**MINUTES OF 14th MEETING OF THE BOG**

**COLLEGE OF ENGINBERING, THALASSERY**

**(SELECTED UNDER SUB-COMPONENT 1.1 OF TEQIP PHASE-II)**

**Date:** 19-12-2015  **Venue:** College of Engineering, Thalassery **Time:** 10:00 am

**Members present**

1. Dr. Hari Kumar K.C., IIT Madras, Chairman.
2. Dr. Joseph O A, For Director , CAPE
3. Mr. V Vijaya Mohanan, Additional Secretary, Finance
4. Dr. Shahin M, Professor, GEC, Kannur, For Director, DTE
5. Mr.V Bhooshan, Additional Secretary,Cooperation
6. Dr. Sajeev V., Principal, CoET.
7. Prof. Ramachandran C., Member, CoET.
8. Dr. Rajeev P., TEQIP II Co-ordinator, CoET.

**Special invitee**

1. Dr. Pratapachandran Nair, Mentor, CoET
2. Mr. Chempak Kumar, Nodal Officer (Academic)
3. Mr. Ranjith K., Nodal Officer (Procurement)
4. Mr. Anil Rajagopal, Nodal Officer (Finance)
5. Mr. Kiran T S (R&D Coordinator)
6. Mr. Akhil Chandran M (For HoD, EEE)
7. Ms. H A Nisha Rose(For HoD, CSE)
8. Mr. Pramod Tharu Panakkal(Finishing School Coordinator)
9. Mr. Shijin Maniyath(TBI Cell Coordinator)

**Proceedings of the meeting**

Prof. Hari Kumar K.C., Chairman of BoG presided over the meeting. The meeting started with an introduction by the Chairman. After that each item in the agenda were taken for discussion and decision by the BoG.

**A1. Confirming the Minutes of the 13th Meeting of the Board of Governors held on 17-10-2015 at Mascot Hotel, Trivandrum.**

The Minutes of the 13th Meeting of the Board of Governors of the TEQIP Phase II of COE, Thalassery held on 17-10-2015 at Mascot Hotel, Trivandrum was sent to the Chairman and upon his consent, copies were circulated among the other members of the BoG. Comments received were well addressed. A copy of the Minutes is appended as **Annexure I (Page No: 50)** for confirmation. The BoG is requested to consider the Minutes for approval.

The minutes of the previous meeting held on 17-10-2015 was confirmed.

**A2. Report on the action taken/action pending on the pertinent decisions in the Minutes of the 13th Meeting of the Board of Governors held on 17-10-2015 at Mascot Hotel, Trivandrum**

The decisions taken by the Board as recorded in the Minutes of the 13th Meeting of the Board of Governors of the TEQIP Phase II held on 17-10-15 have been noted and actions have been initiated. A report on the action taken and actions pending is listed in table A2.1 given below.

