

**Agenda**

1. Approval of the minutes of Board of Governors meeting held on 17-12-2012.
2. Presentation of Activity Report on Academics.
3. Presentation of Report on Training.
4. Presentation of Report on Procurement.
5. Presentation of Report on IIIC and Finishing school.
6. Presentation of Finance Report for the period up to March 31, 2013.
7. Cancellation of NCB items.
8. Proposal for replacement of BoG Members retired from service.
9. Any other item permitted by the chair.

**Members Present**

1. Prof.M.Chidambaram, IITM (Chairman)
2. Dr.J.Latha (DTE)
3. Dr.Sathish Vasu Kailas, IISc., Bangalore
4. Dr.A.Sukesh Kumar, Mentor
5. Prof.Mercy.P.A.
6. Prof.Mary.C.Kurian
7. Dr.K.Vijayakumar, Principal

Sri.E.Nandakumar, BPCL, Kochi(Rtd.), Dr.KRS Krishnan (AICTE nominee), Sri.M.Sherif, Additional Secretary, H.Edn. Department, Additional Secretary Finance and Dr.B.Lakshmikutty Amma (University Nominee) have informed 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 previous BOG meeting.**

The minutes of the previous meeting was approved by the Board of Governors. The DTE emphasized the need for all the faculty in the college to attend training noticing the lesser attendance from Mechanical Department.

**2. Activity report on Academics .**

- 2.1** Dr.Sheeba.V.S., Nodal Officer presented the report. While expressing over the poor turn out for the remedial classes conducted members put forward few suggestions to improve the attendance.

The meeting suggested many techniques such as (1) preparing remedial class materials as a presentation and making them available on the website (2) distributing copies of the material to students (3) making the material available at the college photocopy centre (4) organizing lectures by experts to handle remedial classes in order to motivate students towards attending them. (5) Utilising the services of the toppers of the classes in organizing a few remedial classes for the peers (6) Counselling of Academically weak students to identify the problems and the type of support they expect from the faculty/counseling cell (7) Judging the effectiveness and impact of the remedial classes through a correlation between the university exam results and the remedial classes.

## **2.2 Research proposals**

The meeting suggested that the Heads of departments should ensure that there is at least one research proposal from each department submitted to funding agencies for research grant. The Chairman suggested to bring Professors from IISc/IITs to train faculty for the preparation of research proposals.

## **2.3 Assistance/Scholarship to M.Tech students**

The meeting approved the suggestion by the Principal for extending scholarship to students of 2011 admission and decided to give scholarship @ Rs.6000/- to all M.Tech students who have joined prior to the TEQIP from their second year onwards.

## **2.4 Assistance/Research Scholarship to Fulltime Ph. D Research scholars**

The meeting approved the proposal presented by the academic nodal officer for awarding 12 scholarships/year and decided to give Rs18000/- per month as Research Scholarship to fulltime Ph.D Research scholars for the first academic year.

The Activity Report on Academics was approved with the remark that Diagnostic tests are to be conducted immediately after the completion of the admission process and bridge courses to be organized in an effective manner to equip the students for the coming semesters.

## **3. Activity report on Training Program.**

### **3.1 Prof.N.R.Premakumar, Nodal Officer, Training presented the report on training programmes for the period up to 30<sup>th</sup> June, 2013.**

The meeting approved the training plan. BOG expressed the opinion that Faculty should address the staff/students on return from the training programme and put the power point presentations in the college website.

### **3.2 The Chairman reminded that the faculty who have undergone training should give presentations and make the material available on website, especially those who have attended training abroad.**



**3.3** The committee approved the proposal to raise the ceiling on honorarium to experts from national institutes to Rs.10,000/day considering the difficulty in getting sufficient experts especially in the field of emerging areas.

**3.4** Considering the suggestion from the HOD, Dept. of Computer Science and Engg., in deputing supporting staff for a Network management training programme, the meeting recommended to give sanction to all faculty/staff who have got selection from the training agency/institution. To increase manpower in the Dept. of Computer Science & Engg. and main library, the meeting suggested that MCAs could be appointed as trainees. Candidates with MCA/Library science qualification can be hired as trainees with TEQIP assistance.

#### **4. Activity report on Procurement.**

**4.1** Prof.K.V.Manojkumar, Nodal Officer presented the report regarding the status of packages/NCB initiated.

Out of Sixtysix packages thirtyfour packages have been completed. All the NCB's were opened during the 2<sup>nd</sup> and 3<sup>rd</sup> week of February, 2013 and are undergoing scrutiny process at SPFU before release of the Purchase Order.

The meeting approved the revised procurement plan and recommended that departments should take steps to use the equipments for academic as well as R & D activities.

#### **5. Activity report on IIICell.**

**5.1** Prof.T.Krishnakumar, TEQIP Co-ordinator presented the report on behalf of Prof.Jancy Paul, Co-ordinator of III Cell on the activites organised during the last quarter.

**5.2** Meeting discussed the activities planned under III Cell for the next quarter and suggested that resource persons from industry should be included in giving training programmes /expert lectures. The meeting emphasized the need for tangible outputs such as employability from MOUs signed and also the need for interaction and tie up with the start up village, Kochi.

**5.3** The meeting also suggested that few faculty members should be trained by reputed institutions/agencies on the concepts of finishing school so that they are well equipped to train students and improve their employment prospects.

#### **6. Activity report on Finance.**

Prof. T. Krishnakumar presented the FMR upto 31/03/2013. Separate FMR Sheet attached.

**6.1** The meeting decided that the interests of project fund, cost of tender forms and revenue earned by organizing short term programs are to be credited to the four accounts opened as part of TEQIP.

## **7. Cancellation of NCB Items.**

Decided to cancel all the 3 NCB items given below.

- Air Conditioners- Package No.73
- CMM- Package No.82
- Transmission line simulator- Package No.56

## **8. Proposal for replacement of BoG Members retired from service.**

BOG approved the proposal for replacement of members who have retired from service.

**8.1** Prof.K.Varughese Job, Professor in Mechanical Engg. In place of Prof.P.A.Mercy representing the faculty.

**8.2** To address the university for nominating a faculty member representing the university from the proposed list in place of Dr.B. Lakshmikutty Amma.

1. Prof.(Dr).A.Amar Dutt, Professor in Electrical Engineering.
2. Prof.M.K.Anandavally, Professor in Civil Engineering.

The committee recorded its appreciation to the outgoing members for their valuable services as members of BOG in the functioning of the committee and the overall development of college.

## **9. Any Other Item permitted by the chair**

### **9.1. Activity report on Equity Assurance.**

Prof. K.R.Saseendran, Nodal Officer presented the report highlighting the activities


**9.1.1** To improve performance, peer learning group are formed in each class. Faculty members of the committee were given charge of monitoring the activities of peer learning groups of various semesters. Student members were also given charge of coordinating the activities of learning groups.

**9.1.2.** Expert lectures under B2C and visiting faculty programme to be organised.

**9.1.3.** Log book regarding the utilisation of the equipments purchase under TEQIP scheme.

The members suggested that committee should achieve interest to motivate the students to attend the remedial/make up classes by involving student groups.

The meeting came to an end at 1.30 pm.

  
**PRINCIPAL**  
**GOVT. ENGG. COLLEGE**  
**THRISSUR**

