

20th

Meeting of Board of Governors



Government Engineering College

Trichur-680 009

On

3rd May 2018 Thursday at 1.30 PM

In the Conference Hall

Minutes

20th MEETING OF BOARD OF GOVERNORS

ON 03.05.2018 AT 1.30 PM, IN THE CONFERENCE HALL, GEC, THRISSUR

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Members present.

1. **Dr. Ligy Philip, Professor, IIT Madras, Chairman**
2. **Dr. Satish Vasu Kailas, Professor IISc Bangalore**
3. **Shri. Anil Warriar, Head Recruitment, Amazon India, Bangalore.**
4. **Shri. James Raj, Additional Secretary Higher Education Department, GoK**
5. **Dr. Vrinda V Nair, Dean Research, APKAK Kerala Technological University**
6. **Dr. M. NandaKumar, Prof & Head, Electrical & Electronics Engg, GEC Thrissur**
7. **Dr. N. Sajikumar, Prof & Head, Civil Engg, GEC Thrissur**
8. **Dr. B. Jayanand, Principal, GEC Thrissur**

The principal welcomed the members of the reconstituted BoG and sought their creative interventions in future development of the institution as a centre of excellence. He also thanked all the earlier members for their whole hearted cooperation in implementing the project successfully and achieving cent percent utilization of the project fund. He also presented a brief summary of the project execution and laid out further plans for the sustenance activities in the next five years. The Chairman BoG expressed her desire in continuing with the achieved progress and also reminded that the teamwork should continue in moulding the institution as a Centre of Excellence that occupies a premier position among other institutions in the state and bring the institute to national visibility. The Chairman also stressed upon the need to obtain a high rank in the NIRF ranking, which being made mandatory from the next year onwards, and therefore has to be given the prime focus.

After the introductory session, the Principal submitted the 20th BoG agenda notes for discussion. The following decisions were made in the ensuing proceedings.

1. Confirm the Minutes of the 19th Meeting of the Board of Governors held on 27/03/2017

A copy of the Minutes of 19th Board of Governors meeting held on 27/03/2017 was circulated among the members and comments and suggestions on the same were invited. Since there were no changes suggested by any member, it was confirmed.

2. Review the actions taken report on the decisions in the 19th Meeting of the Board of Governors

Reviewed the actions taken on the decisions in the 19th meeting of the Board of Governors and the following suggestions are noted for further actions.

3. Framing of policy decisions for the usage of Four funds in TEQIP-II

It was decided by the BoG to approve the guidelines that have been drawn up. Refer Annexure 1 on page 8. The Programme Implementation Plan of June 2015 will be the basis for the activities being carried out during this period of sustenance of project.

4. TEQIP Staff maintenance for the period of usage of TEQIP-II four funds.

BoG ratified the action of the Principal in appointing the Junior Accountant Cum Clerk in the TEQIP office as per procedure outlined and decided to fix the salary as per the conditions laid out in the G.O.(P)No:56/2017/Fin dtd 28.04.2017, as Rs. 710/- per day. However, a monthly cap of Rs. 12,000/- has been fixed currently as per the norms existing in the state. It will be reviewed later depending on the amount of work involved.

5. Allocation of funds under TEQIP-II, *FOUR FUNDS*

It is decided that amount currently available may be spent in the ratio of 10% to the Institution (common facilities including non-engineering departments) and the remaining amount apportioned to the 7 engineering departments who were the beneficiaries in the project period in the respective ratio of student strength representation.

However, the chairman opined to devise a more representative division based on the performance of the department and revenue generated. It was decided to draw up such a division and get it approved in the next meeting. Till then the ratio suggested shall be followed.

6. Approval of activities under various heads.

The following proposals reviewed by the academic committee were submitted.

