

Minutes of the XIXth meeting of the Board of Governors (BoG) of TEQIP II held on 28th March 2017 at the hotel Apollo Dimora, Thiruvananthapuram.

Members present -

Signature

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|--|-------------------------|
| 1 K.C. Hari Kumar | <u>K.C.H.Kumar</u> |
| 2 Dr. R. Sasikumar | <u>R.S.Sasikumar</u> |
| 3 Dr. M. Ayyappan | <u>M.Ayyappan</u> |
| 4 Dr. P. Brindaparkhenderan AKM | <u>Dr.P.B</u> |
| 5 J. Vijayakumar. Member BoG. | <u>J.Vijayakumar</u> |
| 6 Dr. S. Jayakumar Director SPFU | <u>S.Jayakumar</u> |
| 7 Sojeev N | <u>T.N</u> |
| 8 Ranjith K | <u>Ranjith K</u> |
| 9 Dr. V.I. Beena, Senior Joint Director, DTE | <u>V.I.Beenam</u> |
| 10 Ramachandran C, Associate Professor | <u>Ramachandran C</u> |
| 11 K P Anil Rayagopal, Finance Nodal Officer | <u>Anil</u> |
| 12 Hyza M | <u>Hyza M</u> |
| 13 Kieran M. PhD Coordinator | <u>Kieran M</u> |
| 14 V. Kamalathiraman | <u>V.Kamalathiraman</u> |
| 15 Rajesh. J | <u>Rajesh. J</u> |

- 16 Akhil Chandras Minyadan, for HOD IT *Attnm
28/3/17*
- 17 Attilia. I.R, for HOD EEE *dwivedi
28/3/17*
- 18 NIVYA. T.K HOD CE *T
28/3/17*
- 19 Reeshma K (CCJA, TEQIP) *Reeshma
28/3/17*
- 20 Anupama. P.P (DEO, TEQIP) *AB*

Proceedings of the meeting

Prof. Harikumar K.C, Chairman of BoG presided over the meeting. The meeting started with an introduction by the Principal as member secretary of the BoG. The Principal welcomed all the honorable members of the BoG and briefed the progress made by the college on the TEQIP II performance. The BoG congratulated the team for the improved and commendable performance. After that each item in the agenda were taken for discussion and decision by the BoG.

A1: Confirming the minutes of the 18th meeting of Board of Governors held on 26-12-2016 at Mascot Hotel, Trivandrum.

Discussion: The minutes of the 18th meeting of Board of Governors of the TEQIP Phase II of CoE, Thalassery held on 26-12-2016 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 1 (Page No: 32) for confirmation. The BoG is requested to consider the minutes for approval.

Conclusion: The BOS opined that any changes in the planned program should be informed to the chairman. BOS also opined that they are not interested in micro details. The BOS should be the strategic planning body. The minutes of the previous meeting held on 26-12-2016 was approved.

[Action by : Principal]

A2: Report on the action taken/action pending on the pertinent decisions in the minutes of the 18th meeting of Board of Governors held on 26-12-2016 at Mascot Hotel, Trivandrum.

Discussion: The decisions taken by the Board as recorded in the minutes of the 18th meeting of the Board of Governors of the TEQIP Phase II held on 26-12-2016 have been noted and actions have been initiated.

Conclusion: The action taken report of the previous meeting held on 26-12-2016 was approved.

[Action by: Principal]

PART B

Items for Discussion, Consideration and Approval in the 19th BOS Meeting.

Item B1: How to evaluate BOS Chairman and members.

Discussion: BOS discussed the survey conducted at College level to evaluate the TEQIP II team.

Conclusion/Resolution/Recommendation/Decision: BOS directed to improve the Questionnaire used for the survey to evaluate the TEQIP II team. [Action by: Principal]

Item B2: Internal Audit Report 2015-16 Second Half.

Discussion: BOG discussed the detailed Internal Audit Report 2015-16 second half.

Conclusion/Resolution/Recommendation/Decision: BOG noted and told that corrective steps were taken. BOG has asked to liaison with auditors and get final report. Obey with Statutory Audit report.

[Action by: Finance Coordinator/Principal]

Item B3: ISO Certification

Discussion: The BOG discussed ISO certification activities and reviewed the process.

Conclusion/Resolution/Recommendation/Decision: Congratulated all for getting ISO certification.

Ratification of ISO Audit:

Professional charges: Rs. 51,750/- to M/s. Integrated Quality Certification Pvt. Ltd. for ISO 9001:2015 certification.

Conclusion/Resolution/Recommendation/Decision: BOG ratified.

