

**MINUTES OF 7<sup>th</sup> BOARD OF GOVERNORS MEETING HELD ON 03.08.2013 AT 11 AM  
IN THE CONFERENCE HALL, GEC, THRISSUR**

**Agenda**

1. Approval of the minutes of Board of Governors meeting held on 06.04.2013.
2. Presentation of Activity Report on Academics.
3. Presentation of Report on Procurement.
4. Presentation of Activity Report by Equity Assurance Committee.
5. Presentation of Report on Training.
6. Presentation of Report on IIC and Finishing school.
7. Presentation of Report on Civil Works
8. Presentation of Finance Report for the period up to July 31, 2013.
9. Cancellation of NCB items.
10. Report on the visit of Performance auditor during July 4 to 6,2013
11. Plan for preparation for Academic Autonomy
12. Approval of SRA
13. New Nodal Committees at college level
14. Any other item permitted by the chair

**Members Present**

1. Prof. M. Chidambaram, IITM (Chairman)
2. Dr. Sathish Vasu Kailas, IISc., Bangalore
3. Pro. K Narayanan, SPFU representative for DTE
4. Dr. KRS Krishnan AICTE Nominee
5. Additional Secretary to Finance Department
6. Dr. K. Vijayakumar, Principal
7. Prof. Mary. C. Kurian
8. Prof. M.K. Anandavalli

Sri. E. Nandakumar, BPCL, Kochi (Retd.), Sri. M. Sherif, Additional Secretary, Higher Education Department, 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 and ATR.**

The minutes of the previous meeting was approved by the Board of Governors. Regarding the norms for the research proposals, the BoG directed that the norms should be modified so that the duration of the projects is 1 year for a maximum amount of 2 lakhs and that the rules for the proposals should be framed with the approval of the Senior Research Advisor as the Chairman of the Research Groups. The BoG reminded the constraint of seed money projects that though components and materials can be purchased with seed money, the

equipment as such cannot be purchased. The Principal asserted that the proposals would be modified and re-submitted based on these guidelines. The BoG also suggested that the experts in the Doctoral Committee for the PhD program could be from IITs/IISc. On expert lectures conducted by the faculty who have attended trainings funded by TEQIP, the BoG commented that the details such as time, topic and of the number of student attendees should be maintained. Regarding the interests of the Project Fund, upon the directions of the SPFU officer, the decision taken at the 6<sup>th</sup> BoG meeting that the interests would be credited to the Maintenance, Replacement and Faculty and Staff development Fund is modified so that these interests are reverted to the Project Fund.

## **2. Activity report on Academic**

- 2.1** Dr. Sheeba.V.S., Nodal Officer presented the report. Regarding the number of publications presented, the BoG suggested that the papers published after the previous BoG meeting may be highlighted separately, together with the total number of papers published.
- 2.2** The BoG suggested that the Departments of Chemistry, Mathematics and Physics should also conduct in house workshops under TEQIP.
- 2.3** To ensure the quality of publications the BoG advised to seek help from Professors of IITs/IISc and the committee added that mentors from such institutes could help in preparation of good research proposals and they can as well be external experts in the Doctoral committees.
- 2.4** The BoG approved to admit a maximum of 12 full time research scholars from the departments of Electrical and Electronics Engineering and Mechanical Engineering subject to their eligibility.
- 2.5** Regarding international travel support, the SPFU officer informed that the scheme is not extended to the supporting Departments of the College. Regarding the request of travel grant of Prof. Viswanath C. Narayanan, the BoG directed the Principal to report the matter to higher authorities.

## **3. Activity report on Procurement.**

- 3.1** Prof.K.V. Manojkumar, Nodal Officer presented the report on procurement. The BoG commented that procurement activities had progressed well.
- 3.2** The meeting recommended that based on the equipment bought, the faculty should put forward proposal for projects so that they could be used for revenue generation for the maintenance of such equipment in the post-Project period.
- 3.3** Bog Approved the plan for the 3 packages initiated.

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

- 4.1** Prof.K. R. Saseendran, Nodal Officer presented the report highlighting the activities. The BoG enquired about the methodology for need assessment and the analysis of effectiveness of remedial classes and also the role of peer groups and their details from all departments. The

committee was also interested to know the utilization of library and smart class rooms by students.

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

**4.3** The BOG appreciated the quantum jump in the pass percentage of the 2009-2013 graduate students.

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

**5.1** Prof. M.T. Rajappan Pillai, Nodal Officer, Training presented the report on training programmes for the period up to July 2013.

**5.2** The planned training programmes upto December 2013 have been submitted and approved by the BoG.

#### **6. Activity report on III Cell and Finishing School**

Prof. Pradeep Kamath presented the report of III Cell on the activities organised during the last quarter.

**6.1** For intensive training programme, the BoG suggested that the batch size of around 30 would be optimum of which 10% can be from neighboring institutes.

**6.2** The BoG remarked that the finishing school activities such as soft skill development should start from the first semester onwards in consultation with the placement officer and the experts from industry. Also for training in this area experts could be consultants through PMSS with the credentials of the experts approved by BoG. They also reminded that while hiring through PMSS for an amount upto Rs. One lakh can be without competitive bid. The BOG also suggested that the students should be sensitized to the importance of GATE for PG courses.

#### **7. Presentation of Report on Civil Works**

Prof. Anandavally M.K. Presented the report regarding the five Civil Works out of which 2 completed and 3 more to complete.

#### **8. Activity report on Finance.**

Prof. Reji P presented the FMR upto 30/09/2013.

**8.1** Regarding the honorarium to the external experts ceiling fixed by the 6<sup>th</sup> BOG meeting was revised to a ceiling of Rs.5000/- to comply with the decision by SSC.

**8.2** The Interest received from the project fund must be added to the project fund.

#### **9. Cancellation of NCB items**

CNC Mill Trainer with Package No.53 was cancelled as per direction from SPFU & it is approved by BoG.

#### **10. Report on the visit of Performance auditor during July 4 to 6, 2013**

Presented Performance Audit Report .

#### **11. Plan of Preparation for Academic autonomy**

The BOG raised concern regarding the delay in the process of achieving academic autonomy.

#### **12. Approval of SRA**

Presented the Bio-data of SRA and BoG approved Dr. T.R. Sreekrishnan as the SRA of research activities of this college.

#### **13. New Nodal Committees at college level**

Prof. T Krishnakumar presented the new committee list and approved by the BoG.

The meeting came to an end at 3 PM.