

**MINUTES OF 15<sup>th</sup> BOARD OF GOVERNORS MEETING HELD  
ON 11.03.2016 AT 1.00 PM  
IN THE CONFERENCE HALL, GEC, THRISSUR**

**Agenda**

1. Confirm the Minutes of the 14<sup>th</sup> Meeting of the Board of Governors held on 20/11/2015.
2. Review the actions taken on the decisions in the 14<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 Finance
9. Presentation of activities by Head of the Department of Mechanical Engineering.
10. Scholarship to MTech Students (2015 Admission)
11. Sanction of Excess Amount incurred as expenditure for the conduct of the International Conference on Emerging Trends in Engineering Science & Technology (ICETEST-2015)
12. 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. Dr. A. Sukesh Kumar, Mentor, GEC, Thrissur
4. Dr. K.R.S. Krishnan, Senior Vice President, HLL Life Care Ltd., Thiruvananthapuram
5. Dr. K. Vijayakumar, Director of Technical Education
6. Mr. M. A. Stephen, Additional Secretary to Government, Higher Education Department
7. Mr. James Joseph, Joint Secretary to Government, Finance Department
8. Dr. K. P. Indiradevi, Principal, GEC, Thrissur.
9. Prof. Mary. C. Kurian, Professor, Department of Production Engineering
10. Dr. Sajikumar N., Professor, Department of Civil Engineering.
11. Dr. Nandakumar M., Professor, Department of Electrical and Electronics Engineering.

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 Principal thanked the Chairman and Prof. Satish Vasu Kailas for taking time to interact with the students and staff of the college.

Following decisions were taken at the meeting.

## 1. Confirmation of the Minutes of the 14<sup>th</sup> meeting of Board of Governors

The minutes of the previous meeting held on 20/11/2015 were confirmed as there are no comments on the minutes from any member.

## 2. Report on the action taken on the decisions in the 14<sup>th</sup> meeting of Board of Governors held on 20/11/2015.

Reviewed the actions taken on the decisions in the 14<sup>th</sup> meeting of the Board of Governors and the following suggestions are noted for further actions.

<b>Agenda Item No: 2- ATR (Action Taken Report) on the decisions in the 14<sup>th</sup> BoG.</b>			
<b>No.</b>	<b>Decision Item</b>	<b>Action Taken</b>	<b>Observation/ Suggestion/ Action by BoG</b>
2.1	Presentation by the faculty who had availed ITSS.	The following faculty members who availed ITSS had done presentations in the college on their return. 1. Dr. Rajesh Vanchipura - ME Dept. 2. Dr. Bobby K. George – PE Dept. 3. Mr. Joseph K.D. – EEE Dept. 4. Ms. Lisy E.R. – EEE Dept. 5. Mr. RameshKumar P- EEE Dept. 6. Mr. Ajay James – CSE Dept.	Noted
2.2	One day program for seed money project investigators.	A one day workshop on ‘Preparation of Project Proposals’ and ‘Research Methodology’ was conducted on 12th January 2016. The research scholars, Research guides and faculty participated in the programme. Dr.M.Chidambaram, our BoG Chairman, Prof. S Ramanathan and Prof. Srirama Srinivas, eminent faculty members from IIT Madras were the resource persons.	Noted
2.4	<b>IIT Lab Visit</b>	Lab visit is scheduled to do experiments on supersonic nozzle flow in the Gas Dynamics lab in Aerospace Engineering, IIT Madras from 18-03-2016 to 21-03-2016 & 18-04-2016 to 30-04-2016. The lab visit team includes Mubarak A.K and two PG students from ME Dept	Noted
2.5	<b>Regarding publication in</b>	Letter of Appreciation is prepared to	The Chairman, BoG distributed