[Action by: ISO Coordinator]

Item B4: R & D activities

Discussion: Activities under R & D is successfully completed.

Conclusion/Resolution/Recommendation/Decision: Good improvement visible in R&D activities. BoG appreciated R&D cell. Three proposals were submitted for external funding from various National level agencies like Department of Biotechnology, New Delhi, Central power research unit, Bangalore Department of Science and Technology New Delhi. Let the BoG know the final outcome of the Project proposal.

[Action by: R&D Coordinator]

Item B5: Ratification of Internal training programs for the students.

Discussion: BoG discussed internal training programmes, remedial classes for students.

Conclusion/Resolution/Recommendation/Decision: BoG ratified all remedial and bridge classes for a total amount of Rs. 73,200/- BoG ratified 6 internal training programmes for students from Sl-No. 1 - 6 for a total amount of Rs. 131,477/- BoG directed to provide the itemwise expenditure for the training program conducted in Sl-No. 7-13 to be placed in the next BoG for ratification.

[Action by: Principal]

Item B6: Ratification of Faculty Staff Development programme- Internal

Discussion: The BoG discussed FSD internal programmes conducted by different Departments. The BoG ratified all 2 items.

Conclusion/Resolution/Recommendation/Decision: BoG ratified a total amount of Rs. 1,82,634/- towards internal FSD programmes.

[Action by: Principal]

Item B7: Ratification of expenditure for Training, Seminar, Conference, Workshop attended by faculty and Staff - External

Discussion: The BOS discussed Training, Seminars, Conference, Workshop attended by faculty and staff (External). BOS ratified all 58 items except item No. 9 in the list.

Conclusion/Resolution/Recommendation/Decision: BOS directed to provide the item wise expenditure for the items No. 9. BOS ratified a total amount of Rs. 2,66,627/-
 [Action by: Principal]

Item B8: Ratification of M.Tech Assistantship (ME & ECE)

Discussion: BOS discussed the details of assistantship for M.Tech students from October 2016 to February 2017.

Conclusion/Resolution/Recommendation/Decision: BOS ratified a total amount of Rs. 9,52,000/- towards assistantship for M.Tech students from October 2016 to February 2017.
 [Action by: Principal]

Item B9: Ratification of Fee for faculty Qualification upgradation

Discussion: BOS discussed the details of fee for faculty doing M.Tech and Ph.D.

Conclusion/Resolution/Recommendation/Decision: BOS ratified a total amount of Rs. 95,735/- towards fee for faculty doing M.Tech. and Rs. 16,335/- towards

fee for faculty doing Ph.D.

[Action by: Principal]

Item B10: Ratification of payment made for procurement of services.

Discussion: BoG discussed the procured services.

Conclusion/Resolution/Recommendation/Decision: BoG ratified.
 [Action by: Principal]

Item B11: Direction from SPFU to increase salary from Rs. 25,000/- to Rs. 32,000/- of Ms. Afeena Rasheedkathbi - M.M (MIS Officer) w.e.f 01/04/2016.

Discussion: BoG discussed the salary enhancement and arrear.

Conclusion/Resolution/Recommendation/Decision: BoG ratified the arrear amount Rs. 54,600/-
 [Action by: Principal]

Item B12: Direction from CAPE Director regarding request from Ms. Sajna K former AP in CSE.

Discussion: BoG discussed the request from Ms. Sajna K former AP in CSE.

Conclusion/Resolution/Recommendation/Decision: BoG directed to recover the principal amount Rs. 33,740/- paid to Ms. Sajna K from TE&IP II for Qualification upgradation and decided to refund the interest charged.
 [Action by: Principal]

Item B13: 18th BoG decided to consider the status of the program satification of Dr. Rajeev P and Ms. Rinitha P. in the 19th BoG.

Discussion: BoG discussed the above issue.

Conclusion/Resolution/Recommendation/Decision: Deferred pending final verdict of the High Court, Kerala.
[Action by: Principal]

PART C

REPORTS

Item C1: The status of fund position as on 23.03.2017

Discussion: BoG discussed the fund status.

Conclusion/Resolution/Recommendation/Decision: BoG noted.

Item C2: The status of four fund position as on 23.03.2017

Discussion: BoG discussed the four fund status.

Conclusion/Resolution/Recommendation/Decision: BoG noted.

PART D

Any other item with the permission of the chair.

The probable date of next BoG Meeting: The next BoG meeting will be held in second half of JUNE at CoE Thalassery

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

K. C. H. Kumar.

Dr. K. C. Hasikumar

Chairman, BOG, TEAIP II
COET