

**MINUTES OF 25<sup>th</sup> BOG MEETING**  
**COLLEGE OF ENGINEERING THALASSERY**  
**(SELECTED UNDER SUB-COMPONENT 1.1 OF TEQIP PHASE-II)**

**Date:** 06-01-2021

**Venue:** College of Engineering, Thalassery (Online Mode)

**Time:** 11:00AM

**Members present:**

1. Dr. Rajan Kanhirodan (BoG Chairman)
2. Dr. R. Sasikumar (Director, CAPE)
3. Dr. Vrinda V. Nair (Director, SPFU)
4. Mr. P. S. Rajesh (Additional Secretary to Government, Cooperation Department)
5. Mr. P. V. Narayanan (Sr. F.O. Kannur Collectorate, for Finance Dept.)
6. Dr. Beena V. I. (Principal)
7. Mr. C. Ramachandran (Associate Professor, ECE)
8. Mr. Ranjith K. (TEQIP II Coordinator, AP,ME)

**Special Invitee:**

1. Ms. Safoora O. K. (AP,ECE, Finance Nodal Officer)
2. Ms. Hyna M. (AP,ECE, Academic Nodal Officer)
3. Ms. T.V. Rashma (AP,CSE, EAP Nodal Officer)
4. Mr. Eby David, (HoD, ME)
5. Ms. Seema E. S. (HoD, CE)
6. Ms. Reeda K. (HoD, EEE)
7. Ms. Ancy George (HoD, IT)
8. Dr. Rajeev P. (Asso. Prof. ME)
9. Ms. Aswathi C. R. (AP, EEE)
10. Mr. Arjun Madhur (AP, ME)

**Proceedings of the meeting:**

Dr. Rajan Kanhirodan, Professor, Department of Physics, Indian Institute of Science Bangalore 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. After that each item in the agenda were taken for discussion and decision by the BoG.

**1.1 Confirmation of the Minutes of the 24<sup>th</sup> Meeting of the Board of Governors held on 28-11-2019 at Government Guest House, Kannur.**

**Discussion:** The Minutes of the 24<sup>th</sup> Meeting of the Board of Governors of the TEQIP Phase II of COE, Thalassery held on 28-11-2019 at Government Guest House, Kannur 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: 61)** for confirmation. The BoG is requested to consider the Minutes for approval.

**Conclusion:** Confirmed the Minutes of the 24<sup>th</sup> BoG Meeting. No action required.

**[Action by: Principal]**

**1.2 Report on the action taken/action pending on the pertinent decisions in the Minutes of the 24<sup>th</sup> Meeting of the Board of Governors held on 28/11/2019.**

**Discussion:** BoG suggested to include all the items in the agenda.

**Conclusion:** Included all items, No action required.

**[Action by: Principal]**

**Part II**

**Financial Report, Ratification and Approval**

**2.1: Financial Reporting:**

**Discussion:** BoG discussed Financial report and the SPFU Director pointed out that there are mismatch between the entries made in MFMR portal and Financial report in the Agenda Notes.

**Conclusion/Resolution/Recommendation/Decision:** Corrected all entries and send the final agenda notes to all BoG Members.

**[Action by: Principal/TEQIP Coordinator/Finance Coordinator]**

**2.2: Ratification**

**2.2-1.Ratification of expenditure incurred under Equipment & Civil Maintenance Fund**

**Discussion:** BoG discussed and ratified all expenses.

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

**[Action by: Principal/TEQIP Coordinator/Finance Coordinator]**

**2.2-2 Ratification for the expense incurred under Equipment Replacement fund**

**Discussion:** BoG discussed and ratified all expenses.

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

**[Action by: Principal/TEQIP Coordinator/Finance Coordinator]**

**2.2-3 Ratification for the expense incurred under faculty Development fund**

**2.2-3: 1.Participation of faculty members attended external seminars/ conferences /workshops etc.**

**Discussion:** BoG discussed and pointed out that faculty members should attend FDPs in reputed institutions like NITs, IITs, etc. Academic committee should ensure the same. BoG ratified all expenses.