**Table A2.1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Agenda Item** | **BoG Decision** | **Action Taken** | **Remarks** |
| **B1** | The details of Internal Audit report for the Half year ended 31st March 2015 is given in Annexure II. |  | No action required |  |
| **B2** | The New procurement plan **[Action by : Procurement Coordinator]** | BoG noted the plan and procurement system should be followed in principle approval for items 4 to 9 granted. | Procurement plan is finalized and detailed plan is included in 14th BoG. |  |
| **B3** | The detailed proposal of FSD programmes planned for the next 3 months **[Action by: Academic Coordinator]** | FSD - Outside the campus: Send people to nationally reputed institutions. BoG approved on this condition. BoG expects norms and details of the program to be included in the proposal. In the next BoG, report how many of the 21 have attended the program.FSD- In-house: More details required. This can be approved after including the details of resource person, number of days, participants, etc., and send email to chairman. | **FSD - Outside the campus**: Detailed academic plan with the details of no. of days were communicated through mail. Eight out of 11 programs planned in the month of OCT- NOV15 was attended by the faculties.**FSD- In-house**: The details of resource person, number of days, participants, etc. were communicated through mail to The chairman.  |  |
| **B4** | Accreditation Activities **[Action by : Accreditation Coordinator]** | BoG advised to arrange a visit to the LBS to get more information and to share their experience of recent visit of NBA accreditation team. Educate students regarding accreditation. BoG will compare the figures of the SAR with actual score that will be awarded by NBA. | We had a discussion with Prof. Praveen K of LBSCE .He gave valuable suggestions regarding accreditation activities. Fifteen faculty members have attended a workshop “OBENA” conducted by College of Engg, Kidangoor. |  |
| **B5** | QEEE Activities**[Action by : QEEE Coordinator]** | Conduct class tests based on QEEE classes and/or conduct a quiz. Take feedback from attended students. Faculty should also sit in the QEEE class. | QEEE classes will be conducted in Jan 2016 only. |  |
| **B6** | Entrepreneurship development activities**[Action by :TBI Cell Coordinator]** | Take legal opinion from a lawyer, check the financial position of the new entrepreneur and get it approved. CET, TVM is very active in this and regarding how to share the resources, the BoG advised to get information from CET, TVM. BoG suggested nominating coordinator. | Document under preparation and concerned faculty will be trained at CET, TVM and progress is reported in the 14th BoG. |  |
| **B7** | R&D activities, new seed money proposals **[Action by :Academic / R&D Coordinator]** | ITSS travel of Mr. Binesh K: BoG advised to submit the complete details of this in the next BoG; National Conference at CET, Thalassery: Prepare brochure, plan estimate, etc and send to BoG for approval. Chairman suggested linking R&D activities with industry and including an expert from industry as co-investigator. Seed money proposals are approved. | ITSS of Mr. Binesh K and detailed proposals of national conference are included in 14th BoG. As per the BoG approval payment is sanctioned for seed money proposals and evaluation will be held in every three months with RGC. |  |
| **B8** | III Cell Activities **[Action by: Academic Coordinator]** | BoG discussed the III Cell activities. Need details of resource persons etc. BoG suggested the programs also focusing on faculty as the current programs are student focused. BoG discussed ICT Academy. CADD etc are trainers and not industry. | Details have been sent by email. |  |
| **B9** | High intensity training programmes **[Action by: Academic Coordinator]** | BoG approved. | Since the PMSS was corrupted it was not possible to procure the service. |  |
| **B10** | Ratification of In-house training programs for the students  | BoG ratified. | No action required |  |
| **B11** | Ratification of Faculty Development Programme- In-house  | BoG ratified. | No action required |  |
| **B12** | Ratification ofFaculty Attending Training, Seminar, Conference, Workshop – out-house | BoG ratified. | No action required |  |
| **B13** | Ratification of M.Tech Assistantship (ME & ECE) | BoG ratified. | No action required |  |
| **B14** | Ratification of payment made for procurement packages | BoG ratified. | No action required |  |
| **B15** | Ratification of Fee for Faculty Qualification Upgradation | BoG ratified. | No action required |  |
| **C1** | The records on status of fund position as on 30-09-2015. | It was verified by BoG. | No action required |  |
| **C2** | The records on status of four fund positions as on 30-09-2015. | It was verified by BoG. | No action required |  |
| **C3** | The records on status of placement | It was verified by BoG. | No action required |  |
| **C4** | Result analysis | It was verified by BoG. | No action required |  |

**Part B**

**Items for Discussion, Consideration and Approval in the 14th BoG meeting**

**Item B1. Statutory Audit Report 2014- 2015**

**Discussion:** BoG discussed the detailed StatutoryAudit report for the year 2014-2015 is given in **Annexure II** **(Page No: 64)**.

