**MINUTES OF 15th MEETING OF THE BOG**

**COLLEGE OF ENGINBERING, THALASSERY**

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

**Date:**26-03-2016 **Venue:**Mascot Hotel, Trivandrum **Time:** 10:00 am

**Members present**

1. Dr. Hari Kumar K.C., IIT Madras, Chairman.
2. Mr.M Ayyappan, Chairman, HLL Life Care Limited
3. Mr.V VijayaMohanan, Additional Secretary, Finance
4. Mr.Dilip Khan A, J S Higher Education Department
5. Dr.S Raveendran , Director, CAPE
6. Dr. Sajeev V., Principal, CoET.
7. Prof. Ramachandran C., Member, CoET.
8. Mr. Ranjith K, TEQIP II Co-ordinator, CoET.

**Special invitee**

1. Dr. Pratapachandran Nair, Mentor, CoET
2. Dr. Rajeesh J (Prof.ECE)
3. Mr. Anil Rajagopal, Nodal Officer (Finance)
4. Mr. Kiran T S (R&D Coordinator)
5. Mr. Rahul Charles (AP,EEE)

**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.

**ItemA1. Confirming the Minutes of the 14th Meeting of the Board of Governors held on 19-12-2015 at College of Engineering, Thalassery.**

**Discussion:**The Minutes of the 14th Meeting of the Board of Governors of the TEQIP Phase II of COE, Thalassery held on 19-12-2015 at College of Engineering Thalassery was sent to the Chairman and upon his consent, copies were circulated among the other members of the BoG. Comments received were well addressed.

**Conclusion/Resolution/Recommendation/Decision:** The minutes of the previous meeting held on 19-12-2015 was confirmed. BoG suggested that the college should address the basic issues related to situations leading to adverse comments in the audit report and a system should be evolved to avoid such situations in future and make the systems more robust.

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

**A2. Report on the action taken/action pending on the pertinent decisions in the Minutes of the 15th Meeting of the Board of Governors held on 26-03-2016 at College of Engineering, Thalassery**

**Discussion:** BoG noted the management’s reply given to auditor’s observations on Maintenance of Registers: Cash book

**Conclusion/Resolution/Recommendation/Decision:**We have implemented the procedure for maintaining the receipt voucher and subsequent updating of the receipt columns of cash book is done regularly.

**Discussion:** PROCUREMENT OF ASSETS/EQUIPMENTS/EBOOKS…ETC, **ITEM-I**

BoG is completely disagreed with the management reply. It is observed that the procedure followed in selection of the bidder as per the management reply is completely wrong.College should make sure that such lapses do not reoccur and utmost adherence to purchase procedures should be followed.

**Conclusion/Resolution/Recommendation/Decision:**To seek explanation from the Procurement Coordinator concerned.

**Discussion:**PROCUREMENT OF ASSETS/EQUIPMENTS/EBOOKS…ETC,**ITEM-III**

BoG is completely disagreed with the management reply in selecting the supplier. Since L1 and L2 did not meet the required specification, L3 would have automatically become the least bidder. They are also concerned about warranty as a criterion for selection.

**Conclusion/Resolution/Recommendation/Decision:**To seek explanation from the Procurement Coordinator concerned.

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

**Part B**

**Items for Discussion, Consideration and Approval in the 15thBoGMeeting**

**Item B1. Change of TEQIP II Coordinator**

**Discussion:**Discussed the change of TEQIP II Coordinator after 14thBoG meeting.

**Conclusion/Resolution/Recommendation/Decision:** BoG Approved. It was noted that frequent changes in the TEQIP administration is not healthy and should be avoided.

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

**Item B2. Procurement status**

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

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

**[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. BoG suggested that after attending an external FSD program, the participants are required to give a report and presentationbased on the program attended. BoG made this compulsory and asked to follow this as a standard practice for external programs andreimbursement of the cost incurred should be after this is done. The BoG further suggested to get feedback and to conduct post-program assessments to find how many really benefited from the internal program. BoG directed to submit the progress of the FSDs conducted as per the plan approved, in the next BoG meeting.

**[Action by: Academic Coordinator]**

**Item B4. Accreditation Activities and ISO Certification**

**Discussion:** BoG is opined that accreditation should be given higher priority than ISO certification. BoG discussed the need to prepare the ISO quality manual incorporating the requirements of NBA. In order to evaluate the company facilitating ISO certification, the BoG suggested that the college should check the details of certification done by the company. BoG also suggested checking the experiences of the selected company in the academic field.

**Conclusion/Resolution/Recommendation/Decision**: BoG approved the EOI documents.

**[Action by: Accreditation Coordinator]**

**Item B5. R&D activities**

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

**Conclusion/Resolution/Recommendation/Decision:** BoG noted that none of the publications are in Journals. BoG suggested including page numbers, volume number, etc. regarding publications. BoG expects more papers in journals instead of conference presentations. BoG insisted that M Tech students must publish papers mandatorily. All twelve paper presentations approved by BoG. BoG ratified the amount of Rs.62, 007/- the expense towards conference papers and approved the proposal of seed money. BoG Approved the SRA visit.

