

5th Meeting of Board of Governors, Government Engineering College, Trichur
17-12-2012, 11 AM at Conference Hall

AGENDA

1. Approval of the minutes of Board of Governors meeting held on 25/08/2012 and review of actions taken.

2. Presentation of Activity Report on Academics

Academic committee meetings have been conducted regularly and academic performance of the institution was analysed. Various steps are being discussed to improve the weak areas. On the basis of the diagnostic test conducted in different subjects of 1st year, the weak areas of students were identified and bridge classes were organised. Remedial classes were organised in difficult subjects in various semesters. Result analysis of University examinations of S1 and 2 , S3 and S5 were conducted. Based on the outcome remedial classes were conducted.

To review the achievements after these classes.

Online evaluation of the faculty by students was conducted. Effective index of the department was calculated. To review and make corrective action if necessary.

Second workshop on Academic Autonomy was organised in the college and representatives from the 13 TEQIP institutions participated and experts from NITC lead the workshop. A report of both the workshops conducted is submitted to SPFU. Based on this suitable steps can be implemented in college to get the faculty trained in the different areas related to Academic Autonomy and get the institution ready to implement procedures for Autonomy as and when it is achieved.

Baseline data entry in the MIS completed.

Report presented for review and approval

3. Report on Training Programme

- a. Ratification of actions taken after the last meeting of B.O.G
- b. Report on Training completed.
- c. Training plan for the period up to 31st March 2013
- d. Validation of Training Guidelines

Note:

| | |
|---|------|
| 1. Number of faculty attended training programmes up to 14 Dec. 2012 | : 52 |
| 2. Number of Training programmes attended by Faculty | : 10 |
| 3. Number of In house Training programmes conducted | : 2 |
| 4. Number of In-house Training programmes in pipeline up to March 2013: | 2 |

Report presented for review and approval

4. Presentation of Report on Procurement

a) Status of packages in procurement as on 11/12/12

| | |
|---|----|
| No packages initiated | 37 |
| No of packages to be initiated | 15 |
| No. packages expected to be completed by 31/03/2013 | 66 |
| No. packages under revision plan to be approved | 14 |

b) Progress and Status of Packages in PMSS (amounts in Rupees)

| | | |
|--|----------|----------|
| Advertisement and Issue of Bid | 3550000 | NCB |
| Generation of Bid Document | 4180000 | |
| GRN - Payment Tracking and Contract Management | 1200000 | Shopping |
| Letter of Invitation | 3350500 | |
| PO Generation | 4908863 | |
| Quotation Evaluation and Award of Contract | 1733100 | |
| Quotation Opening | 1249800 | |
| Recommendation for Award of Contract | 300000 | |
| Grand Total | 20472263 | |

c) status of NCB Packages

| | |
|--|---|
| No. of packages in Invitation stage | 2 |
| No. of packages in Bid preparation stage awaiting approval from SPFU | 7 |

As directed by SPFU it is planned to complete the Procurement process by 31-03-2012. The procurement plan is modified to incorporate this. A few packages were cancelled due to various reasons and these packages were submitted for revision to SPFU. Seeking approval for these revisions.

Purchase of library books to be reviewed as it is found to be difficult to get it done through PMSS procedures. A suitable action plan to be formulated.

Report presented for review and approval

5. Presentation of Report on IIC and Finishing school : Industrial trainings were organised for B. Tech and M. Tech Students with the help of reputed companies/firms. Follow up action is required to convert them to student projects.

A workshop was conducted on 15th November for 40 participants from 13 TEQIP institutions to formulate guidelines and improve interaction with Industry and enhance placement. A report of this was submitted to SPFU. The guidelines formed out of this has to be implemented.

30

A diagnostic test was conducted for the first year students in fundamental areas and the academic level of the students were evaluated. Bridge classes were organised based on the result of this test. To review the achievement of these classes.

Report presented for review and approval

6. Presentation of Activity report by Equity Assurance Committee.

Programmes for creating awareness about TEQIP ,its Project goal, Funding and its implementation among student community were conducted.

Equity assurance committee meetings were held in all the departments and discussed the various problems of the students. Group tutors will take initiative to implement the remedial courses.

Decided to form Peer learning group in each class. Bright mediocre and weak students are mixed for combined studies.

Report presented for review and approval

7. Civil Works – Review of Problems

The guidelines fixed for approval of contractors are very rigid and this has resulted in Non participation or invalid Quotations. The Civil works have not progressed to the extent required in the plan.

Report presented for review.

8. Presentation of Finance Report for the period up to 13/12/2012

Total expenditure on various categories/ heads is found to be Rs 21,56,954/. The proposed / committed expenditure on various heads are also presented. It should be ensured that expenditure is made under all heads so that the progress of the plan achieves good results. The earmarked amount in each head, has to be spent at a suitable rate. Procurement, which has a major portion of allotment has the first priority as it has to be completed much earlier than the project completion date.

Report presented for review and approval

9. Monitoring of the Project. The monitoring unit will take care of the review of progress of all the areas. The equipment purchased has to be exposed to students / utilised in the best manner. To maintain log book of all the equipment purchased in the laboratories and to ensure that suitable consultancy work is obtained to generate income.