**GENERAL OBSERVATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL No** | **OBSERVATIONS** | **AUDITORS REMARKS** | **MANAGEMENT REPLY** | **BoG DECISION** |
| **I** | The Institute is maintaining its accounts in cash basis. | General Procedure as per Financial Management Manual issued by MHRD. | Not Required. |  |
| **II** | The institute is not annexing the actual bus tickets and train tickets. Instead they are claiming the TA as per Kerala State Rules. | Each faculty/experts Can claim their TA/DA according to their grades prescribed in the relevant rules. But the same should be supported by actual bills.Taxi Bills Should be annexed in case of Taxi Travels .But the institute in most cases is not annexing any trip sheets for travels, instead they are claiming Rs.16 per km as per the Govt. Order. | We followed the Govt. procedure; the instruction of Auditor will be discussed in next BoG. | BoG discussed |
| **III** | The Documentation must be in the format as per the government rules .In most cases the submission received from the departments is attached in separate file. | The Institute is required to keep the submission received from the departments in payment voucher file so as to link the payment voucher with submission. | It will be strictly followed. | BoG Agreed. |
| **IV** | The tally voucher numbers are not in order with the payment vouchers in physical form. | There should be clear linkage between the tally vouchers and the payment vouchers in physical copy so as to understand the transaction. | The linkage will be established as per the Auditor’s instruction. | BoG noted |

* **INTERNAL CONTROL WEAKNESS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL No** | **OBSERVATIONS** | **AUDITORS REMARKS** | **MANAGEMENT REPLY** | **BoG DECISION** |
| **I** | * During the course of our audit we observed the absence of proper internal control in the institution.
* The institute is not updating any finance committee minutes and academic committee minutes. The financial sanction is given at the time of settlement of bill.
* The Procurement coordinator is not updating the PMSS software’s in a timely manner. This has been considered as negligence on the part of the authorized official.
* There are instances where advance has been granted to the employees for in-house /external programmes without obtaining prior submissions.
* There are instances where advances remain unsettled for more than 3 Months.
* During the course of audit we found that the proceedings were initiated for financial sanction without principal’s authorization.
 | * The institute is required to frame adequate mechanism, policies and procedures for the smooth functioning of the office .The Role of each member in the committee has to be specifically determined. The delegation of duties must be appropriately designed.
* The Institute is required to update the minutes of the finance committee and academic committee.
* The PMSS software’s custodian should not be a single person. The PMSS software should be updated as soon as possible. The packages are initiated but not updated till the date of audit.
* Prior Approval of the all the programmes, activities, procurements are required from appropriate authority before organizing the same.
* Advance requisition along with justifications and reference of the project budget should be submitted prior to making the expenditure under the programme and prior approval must be taken in all such cases.
* Authorized signatory should have sanctioned the proceedings in order to initiate valid proceedings.
 | All efforts will be made to introduce adequate mechanism, policies and procedures for the smooth functioning of the office.The minutes of the Academic Committee was updated. Minutes of the Finance Committee, as per the instructions of the Auditors, will be updated.PMSS entry has been already updated except for two packages (Minor civil work & Electrification work, which will be completed at the earliest.)The instructions will be strictly followed in future, in all cases.We could not identify the instances where advances remain unsettled for more than three months during the period 2014-15. However we will take all efforts to verify to find out such cases.The instructions from the auditors will be strictly followed. Advance requisition, justification, reference of the project budget, sanction of the Principal, etc will be ensured before initiating any proceedings. | BoG noted |

* **Maintenance of Registers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Register** | **Audit Observations** | **Auditors Remarks** | **Management Reply** | **BoG DECISION** |
| **Cash Book** | * During the course of our audit we observed that institute is maintaining the cash book as per the format prescribed in Financial Manual. However institute is not maintaining any receipt vouchers and therefore not updating the receipt column of the cash book.
* Physical Cash verification was not done at regular intervals.
 | * The institute is required to maintain receipt vouchers and update the cash book in the manner prescribed in financial manual.
* The institute is required to conduct physical verification of cash balance at regular intervals.
 | The instruction will be implemented at the earliest.It will be implemented. | BoG noted |
| **Stock Registers** | * During the course of our audit we observed that certain procurements are done at institution level .But for the same no separate stock register is maintained at institution level. Normally payments are made for procurements only after the asset is received at the concerned departmental level.
* Detailed report are annexed in **Annexure-I**
 | * The institute is required to update the stock register at the institution level.
 | The recommendations of the Auditors will be implemented by maintaining a stock register at Institutional level. All payment was made after completing the appropriate entry in stock registers except for items at Institutional level. For these items, the entries were made in the TEQIP Fixed Asset Register. | BoG noted |
| **Fixed Asset Register** | * During the course of our audit we observed that the fixed asset register was not prepared as per the format prescribed in financial manual.
* The physical verification of the asset is done by the management as on 20/01/2015.The Material discrepancies reported by the management are annexed in **Annexure –I**
* During the period under audit, the students of the institution broke 2 Fire extinguishers which was purchased under TEQIP. Subsequently

