

**MINUTES OF 14<sup>th</sup> BOARD OF GOVERNORS MEETING HELD  
ON 20.11.2015 AT 10 AM  
IN THE CONFERENCE HALL, GEC, THRISSUR**

**Agenda**

1. Confirm the Minutes of the 13<sup>th</sup> Meeting of the Board of Governors held on 16/07/2015.
2. Review the actions taken on the decisions in the 13<sup>th</sup> 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. Vidyasagar K., DTE Nominee
4. Dr. A. Sukesh Kumar, Mentor, GEC, Thrissur
5. Dr. K.R.S. Krishnan, Senior Vice President, HLL Life Care Ltd., Thiruvananthapuram
6. Dr. K. P. Indiradevi, Principal, GEC, Thrissur.
7. Prof. Mary. C. Kurian, Professor, Department of Production Engineering
8. Dr. Sajikumar N., Professor, Department of Civil Engineering.
9. 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, have informed their inability to attend the meeting due to preoccupations.

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

The meeting started with the Principal's address in which the details of expenditure so far and the preparations towards NBA accreditation regarding the uploading of SARs were included

Following decisions were taken at the meeting.

**1. Confirmation of the Minutes of the 13<sup>th</sup> meeting of Board of Governors**

The minutes of the previous meeting held on 16/07/2015 were confirmed.

## **2. Report on the action taken on the decisions in the 13<sup>th</sup> meeting of Board of Governors**

Reviewed the actions taken on the decisions in the 13<sup>th</sup> meeting of the Board of Governors and the following suggestions are noted for further actions.

- The Chairman, BoG, suggested that all the faculty members who had utilized ITSS should give presentations in the college on their return. He enquired as to whether this is being done by the faculty who had availed ITSS.
- The Chairman, BoG, queried on the usefulness of the workshop organized for seed money proposal preparation by ECSI, Hyderabad, to which the faculty members who had attended the workshop responded that it was not conducted properly with the resource persons being, not up to the mark and that the sessions were not at all productive. The BoG insisted that a letter should be send to the Director, Institute of Engineers, informing all these issues. The Chairman also suggested that a one day program can be planned by inviting faculty from IISc, Bangalore/IITs who could share their experiences/ advices on preparing proposals and also furnish the details of funding agencies. The Chairman, BoG then suggested that he should be contacted on this regard in the coming week. Dr. Sajikumar N. was entrusted to email the BoG, Chairman.
- Regarding the purchase of 3 packages approved in the last BoG Meeting, the Principal informed the BoG that PMSS has been blocked and an email from NPIU has suggested to go ahead with the manual procedure.
- Regarding the query of the BoG on the conduct of the two training programs under Finishing school, the nodal officer informed that since the concurrence of PMSS regarding the consultants identified has not been received, the programs could not be conducted. Dr. K.R.S. Krishnan suggested that a panel/ committee may be constituted to evaluate the prospective trainees and that the training could be taken up based on their assessment. The Mentor, TEQIP, Dr. Sukesh Kumar A. suggested that preparations regarding procurement/services could be made to such an extent that supply/ purchase orders are also placed before 31/12/2015.
- Regarding the suggestion of the BOG on approval for ITSS, that the faculty applying for international travel should have atleast one journal publication, prior to the application, Dr. Satish Vasu Kailas commented that one manuscript should at least be sent to a peer- reviewed journal, so that one learns from the process and the review report.

- Regarding the lab visit to IIT, Madras requested by Mubarak A.K, Asst. Professor, Dept. of Mechanical Engineering, the Chairman BoG suggested that the consent from the faculty, Prof G. Rajesh should be obtained and also that, an email to be send to the Chairman, BoG, so that he can look into prospects of them getting accommodation in the campus.
- Regarding publication in peer- reviewed journals, the BoG congratulated the faculty who had published in journals and recommended a record of appreciation to them. The BoG also suggested that indirect incentives in the form of book allowance or aid in developing labs/new proposals/attending one more conference may also be considered for that faculty, if Research fund is available.
- The Chairman BoG, regarding the discussion on interaction with alumni, suggested that a Distinguished Achievement Award may be conferred on alumni with outstanding achievements in various pursuits considering the last 20 years. A committee can be formed to collect bio-data of renowned alumni : Entrepreneur/ Industrialists/ Academicians and an expert panel having members from IISc, Bangalore, IITs and industry can be constituted to assess the achievements of the nominees.
- On BoG's query regarding the accreditation of the 2 MTech courses having corrections in their titles, the Principal informed that the AICTE, now demands the submission of new NOCs for the courses. The Principal also added that a request on this regard has been send to the University and the Government of Kerala. The BoG discussed the issue and advocated the need to send a letter immediately to AICTE mentioning that the issue regarding correction of titles has been discussed in the BoG and that the college should not be penalized for this, in their preparation for the NBA accreditation process.
- Regarding the data of remedial classes presented, the BoG insisted that a uniform data format must be circulated among departments for data collection and that the number of beneficiaries should be included.

### **3. Report on the activities of the Academic unit**

*Dr. Sheeba V.S. Nodal Officer* presented the report on academics.

**Publications:** Regarding publications, the BoG suggested that International conferences held in India and the international conferences abroad should be shown separately.