- submission received from Ms.Uma Syamkumar., Asst.Prof., EEE dept., & Mr.Suresh K.Damadaran., Asst.Prof., EEE Dept., for international travel under ITSS to present a paper at IEEE Region 10 Conference TENCON 2017 at Penang, Malasia from 05 -08 Nov 2017.
- proposals received from Ms. Smrithi K., and Mr. Hareesh A., Research Scholars of EEE Dept.,
- Proposal received from Mr.Manisankar B., M.Tech Power Electronics., EEE Dept., for reimbursement of Registration fee for paper presentation amounting to 300 Singapore dollars (Rs.14363/- Rupees Fourteen thousand three hundred and sixty three only).
- Proposal received from Mr. P.A.Abdul Samad, Asst.Prof., ME Dept., for reimbursement of Registration fee for presenting a technical paper “effect of air jet on bluff body stabilized flame : validation by simulation” for an amount of Rs.4000/- (Rupees four thousand only) in the international Conference ICETEST held at GEC Thrissur.
- Proposal received from Mr. Joseph K D., Asst.Prof., EEE Dept., for reimbursement of Registration fee for presenting a technical paper “effect of air get on bluff body stabilized flame : validation by simulation” for an amount of Rs.3400/- (Rupees three thousand four hundred only).
- The submission received from Mr. Joseph K.D., Asst.Prof., EEE Dept., for the reimbursement of fee for the professional body membership in IEEE for the year 2018.
- The proposal submitted by Dr.N.Sajikumar, Prof., CE Dept., for the reimbursement of Registration fee and TA/DA expenses incurred for attending and presenting a paper titled “Incorporation of GIUH into the SWAT Model in an International conference at IIT Madras during 10-12 Jan 2018.

a) BoG resolved to proceed with the ITSS schemes as per the existing procedure and forward to SPFU for further action. b) c) It was decided to reimburse the registration fee to the research scholars with respect to their paper presentation. d) e) BoG decided to accept proposal and proceed further in this matter. e) BoG decided to reimburse half the amount of the subscription amount. f) BoG decided to release the TA/DA expenses to Dr. N. Saji Kumar.

7. Release of Bank Guarantee

It is decided to release the bank guarantee submitted in lieu of the performance security by M/s Megger India Pvt. Ltd., Bombay in the case of the Package, Energymeter Test station.

8. O/A filed by Dr. Viswanath C. Narayanan, Dept. of Mathematics

It was decided by the Board of Governors to take appropriate decision as per rules under TEQIP-II and as per the advice of the National Project Implementation Unit, the same is still awaited.

9. Any other item permitted by the chair

The following items were considered and the decisions taken are as noted against.

1. Request from Dr. Jiji K S, Convener, ICETEST 2018 for funding the International Conference ICETEST 2018 amounting to Rs. 17,40,223/-

BoG decided to proceed with the proposal observing the existing rules of TEQIP-II to fund such events.

2. Fixing of Honorarium for IIT faculty for visiting faculty programme.

Decided to propose an amount of Rs. 10000/- per day for international faculty and get it sanctioned from the Government.

3. Starting of new PG programmes in CE department.

It was decided to proceed with the proposal for starting the PG course on Structural Engineering. Regarding the PG course on Health Safety and Environment Management, BoG decided to keep the proposal pending. A Detailed proposal including the syllabus and faculty handling the courses has to be submitted before a decision could be made.

4. Approval of committees for the utilization of TEIPQ-II FOUR FUNDS.

BoG approved the committee submitted by the Principal, for the period. The committee constitution is as per Annexure 2 Page 14.

Suggestions by BoG

1. As regards funding for presentation of papers in international conferences and journals, BoG suggested that

a) A faculty can be given Rs. 10,000/- per year maximum for presenting a paper in International conference held in India.

b) A faculty can be given a 50% of the total expenses incurred in presenting a paper in an International Conference outside India subject to a maximum of Rs. 50,000/- once in 3 years.

c) Students can also be funded if they demonstrate research capability. Only registration fee will be reimbursed in their case.

2. Shri. Anil Warriar suggested that the placement has to be remodeled as a bootcamp process.

Annexure 1

GUIDELINES FOR THE EFFECTIVE UTILISATION OF FOUR FUNDS

1. MAPPING OF THE PROJECT SUB HEADS INTO FOUR FUNDS HEADS.

The following suggested mapping scheme is approved.

TEQIP-II Four fund head	TEQIP-II project fund subhead
Corpus Fund	IoC (Meetings and other sundry expenses) Academic Reforms Academic support for Weak Student Enhancement of R & D Enhanced interaction with Industry Assistantship
Faculty Development Fund	Faculty and Staff Development Institutional Management Capacity Enhancement
Equipment Replacement Fund	Procurement
Equipment Maintenance Fund	IoC (AMC)

2. SUMMARY OF AVAILABLE FOUR FUNDS AND ITS UTILISATION **Corpus fund**

- Conducting BoG meetings -minimum two in each year
- Salary expenses of contract staff in the post clerk cum Accountant (One post) as per Government norms.
- TEQIP Office Expenses
- TA/DA for attending meetings(deputed by the Principal)

- Hiring professional services for TDS filing, financial auditing Student Support activities.
- Conducting high intensity training (of at least 2weeks duration) for student development of soft and professional skills.
- Presenting papers in Conferences / Seminars.
- One day Industrial visit, placement related activities etc.under IIC

Faculty Development Fund

- Expenditure on faculty members attending training in subject domain
- Expenditure on organizing in-house subject area training Programs, Workshops/ seminars/symposium /conferences.
- Expenditure on participation by faculty in Seminar/ Conferences/ workshop, etc. Expenditure on short term programs with industry.