the institute charged fine from those students and accounted in college fund. | * The institute is required to update the fixed asset register in proper format.
* Details are furnished in **Annexure –I**
* The management has not prepared any report on the financial loss suffered on account of fire extinguishers .Moreover stock registers and fixed asset registers are to be updated so as to know the actual position of the asset.
 | It is as per the format.Discrepancies are rectified.Two Fire extinguishers will be repaired and refilled using the fine imposed and collected from the students. | BoG noted |

* **PROCUREMENT OF ASSETS/EQUIPMENTS/EBOOKS…ETC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL No** | **OBSERVATIONS** | **Auditors Remarks** | **Management Reply** | **BoG DECISION** |
| **I** | **Package No:** **TEQIPII/2014/KL1G13/Shopping/95****Name of the Supplier :**N K C Ummer  PWD Contractor, Thalassery The minor civil works of Rs.4, 13625/- was done by the institute during the financial year 2014-2015 for which following discrepancies and observations were found.1. The measurement book of the civil works certified by the AE of the institute shows major variation with the agreed measurement with supplier.
2. The Party has not annexed proper documents at the time of opening of tender regarding the qualification criteria for the bidder as provided in the selection criteria.
3. The Concerned party is the main contractor of the college for the past few years.
4. The escalation clause regarding the increase in the contract price has been overwritten. As per the procurement guidelines further negotiation is not permissible.
 | * The procurement of civil works is to be done as per the format prescribed in the procurement Manual.
* The selection of the bidder is to be based on the prescribed qualification as per the procurement manual.
* As per the procurement guidelines further negotiation is not permissible.
 | None of the bidders are fully satisfying the conditions. Hence The contract was awarded to the least quoted Bidder. (N K C Ummer). There was no negotiations made after submitting the bids. | BoG noted |
| **II** | * The institute was subscribing E-journals of IEEE from M/s Global Information System Technology Private Ltd (GIST) since January 2014.

**PackageCode- Teqip- II/2014/KL1G13/Direct  contract/109** **Package Name-E-Journal IEEE*** Payment for renewal of subscription for the period 1-01-2015 to 31-12-2015 has to be made in advance as per the terms of the company. However purchase order in this regard was issued on 25th march 2015 and demand draft issued in favour of GIST on 27th March 2015 for an amount of Rs.38,9025/-.This amount was incurred for subscription of E journals from 1-01-2015 to 31-12-2015.
* As per the records we verified, it was found that the institution has paid **Rs 97,256.25** for the subscription of e journals for the period 1-01-2015 to 31-03-2015, during which no E- Journals of IEEE were accessible.
* Stock Register of the library shows that access to E-Journals commenced from 27th March 2015.The terms of the GIST Private Ltd states that access will take up to 10 days once Demand draft is encashed.
 | **Amount of** **Rs 97256.25 paid to GIST** **is disallowed.** | It came to know that the access was not denied during this period. But in this matter, the letter will be collected to confirm the access. | BoG noted |
| **III** | * During the course of audit we found that institute has awarded a contract to L3 vendor(Habitat Furniture) for purchase of tables & chairs for Rs.428000,disregarding L2 and L1 vendors who have agreed to execute contract for Rs.349300/- and Rs.327850/- respectively.
 | The Excess amount paid in connection with procurement is Rs. 1, 00,150/-.In bird’s eye view, the annual maintenance of an item is estimated to be 10 % of the acquisition cost. From an economic view point, contract awarded to Habitat Furniture is not palatable. | The other two bidders are not satisfying the qualification criteria (warranty terms are not as per our requirements). As per TEQIP II procurement guidelines  further negotiation is not permissible. | BoG noted |