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

**[Action by: Principal/TEQIP Coordinator/Academic Coordinator/Finance Coordinator]**

**2.2-3:2 FSD-Others**

**Discussion:** BoG discussed and ratified all expenses.

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

**[Action by: Principal TEQIP Coordinator/Academic Coordinator/Finance Coordinator]**

**2.2-4 Ratification of the expenses incurred under Corpus fund**

**2.2-4:1 Ratification of the expenses for remedial classes and students programs**

**Discussion:** BoG discussed and pointed out that remedial class is to be conducted only for theory papers. If any payment were done for the remedial classes of laboratory, then it should be

recovered from the faculty. BoG pointed out some corrections in the table and suggested to include designation of resource persons of all programs. BoG discussed and ratified all expenses. **Conclusion/Resolution/Recommendation/Decision:** Corrected the wrongly entered data and revised agenda note sent to all BoG members. Included the designation of resource persons in the table. No action required.

**[Action by: Principal/TEQIP Coordinator/Finance Coordinator]**

#### **2.2-4:2 Ratification on expenses related to Incremental Operating Cost**

**Discussion:** Ratified all expenses.

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

**[Action by: Principal/TEQIP Coordinator/Finance Coordinator]**

#### **2.2-4:3 Ratification on expenses related to Research Publications**

**Discussion:** BoG discussed and pointed out that the table should contain venue and date of the programs. Ratified all the payments.

**Conclusion/Resolution/Recommendation/Decision:** Changes made, no action required.

**[Action by: Principal/TEQIP Coordinator/Finance Coordinator]**

### **2.3 Approval**

#### **2.3-1:1. Corpus Fund- CE, CSE, ECE, EEE, IT & ME Departments**

**Discussion:** BoG discussed agenda notes and suggested that all HoDs and TEQIP Committee should ensure that all programmes are conducted as per schedule. BoG also suggested that HoDs of EEE and ME Departments should submit additional schedule of remedial classes which will cover all semesters.

**Conclusion/Resolution/Recommendation/Decision:** BoG approved the agenda item. No action required.

**[Action by: Principal/TEQIP Coordinator/Academic Coordinator]**

#### **2.3-1: Corpus Fund-Other Items**

**Discussion:** BoG approved the agenda item.

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

**[Action by: Principal/TEQIP Coordinator/Academic Coordinator]**

#### **2.3-1:2 Faculty Development Fund - CE, CSE, ECE, EEE, IT & ME Departments**

**Discussion:** BoG discussed the agenda item and suggested to remove item no. 1, i.e, expenses for attending online/offline FDPs at least one per faculty/staff from the table of ME Department. BoG approved the agenda item.

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

**[Action by: Principal/TEQIP Coordinator/Academic Coordinator]**

#### **2.3-3. Approval of the Maintenance of equipment procured under TEQIP-II**

**Discussion:** BoG discussed and approved the agenda item.

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

**[Action by: Principal]**

### **2.3-4 Approval of the Replacement of equipment procured under TEQIP-II**

**Discussion:** BoG discussed and approved the agenda item and allowed the replacement of UPS battery and allowed to purchase UPS battery under buy back policy.

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

**[Action by: Principal]**

## **Part III**

### **3. Other Items:**

#### **3.1: NBA Compliance Report – EEE & ME Departments for discussion and suggestion**

**Discussion:** BoG discussed.

**Conclusion/Resolution/Recommendation/Decision:** To improve the SFR of EEE Dept. requirements such as additional appointment of ad-hoc, adjunct faculty etc. should be submitted as proposal to CAPE. In ME department there is a requirement of a Professor with PhD to improve the SFR. A proposal is to be submitted to the CAPE for the same.

**[Action by: Principal/NBA Coordinator]**

#### **3.2 Proposal related to new MBA Programme**

**Discussion:** BoG discussed.

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

**[Action by: Principal]**

#### **3.3 Major Achievements**

**Discussion:** BoG discussed.

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

**[Action by: Principal]**

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

The next BoG meeting will be held in December 2021 (tentative date) at CoE Thalassery.

**The meeting concluded at 01.30 pm with vote of thanks by Principal.**

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

Place: Thalassery.

Date: 06/01/2021.