	<b>peer- reviewed journals</b>	hand it over to the concerned faculty members.	Letters of Appreciation to Dr. Jithesh, Asst. Professor, Dept. of Mechanical Engineering and Dr. Shalij, Asst. Professor, Dept of Production Engineering for publishing in peer-reviewed journals.
<b>2.6</b>	<b>Committee to assess the achievements of renowned Alumni</b>	A committee has been constituted to collect the bio-data of renowned alumni and steps have been taken to form an expert panel to finalize Distinguished Achievement Award.	The Chairman BoG, regarding the discussion on 'Distinguished Alumni Award' enquired into the details of the committee formed to collect bio-data and its progress. He suggested that a performa may put in website, which enlists the achievements of the alumni from their biodata, by way of publications, academic research and R&D, so that nominations could be invited from individuals/colleagues. The list of members of the expert committee to be submitted for approval.
<b>2.7</b>	<b>Accreditation of the 2 MTech courses having corrections in their titles</b>	AICTE has directed to get the NOC from Govt. Letter was sent to Govt. through DTE to issue the NOC for the courses with the modified names.	Noted
<b>Agenda Item No: 3 – Activity Report Academic</b>			
<b>3.1</b>	<b>Publications in Conferences</b>	International conferences held in India and the international conferences abroad are shown separately as per the suggestion from BoG.	Noted
<b>3.2</b>	<b>Placement</b>	The statistics of the students who are not placed for the past 3 years have been collected and given as <b>Table 3.2</b>	To get the details of the number of students who are placed on their offers, The Director of Technical Education suggested that the appointments should be routed through the college.

3.3	<b>Transition rate and pass percentage in the academic year 2014-15</b>	As BoG asked to enlist the subjects with a pass percentage below 75% in ECE dept, it was reported that, all subjects in S3 and S5 of ECE department are having pass percentage greater than 75%.	Noted
<b>Agenda item No: 4. Activity Report on Procurement</b>			
4.1	<i>Issue of supply/ purchase orders</i>	Purchase order issued for the package 'Flat Bed Scanner'. Another Package 'Fire and Safety System' is being initiated.	Noted.
<b>Agenda item No: 5. Activity report on Equity Assurance.</b>			
5.1	<i>Remedial plan</i>	Established an Academic Guidance Cell (AGC) for the conduct of remedial classes, Gate Coaching Classes, Step 4 You, SSP-Scholar Support Programmes. Remedial classes are conducted by Mechanical and Electrical & Electronics Departments and details are attached as <i>Annexure 5.1</i>	Regarding remedial classes, the Chairman enquired about the number of students who had passed/failed after attending remedial sessions. He suggested that remedial materials can be prepared and distributed among students/ made available in the web. He also enquired as to whether any counseling has been given students who had failed in first year Engineering Graphics paper.
<b>6 Agenda item No: 6. Activity report on Training Program</b>			
6.1	<i>Details of Training programmes attended and Training Plan</i>	The details of faculty/staff attended training outside is given as <i>Annexure 6.1</i> and Plan is given as <i>Annexure 6.3</i> incorporating the TA/DA and course fee separately.	Noted.
<b>7 Agenda item No: 7. Activity Report on IIC &amp; Finishing School</b>			
7.1	<i>Expert Talk conducted under III Cell</i>	The detailed expenditure with split up of the executive talk on Process simulation and the national workshop on Effluent treatment technologies is submitted as it was requested by the BoG	The BoG suggested to include the names of speakers.

7.2.1	<i>Visiting executive programmes and Industrial training for faculty</i>	The plan for Visiting Executive programmes and Industrial training for faculty and students is submitted, as the BoG asked to submit it.	Dr. K.R.S. Krishnan suggested that the industrial visits/trainings should lead to MOUs as industry will be benefitted by innovations from students. The problems faced by industries could be taken up as student projects at B.Tech and M.Tech.
9	<b>Agenda item No: 9. Activity Report on Finance</b>		
9.1	<i>Updations to Financial utilization statement</i>	Financial utilization statement is modified with the reallocated budget.	Noted
9.2	<i>Proposal on academic support for weak students</i>	As the BoG requested for a detailed proposal on academic support for weak students, submitted the detailed proposal for the conduct of student training programme on 'Positive thinking, Goal setting, Attitude development and Basic Communication skills' for MTech Students.	Noted.
9.3	<i>Four funds</i>	The details of deposited amounts in the four funds are given in the <b>Table 9.1</b> as the BoG enquired about it.	Noted.
10	<b>Presentation of activities by HoD of Electrical and Electronics Engineering.</b>		
	<i>Utilization of the major equipment purchased under TEQIP</i>	Included the utilization of the major equipment purchased under TEQIP in the next presentation by the HoD, Mechanical Engineering Department.	Observed and noted by the BoG
	<i>Vision &amp; Mission Strengths &amp; Weaknesses of the Dept.</i>	Directions are given to all HoDs to include future vision-i.e, some plan for future of the Dept., gauging the strengths and weaknesses of the Dept and also suggesting ways to tackle the weaknesses in the their presentation as it was requested by the BoG.	Observed and noted by the BoG
13	<b>Any other matter Permitted by the chair</b>		
13.1	<i>NBA Accreditation</i>	SAR uploaded for 7UG and 4PG courses. Mission and Vision, Revised Pos & PEOs are uploaded. Preparations for the visits of NBA Team is under Progress.	The Mentor, Dr. Sukesh Kumar enquired whether the website has been updated as in SAR and insisted upon an immediate update.