* **FACULTY & STAFF DEVELOPMENT PROGRAMMES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL No** | **OBSERVATIONS** | **AUDITORS REMARKS** | **MANAGEMENT REPLY** | **BoG DECISION** |
| **I** | A programme “Outcome based education and accreditation” under Faculty and Staff development was conducted by Mr. Ranjith K(AP,ME)at an amount of Rs. 49008/-.Out of this amount Rs.14840 is incurred as flight charges for which no boarding pass is annexed. | This is not a subject oriented programme. The Class is attended by the faculties from different streams of engineering. Boarding pass is compulsory for air tavel.Rs.14840/- in connection with the flight travel is not allowed. | Journey conformity certificate is obtained from Spice jet two days back | BoG noted |
| **II** | Excess M Tec Tuition Fee paid to Following Faculties amounting to 1,66,650/- | **Reimbursement of tution fee pertaining to higher studies:**BoG permitted the following schemes for reimbursement of tuition fee pertaining to higher studies**.*** In case of applicant who sought admission at Govt. Colleges in Kerala State, is eligible for the full reimbursement of tuition fee.
* In case of applicant who sought admission at Govt. controlled self financing colleges(like CAPE/IHRD etc), is eligible for reimbursement of tuition fee up to an amount equal to the merit seat fee of that institution.
* In case of applicant who sought admission at Private self financing colleges, is eligible for reimbursement of tuition fee up to an amount equal to the merit seat fee of CAPE institution.
 | The recommendations of the Auditors will be implemented at the earliest**.** | BoG noted |
| **III** | Accommodation Charges of Rs. 3600/- paid to Mr. Mahesh M (Instructor, CSE) for attending two day workshop on Android Training on 22nd and 23rd March 2014 is in the name of BATHIJA Travels Private Limited .Proper Room Bill is not annexed. | As original room bill is not annexed, Rs3600 is disallowed.  | The matter had been informed the concerned person to sought out the issue at the earliest. | BoG noted |
| **IV** | A Communicative English class is conducted for the administrative and non teaching staff by Mr.Usman Koya P T at an amount of Rs. 109469/- and as per our view the above class is not a functional oriented programme.The accommodation expenses amounting to Rs.7600/- annexed for the above programmes is not in accordance with the programme schedule. | This is not a subject oriented /function oriented programme. The Class is attended by non-teaching staff from different streams of engineering.  | The title of the program is skill development course aiming at improving the efficiency , time management and friendliness towards staff. The accommodation for the resource persons was arranged by the college for four resource persons according to convenience and sequence of conduct of the programme. Regarding the matters the clarification of the BoG will be sought. | BoG agreed with Management reply |

* **ACADEMIC SUPPORT FOR WEAK STUDENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL No** | **OBSERVATIONS** | **AUDITORS REMARKS** | **MANAGEMENT REPLY** | **BoG DECISION** |
| **I** | Remedial Class payments amounting to Rs.64, 800/- on 29.04.2014. | * Attendance register for taking remedial class is not found.
* Moreover payment is made to EAP Coordinator as a single payment and not to respective faculties.
* The receipt voucher from individual faculty is not annexed. Hence we are unable to conclude whether the payment was made to individual faculties.
 | The attendance register for remedial classes are maintained in the beginning of TEQIP itself.In the financial year 2014-15 such payment were not made. The receipt vouchers for the payment are maintained.The matter will be verified and appropriate action will be taken in this matter as instructed by the Auditor. | BoG noted |