9. Appointment of Office assistant in TEQIP office. As the work load has increased in TEQIP office, it is proposed to appoint an office assistant as permitted by PIP. Seeking approval of this.

10. Any other item permitted by the chair

Principal

GEC Trichur

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Members Present

1. Prof. M. Chidambaram (Kheuzman) M Chidambaram

2. Dr. Satish Vasce. Karilas.

Satish Karilas

3. Prof. K. Narayanan, SPFU

4. Dr. K. Jayaraman

~~Dr. K. Jayaraman~~

~~5. Dr. Satish~~

5. Mercy PA

~~Dr. K. Jayaraman~~

6. Mary C. Kuriam

~~Dr. K. Jayaraman~~

7. Dr. Lalohmiruthy Anne

~~Dr. K. Jayaraman~~

Dr. KRS Krishnan (A. Secy)

Sri. E. Nandakumar, BPCL, Kochi (Rtd), Sri. M. Sheriff
Additional Secretary, H. Edw Department and
Additional Secretary, Finance expressed their inability to attend the meeting due to pre-occupations.

Prof. M. Chidambaram (IIT, Madras), Chairman, BoG, presided over the meeting.

Following decisions were taken at the meeting.

1. Approval of the minutes of the 4th BoG meeting held on 25-05-2012.

The meeting approved the minutes with suggestion for the members.

1. Agenda and agenda notes to be circulated in advance

2. ATR to be prepared in tabular format.

2. Activity Report on Academics.

- 3.1 Dr. Sheeba. V., nodal officer, presented the report highlighting the diagnostic test and the poor performance. One of the reasons identified was that power

2. Activity report on Academics.

Intimidation was not given which resulted in poor performance of the students.

Members suggested that, in future, students should be informed about the importance of the test and the objective of Campaign art.

2.2. Bridge Course in the Subjects Mathematics, Physics and Computer programming were conducted but the attendance was not satisfactory. Members expressed reservation in the poor attendance and requested faculty members to pay more attention in organizing such classes by motivating students.

Also it is suggested to organize classes in difficult subjects especially, Zig Graphics and Engineering Mechanics.

2.3. Remedial classes.

The meeting discussed methods to enhance the academic level of the students and directed to organize remedial classes based on University results as well as 1st internal tests.

3. Activity Report on Training.

3.1. Prof. Premkumar, nodal officer training presented the report on training programmes for the period up to 31st March 2013.

The meeting approved the training plans based on TNA and also the guidelines for training.

3.2. Members expressed the opinion that only staff members with specific contributions need be considered for National/International programmes and the Head of the Department should certify the contribution before

forwarding the application form.

She meekly accepted the suggestions and decided to make it mandatory for Consideration TEDIP assistance.

3.3. Prof. K. Narayanan, Director SPAU clarified that since Architecture is not coming under the purview of TEDIP, the faculty belonging to Architecture dept cannot be considered for TEDIP assisted Programmes. Also Institutes are not supposed to depute/organise pedagogy learning programmes, ~~through~~ other agencies. Since NPIU itself is organising such programmes for the benefit of participating institutes.

3.4. BoG approved the proposal for increasing the limit to Rs 2000/- per training programme for Supporting Staff.

4. Activity Report on Procurement.

A.1. Prof. K. V. Manoj Kumar, nodal officer presented the report regarding the status of packages/NCB initiated.

Sixty six packages are expected to be completed by 31-3-2013. Seven NCB packages forwarded to SPAU for ratification.

A.2. Members suggested to include more ICT packages in the procurement plan and to publish the details in the College web site.

5. Activity report on III cell

Prof. Jancy Paul, Co-ordinator presented the report on the activities organised during the last quarter.

1. A workshop on ~~last~~ industry-institute interaction for the TEDIP institutes in the state.

2. Industrial Training for UG & Ph Students

The meeting approved the report and suggested to take up consultancy/research proposals in association with industries.

6. Activity report on Equity Assurance.

Prof. K.R. Saseendran, nodal officer presented the report highlighting the activities

1. Conduct of bridge Courses and remedial classes
2. Class Committee meetings for creating an awareness of the TRSIP activities.
3. Log book for the equipments brought under TRSIP scheme.

The members suggested to use the service of PG Students / peer groups to identify the students and organise the group learning and remedial classes. Also the opinion of getting ~~another~~ faculty members for giving specialised coaching to be identified.

7. Activity report on Civil works.

Prof. M.K. Anandavally, nodal officer presented the difficulties faced for executing civil works. Members suggested utilising the services of govt departments like PWD / influence of Alumni for executing the works.

8. Finance Report by Nodal officer.

Prof. I.M. Chandran, presented the report with a total expenditure Rs 21,539,52/- as on date. Members pointed out that Procurement being the highest priority all efforts to be taken to complete

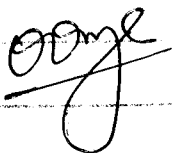
it at a much earlier date.

BOG Members expressed the opinion that sufficient care should be taken to get quality equipments and make it available even after office hours also.

9. Other items.

Dr. K. Vijayakumar, Principal presented a proposal for appointing an office assistant on daily wages to ~~ease~~ assist the T&IP office staff as per the guidelines of SPMU. The meeting approved the proposal.

The meeting came to an end at 2 PM.



M. Chandran

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