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

**Item B6. Internal training programs for the students**

**Discussion:** BoG discussed the training programs for the students and they suggested evaluating the benefits of every program conducting. The evaluation should be done by an Academic committee.BoG also would like to know how many of the planned programs were successfully conducted.BoG directed to submit the progress of the Internal training programs for the students conducted as per the plan approved, in the next BoG meeting.

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

**[Action by: Academic Coordinator]**

**ItemB7. Faculty Qualification Upgradationunder TEQIP-II**

**Discussion:**BoG discussed theProposal has been received from Ms. SHIBILI T (AP, CSE) to do herPart time PhD under TEQIP-II during the year 2014-16.

**Conclusion/Resolution/Recommendation/Decision:**BoG approved and can sanction eligible expenses as per PIP.

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

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

**Discussion:**BoG discussed the Seed money proposals. It was noted that all approved seed money proposals must culminate in submitting a bigger project to a national funding agency.

**Conclusion/Resolution/Recommendation/Decision:**Ratified all other six proposalsRatified a total amount of Rs. 339,980/-. Report how many were able to finalize proposal and give the progress.

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

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

**Discussion:**BoG discussed the detailed Internal training programs conducted for the students.The BoG observed that some payments are high compared to existing rates.The BoG has asked to check the amount and rate of payment to items 1 and 10 and to resubmit in the next BoG to ratify the payment.

**Conclusion/Resolution/Recommendation/Decision:**BoGratified a total amount of Rs.303, 327/- towards the internal training programs.BoG ratified atotal amount of Rs.120, 000/- towards placement orientation program.The BoG has asked to find the benefits of all internal programs for students by conducting quiz or exams after the program. It is decided to refund the excess amount paid to item 1 and 10 in Remedial classes.

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

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

**Discussion:**BoG discussed FSD internal programmes conducted by different dept.

**Conclusion/Resolution/Recommendation/Decision:**BoGratifieda total amount of Rs. 420,532/-.BoG suggested to form a mechanism to evaluate the benefits.

**[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, Workshopattended by faculty and staff (external).

**Conclusion/Resolution/Recommendation/Decision:**BoG ratifieda total amount of Rs.1180, 094/-.

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

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

**Discussion:**BoG discussedthe details of assistantship for M.Tech students from Nov 2015to Jan 2016and pending assistantship for SC/ST/OEC M.Tech students.

**Conclusion/Resolution/Recommendation/Decision:**BoG ratifieda total amount of Rs. 734,000/- towards assistantship for M.Tech students and Rs.60, 000/- towards the pending assistantship for SC/ST/OEC M.Tech students.

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

**Item B13.Ratification of Fee for Faculty Qualification Upgradation**

**Discussion:**BoG discussedthe fee details of Faculty Qualification Upgradation. Tuition fee, expenses etc of Dr. Rajeev P, spent for higher education (PhD, NITK, Surathkal)

**Conclusion/Resolution/Recommendation/Decision:**BoGratified a total amount of Rs.144, 830/- towards the fee for faculty doing M Tech and an amount Rs.29,609/- towards Tuition fee, expenses etc of Dr. Rajeev P, spent for PhD.

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

**Item B14. Ratification of payment made for procurement packages**

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

**Conclusion/Resolution/Recommendation/Decision:**BoG ratified an amount of Rs.2461107.

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

**Item B15. Ratification of Salary enhancement for TEQIP II Staff**

**Discussion:**BoG gave permission to convert the staff appointedMs. Reeshma K, Clerk cum junior Accountantin the TEQIP II Office from daily wages basis to contract basis.

**Conclusion/Resolution/Recommendation/Decision:**BoGapproved and ratified 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 15.03.2016**

**Discussion:**BoG discussedthe fund status.

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

**Item C2. The status of four fund position as on 15-03-2016**

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

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

**Item C3. Progress report of implementation of decision of the meeting of principals**

**Discussion:**BoGappreciated the efforts of monitoring the progress by CAPE. Let the BoG know the feedback from CAPE.

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

**Part D**

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

**Item D1.ICT MoU Renewal**

**Discussion:**BoG discussedtheICT MoU Renewal.

**Conclusion/Resolution/Recommendation/Decision:**BoG approved the renewal of ICT.

**Item D2.Advance paid to Mr. Shijin Maniyath, AP ME for the paper presentation at Italy**

**Discussion:**BoGdisallowed the claim by ShijijinManiyath.

**Conclusion/Resolution/Recommendation/Decision:**Refund the advance amount.

**Item D3.Submission by Usman Koya to claim the expenditure of PhD**

**Discussion:**BoG disallowed to claim the expenditure of PhD by Usman Koya.

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

**The probable date of next BoG meeting:**

The next BoG meeting will be held in between15-27th of June 2016.

**The meeting concluded at 2.00 pm with vote of thanks by Principal.**

**(Chairman, BoG, TEQIP-II, CoET)**

 Date: 26/03/2016,

 Place: Thiruvananthapuram.