Equipment Replacement Fund

- Replacement of obsolete furniture and equipment including computers and related devices. Upgradation of software purchased under TEQIP-II.

Equipment Maintenance Fund

- Maintenance of furniture and equipment including computers and related devices. Purchasing of consumables for the training activities in connection with the TEQIP
- Equipment.
- AMC and repair for items procured under TEQIP II

2. GUIDELINES FOR THE CONDUCT OF FSD PROGRAMMES USING FOUR FUNDS

In-house Program

1. The program proposal with the activity plan and brochure must be submitted through the department, with clear recommendations indicating the experts, expected benefits and beneficiaries of the program. The program proposal will be verified and approved by the Academic committee and Finance Committee before submitting to the BoG for approval/ratification. The decision of the BoG will be final.
2. The minimum qualification of experts for the programs will be (i) PhD/M Tech for those from academic institutions and (ii) For resource persons from industries: designated as Manager or above in the working industry or has minimum 5 years of industrial experience in the related area with basic engineering degree or (iii) a distinguished professional as recommended by the Academic committee. However, the academic committee can decide the qualifications/experience judiciously for the academic and industrial experts wherever necessary, subject to the ratification of BoG.
3. The TA/DA for experts will be as per Govt. of Kerala/TEQIP-II norms.
4. Settlement of the programs should be done within 3 weeks.
5. It is desirable that at least 50% of the participants of the programs are from other institutions. The fee to be collected can be fixed by the coordinator and the department, with approval from academic committee.

External Programs

1. Relevance of course should be scrutinized by concerned departments. (Justification by HoD/ Department Committee needed)
2. The faculty deputed for the program has to conduct an in-house program on the subject area in which he/she received training or assist in purchasing equipment for the department lab in the area of specialization or guide the students in doing projects under TEQIP or schemes like DST/CERD, etc.
3. While selecting courses, courses from premier institutions shall be preferred. Academic Committee has to evaluate the relevance of the program and give directions on how the course can be made beneficial for other faculty and staff in the institution.

4. Settlement of the programs must be done within 3 weeks of completion of the programme by the concerned faculty/staff.
5. The Faculty/Technical/Administerial staff will be permitted to attend an external program, if the department strongly recommends the program stating the benefits to the students, department and the institution.
6. The maximum number of participants for a particular program from the institution is limited to two.
7. The number of programs that can be attended by a faculty is limited to one per semester and by a staff to one per annum. However, in cases when a faculty/staff is deputed by the institution under special circumstances, that course is not counted to the number of permissible courses.
8. The total expenditure including registration fee, TA/DA for attending program etc per program using Faculty development fund is limited to Rs.10,000/- for faculty and Rs.7,000/- for staff.
9. Air journey will be permitted to eligible faculty, only if the Principal and Finance committee recommend based on fund availability considering the nature of the program/meeting to be attended, intimating to the BoG Chairman for endorsement. Final approval will be given only after obtaining the ratification of the subsequent BoG.
10. The faculty will be permitted to present papers in reputed conferences using the faculty development fund, with the approval of R & D Committee. Only oral presentations in the conferences will be funded.
11. The TA/DA for the faculty and staff to attend programs will be as per Govt. of Kerala rules and be subject to the actual produced. The room rent for the faculty/staff are limited as follows

Grades	Metro cities (In rupees)	Other cities (In rupees)
Grade 1	1500	1000
Grade II (a)	1500	1000
Grade II (b)	1000	750
Grade III	1000	750
Grade IV	750	600

3. GUIDELINES FOR THE CONDUCT OF STUDENT SUPPORT PROGRAMMES

Remedial/Bridge Course, Students Training Programs, Internship, Conference, etc.