* **PROVIDING ASSISTANTSHIPS FOR INCREASED ENROLMENT IN EXISTING AND NEW PG PROGRAMMES IN ENGINEERING DISCIPLINES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL No** | **OBSERVATIONS** | **AUDITORS REMARKS** | **MANAGEMENT REPLY** | **BoG DECISION** |
| **I** | An amount of Rs.43161/ is paid to Ms Sruthi Veenadharan as scholarship. However she is eligible for scholarship under other scheme and hence she is ineligible to obtain scholarship from TEQIP Fund. | * The institutions could also provide teaching /Research Assistantships through TEQIP funds to the enrolled M Tec students/Doctoral students that do not get any scholarships through NDF/other schemes.
* The declaration from the students that they are not claiming grant from any other scheme is not proper. The declaration from students must be furnished in a stamp paper.
* **Rs.43161/- is disallowed.**
 | The matter will be verified and appropriate action will be taken in this matter as instructed by the Auditor. | Declaration from students furnished on stamp paper that they are not claiming grant from any other scheme and BoG accepted this.The BoG was of the opinion that the matter may be dealt in favor of the student by going through proper G.O regarding the stipends and other relevant documents. Also BoG mentioned that the college should ensure that the students are getting their stipends at least from any one of the provisions stipulated. |
| **II** | An amount of Rs.39000/- is paid to Mr.Kishor K as scholarship. However he is eligible for scholarship under other scheme and therefore he is ineligible to obtain scholarship from TEQIP Fund. | * The institutions could also provide teaching /Research Assistantships through TEQIP funds to the enrolled M Tec students/Doctoral students that do not get any scholarships through NDF/other schemes.
* The declaration from the students that they are not claiming grant from any other scheme is not proper. The declaration from students must be furnished in a stamp paper.
* **Rs.39000**/- is disallowed.
 | The matter will be verified and appropriate action will be taken in this matter as instructed by the Auditor. | Declaration from students furnished on stamp paper that they are not claiming grant from any other scheme and BoG accepted this.The BoG was of the opinion that the matter may be dealt in favor of the student by going through proper G.O regarding the stipends and other relevant documents. Also BoG mentioned that the college should ensure that the students are getting their stipends at least from any one of the provisions stipulated |
| **III** | An amount of Rs41200 is paid to Mr.Ajayan T J , who is eligible for scholarship under other scheme and therefore he is ineligible to obtain scholarship from TEQIP Fund. | * The institutions could also provide teaching /Research Assistantships through TEQIP funds to the enrolled M Tech students/Doctoral students that do not get any scholarships through NDF/other schemes.
* The declaration from the students that they are not claiming grant from any other scheme is not proper. The declaration from students must be furnished in a stamp paper.
* **Rs.41,200**/-/- is disallowed.
 | The matter will be verified and appropriate action will be taken in this matter as instructed by the Auditor. | Declaration from students furnished on stamp paper that they are not claiming grant from any other scheme and BoG accepted this.The BoG was of the opinion that the matter may be dealt in favor of the student by going through proper G.O regarding the stipends and other relevant documents. Also BoG mentioned that the college should ensure that the students are getting their stipends at least from any one of the provisions stipulated |
| **IV** | Amount Paid to Ms.Sruthi Krishna K P Rs. 43355/- who is eligible for scholarship under other scheme and therefore she is ineligible to obtain scholarship from TEQIP Fund. | * The institutions could also provide teaching /Research Assistantships through TEQIP funds to the enrolled M Tech students/Doctoral students that do not get any scholarships through NDF/other schemes.
* The declaration from the students that they are not claiming grant from any other scheme is not proper. The declaration from students must be furnished in a stamp paper.
* **Rs. 43 355/- is disallowed.**
 | The matter will be verified and appropriate action will be taken in this matter as instructed by the Auditor. | Declaration from students furnished on stamp paper that they are not claiming grant from any other scheme and BoG accepted this.The BoG was of the opinion that the matter may be dealt in favor of the student by going through proper G.O regarding the stipends and other relevant documents. Also BoG mentioned that the college should ensure that the students are getting their stipends at least from any one of the provisions stipulated |

* **INCREMENTAL OPERATING COST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL No** | **OBSERVATIONS** | **AUDITORS REMARKS** | **MANAGEMENT REPLY** | **BoG DECISION** |
| **I** | * An employability assessment test was conducted at institute by Attest Testing services Ltd on 30th August 2014.
* The examination fee per student is Rs 250.A list of 246 eligible students were prepared and examination fees of all 246 students amounting to Rs61500 was incurred.
* A demand draft in favour of Attest Testing Services Ltd for Rs 61500/- was taken on 23rd august 2014 in advance. However as per the attendance sheet only 188 students participated in the test on 30th august 2014.

