Minutes of the XV th meeting of the Board of Governors (BoG) of TEQIP – II held on 26th March 2016 at Mascot Hotel, Thiruvananthapuram.

Members present :

Name	Organisation	Signature
K C HARI KUMAR	IIT Madras	K.C.H. Kumar
Pratapachandran Nair P	Mentor	
M Ayyappan	HAL Life care Ltd	
Dilip Kumar A	J.S., Higher Education Dept.	
Kiran T S	A.P., REC, R&D Coordinator	
Rajesh J	Prof ECE, COET	
Ramachandran C.	BoG Member, COET	
Anil Rajagopal K P	Finance Coordinator, TEQIP	Anil
Rahul Charles. C.M	AP, EEE	Rahul
Sajeev. V	Principal	
Ranjith K	TEQIP Co-ordinator	
Dr. S. Raveendran	Director CAPE	
J. Vijayamohanan	Addl Secy, Finance Dept	

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.

Item A1. 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]

Item A2: Report on the action taken/action pending on the pertinent decisions in the Minutes of the 14th Meeting of the Board of Governors held on 19-12-2015 at College of Engineering, Thalassery.

Discussion: BoG noted the management's reply given to auditors 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-1
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 15th BoG Meeting

Item B1: Change of TEQIP II Coordinator

Discussion: Discussed the change of TEQIP II Coordinator after 14th BoG 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 three 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 presentation based on the program attended. BoG made this compulsory and asked to follow this as a standard practice for external programs and reimbursement 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 benefitted 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. Inorder 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]

Item B7: Faculty Qualification Upgradation under TEQIP-II

Discussion: BoG discussed the proposal has been received from Ms. Shibili. T (AP, CSE) to do her part time Ph.D 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 proposals ratified a total amount of Rs. 339980/-. 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 08 and to resubmit in the next BoG to ratify the payment.

<u>Conclusion/Resolution/Recommendation/Decision</u>: BoG ratified a total amount of Rs. 303,327/- towards the internal training programs. BoG ratified total 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]

<u>Item B10</u>: Ratification of Faculty Staff Development programme - Internal

<u>Discussion</u>: BoG discussed FSD internal programmes conducted by different Department.

<u>Conclusion/Resolution/Recommendation/Decision</u>: BoG ratified a total amount of Rs. 420,532/-. BoG suggested to form a mechanism to evaluate the benefits. [Action by: Principal]

<u>Item B11</u>: Ratification of expenditure for Training, Seminar, Conference, Workshop attended by Faculty and Staff - External

<u>Discussion</u>: BoG discussed the details of Training, Seminar, Conference, Workshop attended by Faculty and Staff - External

<u>Conclusion/Resolution/Recommendation/Decision</u>: BoG ratified a total amount of Rs. 1180,094/- [Action by: Principal]

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

Discussion: BoG discussed the details of Assistantship for M.Tech students from November 2015 to January 2016 and pending assistantship for SC/ST/OEC M.Tech students.

Conclusion/Resolution/Recommendation/Decision: BoG ratified a 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 discussed the fee details of Faculty Qualification Upgradation. Tuition fee, expenses etc of Dr. Rajeev. P, spent for higher education (Ph.D NITK, Surathkal).

Conclusion/Resolution/Recommendation/Decision: BoG ratified a total amount of Rs. 144,830/- towards the fee for faculty doing M.Tech and an amount of Rs. 29,609/- towards Tuition Fee, expenses etc of Dr. Rajeev. P, spent for Ph.D. [Action by: Principal]

Item B14: Ratification of payment made for Procurement packages.

Discussion: BoG discussed the details of Procurement package.

Conclusion/Resolution/Recommendation/Decision: BoG ratified an amount of Rs. 24,61,107/- [Action by: Principal]

Item B15: Ratification of Salary enhancement for TEQIP II Staff

Discussion: 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 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 discussed the fund status.

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

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

Discussion: BoG discussed the four fund status.

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

Item C3: Progress report of implementation of decision of the meeting of Principals

Discussion: BoG appreciated 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 discussed the ICT 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: BoG disallowed the claim by Shijin Maniyath.

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

Item D3: Submission by Usman Koya to claim the expenditure of Ph.D.

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 between 15th-27th June 2016.

The meeting concluded at 2:00 pm with vote of thanks by Principal

K.C.H. Kumar.
Dr. K.C. Harikumar
Chairman, BoG, TEQIP II
College of Engineering
Thalassery.