG approved the reimbursement of registration fee to Ms. Shibily Joseph, PhD Scholar (QIP), EEE Dept as her paper had appeared in the proceedings.

10.7 Workshop on IDP Revision:

The BoG ratified the expenditure incurred on the workshop conducted for preparing the revised IDP on 29/06/2015.

10.8 Approval of Revised IDP

The revised IDP document was approved by the BoG.

10.10: Conversion of Full time TEQIP research scholar to Part Time scholar / Scholars dropping out of the course.

The Chairman, BoG had requested the college to frame rules regarding such conversions/drop outs. He added that these candidates could be asked to make a refund of the scholarship received if they do not make a progress in six years.

The meeting ended at 3.30 pm.