Besides the copy of email conversation between the placement officer and Attest Testing services Ltd shows that Demand Draft was handed over to Attest Testing Services Ltd on 30th August 2014 after conducting the test and not on 23rd August 2014 as an advance. | The college has paid examination fees amounting to Rs14500, of 58 students who have not attended the test**Examination Fee of 58 students amounting to Rs 14500 is disallowed.** | The company will be requested to refund the proportional registration fee of the absentees for the programme. If it is not approved, the CGPU will repay the same. | CGPU repaid the same. BoG Agreed.  |

**ANNEXURE:-I**

**MAJOR DISCREPANCIES FOUND IN ASSET PHYSCIAL VERFICATION REPORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl No** | **Department** | **Items Not Entered in Stock Register** | **Items Not Found** | **Management Reply** | **BoG DECISION** |
| **1** | **ME** | 1. Projector Screen & Board
2. Projector Phase II
3. Tables & Chairs (Class Room Table -4 ,Office Table -4, S type Chair -4)
 |  |  Rectified | BoG noted. |
| **2** | **IT Lab** |  | * Language Lab –HP -01 to 34

**(2 Components Missing**)* **1 Plastic Chair is missing**
* Package : Tables & Chairs

 **1 office Table Missing** * Package : Metallic Shelves & Racks

**(2 Office Racks Missing )** |  Rectified | BoG noted. |
| **3** | **TEQIP office** | * **Package : Audio System**

Not Yet Unpacked till the date of audit. |  | **The conference hall is not yet refurbished. The unpacked Audio System is for the Conference hall.** | BoG noted. |
| **4** | **Library** | **1. Package: Computer  Chairs & Plastic** 5 Numbers of Chair Not  Entered. | * **Print Journals**
* Invent Impact : Civil Engineering

**4 Numbers Missing*** Journal on civil engineering

**1 Number Missing.*** Power today

**2 Numbers Missing** * Trends in Electrical Engineering

 **2 Numbers Missing**  |  Rectified | BoG noted. |
| **5** | **ECE** | 1. **Package Name :**MATLAB
2. **Package Name :**LCD Projector
3. **Package Name :**Racks & Chairs( 6 numbers Missing)
4. **Printers**
5. **Package:** Metallic Shelves & Racks
6. **Package Name :** Air Conditioner Phase I
7. **Package Name: 8086** trainer Kit not entered.
8. **Package Name:** Work Bench & Table
9. **Package Name :** Tables & Chairs
10. **Package Name:** Projector Phase II
 |  | **Rectified** | BoG noted. |

**Item B2. Procurement status**

**Discussion:** BoG discussed the procurement status.

**Conclusion/Resolution/Recommendation/Decision:** BoG Approved revised procurement plan. Any left over money can be spent after informing the members of BoG.

**[Action by: Procurement Coordinator]**

**Item B3. FSD Programme for next 3 months**

**Discussion:** BoG discussed the FSD programmes for the next three months.

**Conclusion/Resolution/Recommendation/Decision:** BoG Approved

**[Action by: Academic Coordinator]**

**Item B4. Accreditation Activities**

**Discussion:** BoG supported the principal related to Accreditation activities.

**Conclusion/Resolution/Recommendation/Decision**: BoG suggested asking funds from CAPE for campus beautification.

**[Action by: Accreditation Coordinator]**

**Item B5. R&D activities**

**Discussion:** BoG discussed the R & D activities.

**Conclusion/Resolution/Recommendation/Decision:** All nine paper presentations approved by BoG. In addition to presentation publications also important. Increase the participation. All PG students should publish at least one paper each. National Conference by ECE dept. and EEE dept. are approved. The details of national conference by ME dept. will be mailed to chairman for approval.