1. The remedial class shall be offered by a faculty other than the one who taught the subject. However, exemption in this regard may be given by the committee in such cases where an alternative cannot be found.
2. The number of students in a class who are eventual benefactors for remedial classes should be at least 15% of the class strength. However, the EAP committee can make a judicious decision, based on the recommendations of the HoD wherever the number of students is less, subject to the ratification of BoG. The attendance of students enrolled for the program must be compulsory and monitored by the HoD.
3. The department has to monitor the results of the benevolent students and the HoD has to submit a report to the TEQIP office as and when the results are published.
4. Bridge courses in mathematics for Lateral Entry (LET) students, can be offered subject to a maximum of 10 hours.
5. External subject experts can be hired for conducting remedial / bridge classes at Rs.600/hour, if found necessary. For internal experts the amount is limited to Rs.500/hour. No TA/DA will be admissible for the experts.
6. Remedial classes shall be arranged only for helping the students in understanding difficult topics, which was already covered by the Instructor. The maximum number of remedial hours is limited to 15% of the total number of hours as per the university curriculum.
7. Counseling experts can be invited to the campus for interacting with needy students under this scheme. The remuneration payable for the experts is as per FSD norms. The expert TA/DA will be as per TEQIP-II rules and as per the norms under FSD program. The expert selected must be a reputed person with a minimum experience of 5 years in the area of counseling. However, the EAP committee can make a judicious decision on the experience of the expert available and recommend to the Principal. The effectiveness of the program should be reported to the TEQIP office every 6 months, by the program coordinator.
8. Coaching classes for appearing in competitive examinations like GATE, CAT, MAT, etc can be conducted subjected to a maximum of 20 hours per branch per year, recommended by EAP committee.
9. Students attending reputed conferences for oral presentation can be funded through this scheme. The maximum amount payable is Rs. 2000/-.
10. A paper published, from the project work done in the institution, in an SCI index journal may be awarded an amount of Rs. 5000/- to the faculty subject to the recommendation of the R & D Committee and approval of BoG.

- 11.** Training programs / workshops from industries, placement related training programmes may be conducted by the approval of the III Cell committee and the subsequent approval of BoG. For training programmes/workshops from industries, The expert should be an engineering graduate with minimum five years experience or a post graduate with three years experience in the relevant area.

- 12.** High intensity skill development programs (a minimum of two weeks duration) for development of soft and professional skills can be conducted. The IIC committee has to decide judiciously and recommend the program for approval of the Principal and intimate the same to the BoG chairman. Final approval will be given subject to the ratification of subsequent BoG.

- 13.** Financial support may be granted to a maximum of two R & D projects in each department, with the recommendation of the HoD and approval from R&D committee. The permissible support will be decided by the committee, subject to a maximum of Rs.5000/- as seed money per project.

- 14.** Industrial visit to Govt. /Semi Govt. /Public Sector/Premier private industries will be funded based on the recommendations of the department, IIC and the finance committee. Only the days of industrial visit will be considered for funding subject to a maximum of Rs.5000/- per batch (of minimum 10 students).

Annexure 2

Committees for the Utilization of TEQIP-II Four Funds

Academic

Dr. C. D. Anil Kumar (Nodal officer)
Dr. Sumam K S
Prof. Preetha K P
Prof. Uma Syam Kumar
Prof. Sathi P H
Prof. Jibi K K
Prof. Ajeesh K N
Prof. Jayasree M

Procurement

Prof. I.M. Chandran (Nodal officer)
Subhadra P R
Dr. Anjana R
Dr. Manjith Kumar B
Technical Storekeeper
Jr . Supdt. Purchase
Head Accountant

Training

Prof. Jose Sebastian T K (Nodal officer)
Prof. Anitha P H
Prof. Manoj N
Dr. Sathish K P
Prof. Mahipal D
Dr. K P
Mohan Prof.
Rajesh P

Equity Assurance

Prof. K.N. Chandrabose (Nodal Officer)
Dr. Vinod p Raphael
Dr. Seena P
Dr. Lalu P P

Prof. Ashiq Babu K K
Dr. Gopakumar B
Prof. Ajay James
Prof. Job Chungath
Prof. Parameswaran M
Prof. R. A. Abdul Jamal

III Cell

Prof. Fasnabi PA (Nodal officer)
Prof. Anand Lali Neera
Prof. Vipin Kumar K S
Prof. Sourabh Sahadev
Dr. Rajesh Vanchipura

Finance

Dr. Haris Naduthodi (Nodal Officer)
Dr. Jiji K S
Prof. Minimol Pieus
Accounts Officer
Supdt. Accounts
Prof. Anil Rajagopal

Executive committee consists of Principal (Chairman), Heads of Departments and Nodal Officers.