

**MINUTES OF 9th BOARD OF GOVERNORS MEETING HELD ON 26.04.2014 AT 11 AM
IN THE CONFERENCE HALL, GEC, THRISSUR
(DRAFT)**

Agenda

1. Confirm the Minutes of the 8th Meeting of the Board of Governors held on 07-12-2013
2. Review the action taken on the decisions in the 8th Meeting of the Board of Governors
3. Presentation of Activity Report on Academics
4. Presentation of Report on Procurement
5. Presentation of Activity report by Equity Assurance Committee
6. Presentation of Report on Training.
7. Presentation of Report on IIC and Finishing school
8. Presentation of Report on Civil Works.
9. Presentation of Report on Finance
10. Consideration of waiver of liquidated damage for NCB Items purchased
11. Any other item permitted by the chair

Members Present

1. Dr. M. Chidambaram, Professor, IIT, Madras (Chairman)
2. Dr. Satish Vasu Kailas, Professor, IISc, Bangalore
3. Mr. M. Sheriff, Additional Secretary to Government, Higher Education 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.
7. Prof. M.K. Anandavally, Professor, Department of Civil Engg.
8. Dr. Sukeshkumar, Mentor, GEC Thrissur.

Dr. J.Letha, Director of Technical Education, Thiruvananthapuram, Mr. James Joseph, Additional Secretary to Government Finance Department, Dr.K.R.S. Krishnan, Senior Vice President, HLL Life Care Ltd., Thiruvananthapuram, Dr. Gopakumar V, Director, State Project Facilitation Unit, Trivandrum and Prof. K. Narayanan, State Project Co-ordinator, State Project Facilitation Unit, Trivandrum have informed their inability to attend the meeting due to pre-occupations. Prof. M. Chidambaram, Chairman, BoG presided over the meeting.

Following decisions were taken at the meeting.

1. Confirm the Minutes of the 8th Meeting of the Board of Governors held on 07-12-2013

The minutes of the previous meeting was confirmed.

2. Review the action taken on the decisions in the 8th Meeting of the Board of Governors

Reviewed the actions taken on the decisions in the 8th Meeting of the Board of Governors and the following suggestions are noted for further actions.

- Keep networking with the institutions visited abroad by the faculty and MoUs can be signed with those institutions or Universities.
- Arrange compensation classes for the lost classes due to hartal & strikes.
- Find some new strategies in the department level meetings to improve the pass percentage of each department.

3. Activity report on Academics

Dr. sheeba V.S. Nodal Officer presented the report on Academic.

3.1 Faculty Training at IIT Madras: Prepare a list of faculty from EEE and ME Depts, who are interested in visiting IIT Madras with their area of interest. Visit/training can be arranged in June 2014 for two days.

3.2 Faculty Training abroad: If any faculty member is interested for training abroad, BOG members can help them for arranging the training. Dr. Satish Vasu Kailas has offered help if the specific area and universities/institutions in which faculty are interested to visit are informed. Eminent faculty can be invited from abroad for talk. Dr. A Sukesh Kumar suggested to organize laboratory visit, workshop and training by networking with Institutions visiting abroad.

3.3 GATE 2014: Since GATE Exam is taken as a standard to rate the Institutions, all students should be encouraged to write GATE Exam. As numerical questions are also introduced in GATE, Students will be thorough with the fundamentals if they prepare for the Exam. BOG suggested to collect the list of students who appeared for GATE 2014 from each branch. Besides collect the details relating to any national level Exam.

3.4 Alumini members: BOG advised to collect the details of the GEC Alumni undergoing PG at IITs, IISc and Foreign Universities. Also get the details of Alumni running their own companies and the challenges faced in starting such venture.

3.5 Usage of QEEE Programme: Get the details regarding number of courses attended, number of students participated etc, of QEEE programme conducted.

3.6 International conferences: Get the conference proceedings from Sajeena Beevi who had presented paper in an international conference at Dubai.

3.7 Faculty & Staff Training: Number of faculty who have not attended any training programme be informed in the next BOG. If any programme, approved by BOG and not conducted in the scheduled period, should be informed in the next BOG meeting with reasons

3.8 R&D activities: Students Industry projects and all R&D activities other TEQIP can be included. E-journals can be subscribed for 5 years from IOC.

3.9 Autonomy: Letter to be drafted to Govt. of Kerala for a solution to get autonomy.

4. Presentation of Report on Procurement

Prof. K.V. Manojkumar, Nodal Officer presented the report on procurement.

As the Procurement activities are almost completed, BoG insisted to ensure the installation and utility of all the items purchased. BoG asked to submit the utility/log book of all equipments purchased on next BoG meeting.

5. Presentation of Activity report on Equity Assurance Programme

Prof. K.Saseendran presented the report on Equity Assurance Programme

BoG Memebtrs suggested to present the data of suggested students and attended students for the remedial classes conducted on next BoG Meeting. BoG also directed to collect information about the number of students failed in the university examination after attending remedial classes for those subjects and the pass percentage of student's undergone remedial classes.

6. Presentation of Report on Training.

Prof. M.T. Rajappan Pillai, Nodal Officer presented the report on training activities.

BoG suggested that the total number of faculty/technical staff who have not attended at least one external training programme has to be recorded. BOG also required to ensure the participation in training programmes by faculty / technical staff as per the planned list approved by BOG.

The training programmes proposed for the period April to Aug 2014 were approved by the BOG.

7. Presentation of Report on IIC and Finishing school

Asst. Prof. Manoj.N presented the report on IICell and BoG suggested to involve the students for industrial visits and for doing projects to solve the current issues or problems within the industry.

Asst. Prof. Vinod P Rapheal presented the report on finishing school.

BoG asked to follow up the students attended Intensive training programmes and directed to arrange some other training classes to improve the communication skills.

8. Presentation of Report on Civil Works.

Prof. M.K. Anandavally presented the report on Civil Works

All civil works are completed and payments are done except one package associated with Power cabling of CCF. BoG suggested that release the pending payments as soon as possible and complete all the procurement activities.

9. Presentation of Report on Finance

Dr. P Reji presented the report on finance with the statements showing the current position of funds utilized against the allotted funds. Also presented the pending payments statement and pointed out that there is an urgent need of 67.67 lakhs for settlement of present liabilities and commitments.

The action plan for the period April 2014 to August 2014 have been submitted and it is approved by BoG

10. Consideration of waiver of liquidated damage for NCB Items purchased

Prof .Manojkumar K.V. had given a brief description about the status of Gas Chromatograph and Energy Meter Test Station and the reasons for the delay in payment. He also requested to consider these two NCB Items for waiver of liquidated damages. BoG responded that the decision upon this is up to SPFU and Mr. M. Sheriff Additional Secretary of Higher Education Department suggested to draft a letter to SPFU and go ahead with their decision.

11. Any other item permitted by the chair

Utilization of IOC Fund: Bog suggested that the fund remaining in the head 'IOC' can be utilized for taking AMC for the purchased equipments, expired the warranty period and for extension of AMC for the equipments in use. IOC Fund can be used for the purchase of consumables also. As the budgeted funds under each head cannot be modified, steps may be taken to 100% utilization of the allotted amount.

The meeting came to an end at 2 PM.