

**MINUTES OF 8th BOARD OF GOVERNORS MEETING HELD ON 07.12.2013 AT 11 AM
IN THE CONFERENCE HALL, GEC, THRISSUR**

Agenda

1. Approval of the minutes of Board of Governors meeting held on 03.08.2013.
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.
9. Validity Extension of NCB item – Energy Meter Test Station.
10. Presentation of Performance Audit Report.
11. Presentation of Mentor's Report.
12. Substitution for Expert from industry in BoG.
13. International Travel Support.
14. Any other item permitted by the chair.

Members Present

1. Prof. M. Chidambaram, IITM (Chairman)
2. Prof. K Narayanan, SPFU representative for DTE
3. Mr. James Joseph, Additional Secretary to Finance Department
4. Dr. K. Vijayakumar, Principal
5. Prof. Mary. C. Kurian, Professor, Department of Production Engg.
6. Prof. K. Varughese Job, Professor, Department of Mechanical Engg.

Sri. M. Sherif, Additional Secretary, Higher Education Department, Dr. Satish Vasu Kailas, Professor, IISC, Bangalore, Sri. E.Nandakumar, Executive Director (Rtd), BPCL, Kochin Refinery, Kochi, Dr.K.R.S. Krishnan, Senior Vice President, HLL Life Care Ltd., Poojappura, Thiruvananthapuram (AICTE Nominee), Dr.J.Letha, Director of Technical Education, Thiruvananthapuram have informed their inability to attend the meeting due to pre-occupations.

Prof. M. Chidambaram (IIT Madras), Chairman, BoG presided over the meeting. The Chairman began the meeting by congratulating the college for organizing the international conference ICMF 2013 and in an exemplary manner. The chairman congratulated the college authorities for the excellent way they have organized the ICMF 2013 and the various sessions arranged.

Following decisions were taken at the meeting.

1. Confirmation of the minutes of the previous BoG meeting and ATR.

The minutes of the previous meeting was confirmed along with ATR.

2. Activity report on Academics

- 2.1** Dr. Sheeba.V.S., Nodal Officer presented the report on academic activities. Regarding the doctoral programmes of the college, the BoG suggested that all research scholars should submit research proposals to funding agencies so as to avail grants for setting up laboratory equipments and other facilities for their research works.
- 2.2** The BoG approved the proposal to admit 6 full time research scholars under TEQIP Phase II for the session starting in January 2014, subject to their eligibility.
- 2.3** The Chairman, BoG had offered to arrange a training programme for the research scholars at IIT Madras so that they can get acquainted with the experimental and simulation facilities in the various labs there.
- 2.4.** The BoG emphasized the need for improving the visibility of institution, which has the heritage of more than 50 years. They added that the faculty undertakes visit abroad for conferences/training should take initiative to develop networking with the visited institution for further interactions. The BoG suggested that the attendee should also plan to visit more academic institutes in the neighborhood of the place of visit. They should include the details of the labs /places visited during the presentations on completion of the visit.
- 2.5** Regarding the request of Dr. Sajikumar for attending an international meeting on Land Cover Land Use Change (LCLUC) 23-25th April 2014 in Maryland, USA. BoG had suggested to submit a detailed and revised proposal including his resume, the outcome/benefit of the visit, and the prospects of future collaboration possible and insisted that the visit should be incorporated under 'networking between institutions'.
- 2.6** In order to conduct bridge courses effectively, the BoG suggested that a refresher course can be organized for all the admitted students immediately after their orientation/ induction programme for the first year students.
- 2.7** Regarding the results of the students, BoG suggested to compare the results of previous batches with the present.
- 2.8** The International conference on Materials for Future (ICMF-2013) held on 6th, 7th and 8th of November 2013 with a total number of 350 registrations, 97 oral presentations and one poster presentation. 8 invited lectures were delivered by eminent faculty from IITs, IISc, Birla Institute of Technology, Pilani, CMET Thrissur etc and by Dr. Patricia A Heiden, Professor, Michigan Technological University, USA.

3. Activity report on Procurement.

3.1 Prof. K.V. Manojkumar, Nodal Officer presented the report on procurement. The BoG discussed the delay in getting funds released to meet the procurement requirements and requested the Additional Secretary to Finance Department present in the meeting to give special attention to this issue.

4. Activity report on Equity Assurance.

4.1 Prof. K. R. Saseendran, Nodal Officer presented the report highlighting the activities. The BoG suggested that the presentations of bridge classes could be uploaded to the college website.

4.2 BoG Members directed the Nodal Officer to present the data regarding the remedial class conducted in a detailed manner.