**[Action by: R & D Coordinator]**

**Item B6. III Cell Activities**

**Discussion:** BoG discussed the III Cell activities.

**Conclusion/Resolution/Recommendation/Decision:** BoG approved the internal training programs for students.

**[Action by: Academic Coordinator]**

**Item B7. Ratification of ITSS**

**Discussion:** BoG discussed the details of International travel by Mr. Binesh K, Assistant Professor, ECE dept.

**Conclusion/Resolution/Recommendation/Decision:** BoG Ratified

**[Action by:** Principal**]**

**Item B8. Ratification of Seed money proposals**

**Discussion:** BoG discussed the Seed money proposals.

**Conclusion/Resolution/Recommendation/Decision:** Item (3) Mr.Namanu P, Adhoc AP, EEE of seed money proposal is not permitted. Ratified all other five proposals.

**[Action by:** Principal**]**

**Item B9. Ratification of Internal training programs for the students**

**Discussion:** BoG discussed the detailed In-house training programs conducted for the students. BoG suggested to avoid trademarks and copy righted words in the title of the programs.

**Conclusion/Resolution/Recommendation/Decision:** BoG Ratified

**[Action by:** Principal**]**

**Item B10. Ratification of Faculty Staff Development Programme- Internal**

**Discussion:** BoG discussed FSD internal programmes conducted by different dept. BoG suggested including only the programs that have been completed and settled the accounts in the list of items to be ratified.

**Conclusion/Resolution/Recommendation/Decision:** BoG Ratifiedthe completed and settled programs and remaining will be included in the next BoG.

**[Action by:** Principal**]**

**Item B11. Ratification of expenditure for** Training, Seminar, Conference, Workshop attended by faculty and staff– External

**Discussion:** BoG discussed the details of Training, Seminar, Conference, Workshop attended by faculty and staff (external). BoG suggested including only the programs that have been completed and settled the accounts in the list of items to be ratified.

**Conclusion/Resolution/Recommendation/Decision:** BoG Ratifiedthe completed and settled programs and remaining will be included in the next BoG.

**[Action by:** Principal**]**

**Item B12. Ratification of M.Tech Assistantship (ME & ECE)**

**Discussion:** BoG discussedthe details of assistantship for M.Tech students from August 2015 to Nov 2015.

**Conclusion/Resolution/Recommendation/Decision:** BoG Ratified

**[Action by:** Principal**]**

**Item B13. Ratification of payment made for Civil works**

**Discussion:** BoG discussedthe details of procurement package.

**Conclusion/Resolution/Recommendation/Decision:** BoG Ratified

**[Action by:** Principal**]**

**Item B14. Conversion of Staff appointed in TEQIP II Office**

**Discussion:**

1. BoG gave permission to convert the staff appointed, Ms. Anupama P P, Data Entry Operator in the TEQIP II Office from daily wages basis to contract basis.

**Conclusion/Resolution/Recommendation/Decision:** BoG ratified the arrear amount that can be given to Ms. Anupama P P, Data Entry Operator with effect from 01/02/2014.

1. BoG gave permission to convert the staff appointed Ms. Reeshma K, Clerk cum junior Accountant in the TEQIP II Office from daily wages basis to contract basis.

**Conclusion/Resolution/Recommendation/Decision:** BoG approved to release the arrear amount that can be given to Ms. Reeshma K, Clerk cum junior Accountant with effect from 01/05/2015.

**[Action by:** Principal**]**

**Part C**

**Reports**

**Item C1. The status of fund position as on 16.12.2015**

**Discussion:** BoG discussedthe fund status.

**Conclusion/Resolution/Recommendation/Decision:** No action required.

**Item C2. The status of four fund position as on 16-12-2015**

**Discussion:** BoG discussedthe four fund status.

**Conclusion/Resolution/Recommendation/Decision:** No action required.

**Part D**

**Any other item with the permission of the Chair**

**Item D1.Approval for payment of Tuition fee, expenses etc of Dr. Rajeev P, spent for higher education (PhD, NITK, Surathkal)**

**Discussion:** BoG gave permission for the payment of Tuition fee, expenses etc of Dr. Rajeev P, spent for higher education (PhD, NITK, Surathkal).

**Conclusion/Resolution/Recommendation/Decision:** BoG approved.