**IISc, Bangalore / IIT visits:** The BoG suggested that faculty could plan lab visits of duration one to two weeks to IIT/ IISc and upto 2 months during summer vacation. The BoG suggested that newly joined faculty should be given preference. The Chairman, BoG added that the faculty who have just retired from IIT, Madras could be invited to come over to the college (with accommodation and honorarium) and stay back for a period, so that they can train our

faculty for preparing proposals and project reports. The Chairman assured that he could ask for the approval of the board. He also requested the Principal to initiate the procedure in this regard.

**Placements:** Regarding placements, Prof. Satish Vasu Kailas queried as to whether the students recruited from campus are given appointment letters and the situation is not that they are placed on bench by the companies. He added that the BoG would like to take a look at the statistics of the students who are not placed - either through campus/ or on their own/higher studies, for the past 3 years. The BoG expressed concern over the lesser number of placements in the PG stream.

**Transition rate and pass percentage in the academic year 2014-15:** Finding the pass percentage in the Dept of ECE to be comparatively lower than other departments, the Chairman, BoG enquired as to whether failure rates are being high for certain specific subjects and requested to enlist the subjects with a pass percentage below 75% and also the names of faculty who had handled those courses. The BoG recommended those remedial sessions should be offered for such subjects and those remedial classes should not be handled by the same faculty handling regular classes. The Chairman, BoG exhorted the faculty of ECE and the HoD to honestly assess the situation and try to improve the student performance.

#### **4. Report on the activities of the Procurement unit.**

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

He had reported the status of packages in pipeline and he was unable to proceed with these packages as the PMSS website is not responding for the revision of plans.

The total expenditure under the Procurement activity head is reported as Rs.538.05 Lakhs.

#### **5. Report on activities of Equity Assurance Programme Unit**

**Prof. K. R. Saseendran, Nodal Officer** presented the report on Equity Assurance Programme activities. The details of remedial classes conducted so far and the plans till October 2016 were presented.

Regarding the Communicative English classes held, the BoG requested to attach the evidences for the classes held.

The BoG wanted the details of all the remedial programmes conducted in the departments and also requested for a course- wise pass percentage and result analysis of the end of the semesters from all the departments.

Regarding the Finishing school activities, the Chairman, BoG suggested that the experts from Finishing schools run by TCS and other such companies could also be invited.

The plans for remedial classes were approved by the BoG.

## **6. Report on activities of Training unit**

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

Regarding the training programmes attended and the plans, the BoG wanted the details of the breakup of expenditure towards training as in Travel/Registration/Accommodation. The training programmes which were not included in the earlier plan were ratified by the BoG.

The plans for external training programmes as in Annexure 6.2 for the period from November 2015 to February 2016 were also approved by the BOG.

The in-house short term training programme planned by the Department of Production Engineering in February 2016 was also approved by the BoG.

## **7. Report on activities of III Cell**

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

The BoG requested for the details/split up of the expenditure of the executive talk on Process simulation and the national workshop on Effluent treatment technologies conducted by III cell.

Among the IIIcell activities planned during November 2015- February 2016, the BoG approved the proposal for industrial visit for students. All the departments were asked to submit proposals for Visiting Executive programmes and Industrial training for faculty.

Regarding the norms for Boarding/Travel /Lodging & sundry expenses of students attending internship in industries, a new addition in the revised PIP, the BoG approved second class train fare for travel and a maximum of Rs.500 per student for other expenses. If the number of applicants are more, then they could be screened based on their marks and a preference for third year students could be given. The BoG suggested that the duration of the internship may be up to a maximum of one month and that the internship can be in public/private sector.

## **8. Report on activities of Civil Works unit**

*Dr. C. V. Lal, Nodal Officer* presented the report on Civil Works. He reported that all the civil work packages are completed and the total expenditure is Rs.45.12 Lakhs.

## **9. Report on Finance**

*Dr. P. Reji, Nodal Officer* presented the report on finance with the statements showing the TEQIP Fund utilization status as on 20.11.2015. The BoG suggested that the table of 9.1 must be modified by including the reallocated budget. The BoG requested for a detailed proposal on academic support for weak students (mentioned as item 8 in table 9.1). Dr. Sukesh Kumar A., the Mentor, TEQIP enquired as to whether 2% of the recurring expenditure of last two financial years have been equally distributed among 4 funds.

**10. Presentation of activities by Head of the Department of Electrical and Electronics Engineering .** Dr. Jayanand B. presented the activities of the Dept of EE. The BoG enquired as to whether about the utilization of the major equipment purchased under TEQIP and asked to include the list of such equipment in the presentation. The BoG added that future vision-i.e, some plan for future of the Dept., can be included gauging the strengths and weaknesses of the Dept and also suggesting ways to tackle the weaknesses. It was decided that the presentation in the next BoG meeting would be by the HoD, Mechanical Engineering.

**11. Registration fee/ Publication fee for the internal faculty members for the international conference during December 2015**

The BoG decided that the internal participants need not pay Registration Fee for the conference.

**12. Statutory Audit Objections for the financial year 2014-2015**

Regarding the audit objections, the Mentor, TEQIP stated that the direction of NPIU to SPFU is that - any statutory objections must be refunded. The amount can be used for some other proposal with a revised plan and requested a write up regarding this to the BoG.

**13. Any other item permitted by the chair**

Regarding the Accreditation process, Dr. Sukesh Kumar A., Mentor , TEQIP, exhorted all the HoDs and Coordinators to complete Mission- Vision –PO- PEO surveys, conduct programs to bridge gaps in syllabus, collect feedbacks, revamp college website and speed up all the preparations for the visits of the NBA team.