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

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

Enlisted the *Faculty Publications* from 20/11/2015 (14<sup>th</sup> BoG) to: 11/03/2016 (15<sup>th</sup> BoG) and presented the placement status of UG & PG students and reported that **327** students from B.Tech and **19** students from M.Tech got placed through campus placement. Also presented the transition rates in each department.

She reported that GEC Thrissur had bagged eight ranks in Calicut University B Tech Examination 2014 and 62 students scored Top 5% in 2014 B Tech Results. Also informed that the Student Branch of IEEE of Govt. Engineering College, Thrissur won IEEE Kochi Subsection Outstanding Student Branch Award 2015. BoG suggested that letters of appreciation should be awarded to University rank holders, student achievements in professional bodies/NSS and also to the corresponding faculty coordinators.

The following two proposals for international travel under International Travel Support Scheme (ITSS) were submitted for the approval from BoG and they are approved.

- i. Mr. Roy Francis, Assistant Professor, Dept of ECE to attend conferences held at Glasgow, UK
- ii. Ms. M.J. Laly, Assistant Professor, Dept of EEE to attend conferences held at Taipei, Taiwan

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

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

He reported that the Civil works with package No.184 is completed, Flatbed Scanner package is nearing completion (item being supplied) and the Modeling template and tools software package has been cancelled. Against the cancelled package, a new package - Fire and Safety System - is being initiated.

### **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, the plans for remedial classes from April to June 2016 and the plan for a training programme for M.Tech students in April 2016 were presented and approved by the BoG. As part of academic support to weak students, the BoG suggested that the training programs can be organized by all the departments.

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

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

He presented the external training programmes (under TEQIP) attended by the faculty members and in house short term training programmes conducted during the period from 21/11/2015 to 11/03/2016 BoG ratified the training programs attended and conducted as listed in Annexure 6.1 and 6.2 and approved the plans listed in Annexures 6.3 and 6.4.

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

*Dr. Pradeep. Kamath, III Cell coordinator*, presented the report on activities of III Cell. He presented the activities of III Cell during the period from November 2015 to February 2016.

Regarding the norms for Boarding/Travel/Lodging & sundry expenses of students attending internship in industries, the BoG asked to get directions from State Steering Committee.

The BoG approved the activities planned from March 2016 to June 2016 in Annexure 7.1.

## **8. Report on Finance**

*Dr. P. Reji, Nodal Officer* presented the report on finance with the statements showing the TEQIP Fund utilization status as on 08-03-2016, the four funds position as on 03/03/2016 and MFMR (Monthly Financial Management Report) for the month of February 2016.

The DTE informed the Finance Nodal Officer that tuition fee collected from students and remitted to Govt. for the last 4 years would be reimbursed to the college on request from the Principal, which could go to the fifth account opened in TSB.

## **9. Presentation of activities by Head of the Department of Mechanical Engineering.**

**Prof. Sunil Kumar** presented the activities of the Dept of ME. The BoG enquired about the utilization of the major equipment purchased under TEQIP and asked whether brochures were circulated to nearby industries. The BoG also enquired about the details of GATE qualified students. It was decided that the presentation in the next BoG meeting would be by the HoD, ECE.

**10. Scholarship to MTech Students (2015 Admission):** BoG decided to give assistantship to MTech Students, Rs. 8000/- per month from 11<sup>th</sup> March 2016 onwards.

**11. International Conference on Emerging Trends in Engineering, Science & Technology ICETEST – December 2015:** Decided to give financial sanction for the excess amount Rs.134691/- incurred as expenditure for the conduct of International Conference on Emerging Trends in Engineering, Science & Technology ICETEST-2015 during the period from 9<sup>th</sup> -11<sup>th</sup> December 2015.

## **12. Any other item permitted by the chair**

- 12.1. Regarding the Accreditation process, Dr. Sukesh Kumar A., Mentor, TEQIP, exhorted all the HoDs and Coordinators update college website and speed up all the preparations for the visits of the NBA team.

**Meeting came to an end at 3.30 PM**