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 Dec 2013.

The following training programmes were attended / conducted after the last BOG meeting held on 3-8-2013.

- Number of faculty members who have attended
 1. External Training Programmes in subject domain: **14**
 2. External Training Programmes in other domains: **3**
 3. Training in Management Capacity Enhancement : **6**
- Number of In house training programmes conducted for faculty in subject domain : **10**
- Number of In-house workshops/Seminars conducted in subject domain : **4**
- No. of External Training Programs Attended by Technical Staff : **10**
- In house Training Programs conducted in Functional Area for Technical Staff: **2**
- Number of Expert lectures conducted : **5**

5.2 The planned training programs up to March 2014 and TNA conducted for the period 01/01/2014 to 30/06/2014 have been submitted and are approved by BoG.

6. Activity report on IICell and Finishing School

Prof. Pradeep Kamath presented the report of IIC Cell on the activities organized during the last quarter.

6.1. Regarding interaction with industry, the BoG suggested that a faculty team should visit various industries, interact with them and enlist some of the major problems they face in their day to day activities. These industrial problems can be attempted as student projects at the B Tech and M Tech levels.

6.2 The BoG was also interested in knowing as to whether all our students are receiving placement training to which the Principal informed that it was mandatory for all students to attend training programmes which it is a pre-requisite for placement registration.

6.3 Regarding the preparation of the course content for finishing school program, the BoG recommended the active participation of the alumni from the industry.

7. Presentation of Report on Civil Works

In the absence of Nodal Officer, The Principal informed the BoG that all the civil works proposed have been completed and the payments are pending.

8. Activity report on Finance.

Prof. (Dr.) Reji P. presented the Financial Report up to November 2013 and the statements showing urgent requirement of funds for pending payments from September 2013 and the fund requirements in December 2013.

Total fund received as on 6.12.2013	:450.00 Lakhs
Total Expenditure as on 6.12.2013	:453.48 Lakhs
Total requirement of fund	:260.28 Lakhs

BoG was informed that, an amount of 150 lakhs will be released immediately and SPFU suggested to plan the activities within the limits of fund released.

9. Validity Extension of NCB item – Energy Meter Test Station

The BoG had granted permission to extent the delivery period of the Energy Meter Test station by two months as the item has been dispatched by the contractor and it has been held up at the office of Deputy Commissioner of Commercial Taxes Department, Kerala Government at the Valayar check post citing deficiency of some documents related with TDS.

10. Presentation of Performance Audit Report.

The Chairman suggested that the college should come up with methods to improve the scores awarded in the Performance Audit.

11. Presentation of Mentor's report.

The Chairman wanted the mentor's report, the governance plan and the report of self review with suggestions for improvement to be sent to him.

12. Substitution for Expert from industry in BoG

Sri. E. Nandakumar, BPCL (Retd), Kochi has expressed his inconvenience in continuing as a member of BoG. The BoG accepted the proposal for nomination of Sri. Prasad K Panicker, Executive Director, BPCL KRL, made by the Principal, as the expert from industry in the BoG and requested the Secretary, BoG to forward the proposal to the Government.

13. International Travel Support

1. The BoG approved the request received from Ms. Sajeena Beevi B, Assistant Professor, Dept. of Chemical Engg. for international travel support to present a paper in an international conference on Biological and Environmental Engg. at Dubai on 30-31st Jan 2014 (organised by WASET).
2. BoG ratified the international travel done by Mr. Ajay James, Assistant Professor in Computer Science & Engineering Department for presenting a paper in the 6th International Conference on Computer and Electrical Engineering (ICCEE-2013) at Paris with the prior sanction from the Additional Secretary to Government, Higher Education Department, Government of Kerala.
3. Prof. Viswanathan C. Narayan has re-submitted his request on 2-12-2013 for international travel support for the paper presented in March 2013 along with the reply to a query of RTI from MHRD regarding international travel support. BoG did not recommend his request due to the following reasons.
 - The earlier application submitted for the travel support to TEQIP was not recommended by the Head of the Department, Mathematics citing his lack of involvement to the TEQIP activities especially, in handling remedial classes for weaker students. Hence the Academic Committee did not recommend the application. The application was re-submitted to the academic committee on 19-07-2013 and it was presented in the 7th BoG Meeting on 03-08-2013. The BoG suggested to report the matter to concerned authorities since Prof Viswanathan had attended the conference without prior sanction.
 - The BoG accepted the decision of the Academic committee and decided not to give approval for the journey that he had already taken without prior sanction.

The meeting came to an end at 2 PM.