

Minutes of the Fifth meeting of the Board of Governors of TEQIP Phase - II held on Saturday, the 22nd September, 2012 at Conference hall (TEQIP office) of College of Engineering, Tholassery.

The meeting started at 10.15 am by a welcome speech by the Principal. Principal invited Dr. Harikumar to the Chair of Bobs as the new Chairman in place of Dr. Kuncheria P. Isaac. Dr. Harikumar then presided over the meeting.

Present:-

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| 1. K. C. HARI KUMAR | K.C.H. Kumar. |
| 2. M. K. Jayaraj | |
| 3. Dr. K. Sreekrishna Kumar | K. S. Sreekrishna Kumar |
| 4. Dr. V. Gopa Kumar | |
| 5. Dr. U. A. Kunhummoiden | |
| 6. Ramachandram C. | |
| 7. Binish.K | |

No. Agenda.

5.1 Welcome by the Chairman.

After a self introduction speech by Dr. K.C. Harikumar, Chairman of Bobs, the points were taken up for discussion.

5.2 Confirmation of the Minutes of the 14th meeting of the Board of Governors held on 28.04.2012.

The minutes of the 14th meeting held on 28/04/2012, placed before the Board of Governors has been approved.

5.3 Discussion on the action taken report.

The action taken report on the 14th meeting of Bobs held on 28-04-2012 was placed before the Bobs. Principal then read out the report and discussions were made on certain points which is as shown below.

Point 4.14 - Reconstitution of Bobs.

Bobs insisted to fill the board of Governors by nominating two more members who should be Senior Management Personnel, one from CAPE and another from Government Department (Co-operative/Higher Education/Finance).

(Action : Principal)

5.4 College of Engineering, Thalassery.

5.4.1 Submission of Income & Expenditure details for kind perusal and approval.

The details of Income & Expenditure submitted by us have been perused by the BoB.

5.4.2 Approval for opening of four additional bank accounts as mentioned in Project Implementation Plan (PIP) and refund of Rs. 1000/- deposited by CAPE for opening TEQIP bank account.

Approval has been granted for opening of the below mentioned four accounts and also to refund Rs. 1,000/- to CAPE (College of Engineering, Thalassery.)

- a) Corpus fund
- b) Faculty development fund
- c) Equipment replacement fund
- d) Maintenance fund

Chairman expressed his opinion to use Alumni Fund for generating Corpus Fund.

Action: Finance Co-ordinator/Secretary Alumni)

5.4.3 Approval of expenditure incurred in connection with Remedial class conducted during this academic year.

The members of the Board expressed their satisfaction about the remedial class already conducted. Permission to conduct further classes also granted by the Board. With regard to the remuneration to the faculties who lectured in the class, Principal delivered the decision taken by the College to pay Rs. 500/- for 1.5 hours class, to the Board. The Board members asked to calculate remuneration @ as per the latest Govt. order in this regard or pay at the rate of Rs. 300 for one hour class for the time being. The balance amount can be released on receipt of necessary orders from Government, they added.

(Action: TEQIP Co-ordinator/Finance Co-ordinator)

5.4.4 Approval of expenditure incurred in connection with training seminars and workshops participated and conducted by faculties
Approval has been granted for the expenditure incurred for the purpose.

(Action: Finance Co-ordinator)

5.4.5 Approval from BoG for which the Administration sanction and Financial sanction has already been received in connection with procurement of goods.

The expenditure of Rs. 14,400/- incurred towards the Procurement of Accounting Software Tally ERP-9 and financial sanction accorded for Rs. 29,10,500/- towards the procurement of various items has been approved by the BoG.

BoG emphasized the need to train the faculties by deputing them to National level Institutions/Organizations besides the training given by the suppliers on installation of Equipments/Softwares.

(Action: Finance Co-ordinator/Principal.)

5.4.6 Approval to conduct Seminars/Workshops and Faculty Development Programmes during this Academic year (2012-13)

Approval has been granted by the BoG to conduct Seminars/Workshops and Faculty Development Programmes.

(Action: TEQIP Co-ordinator/ PIMC Co-ordinator/HoDs (CSE/ECE/EEC/IT/ME).)

5.4.7 Advice for the steps to be taken for NBA accreditation.

In this regard BoG members asked to search the site www.bommatv/NBA/workshop.

They also asked to contact CET, Trivandrum to get more information in this regard.

In order to apply for NBA accreditation, members decided to fill up the new Self Assessment Report (SAR) which can be downloaded from the Website.

The BoG decided to appoint a Co-ordinator for NBA accreditation.

(Action: TEQIP Co-ordinator)

5.4.8 Permission to take action to sign the MoU with different Companies.

Board of Governors granted permission and instructed to take immediate action to contact with the Industries

and sign MoU. With regard to the subject, it is decided each departments should initiate to map at least two Industries and hand over its details to III Cell Co-ordinator. While mapping the Industries, initial discussions should be carried on with regard to our college and its III cell activities. Inputs should also be taken from the students while mapping the Industries. There should be regular visits and interaction with Industries and to get maximum industrial oriented project which can be done by the students.

(Action: TERIP Co-ordinator / III-Cell Co-ordinator)

5.4.9. Date and venue of next BGS meeting.

Next meeting is scheduled to be convened at Thiruvananthapuram during the month of November, 2012.

(Action: TERIP Co-ordinator).

5.4.10. Any other items permit by the Chairman.

The Board opined that the infrastructure of the College is to be increased by using the PTA Fund. Hence it is decided to address PTA in this matter.

With regard to Placement cell activities, the Board advised to create a brochure every year to attract companies. It was also decided to create a separate e-mail ID for placement cell and also to update the Web-site. Further the Board decided that two representatives from final year students should be selected and put to placement cell to assist the Placement Co-ordinator. Placement Co-ordinator should maintain regular visit in different Industries. They also advised to create a Database of Pre-final and final year students with proper records including performance.

(Action: TERIP Co-ordinator / PTA / Placement Cell Co-ordinator)

A meeting was also arranged with BGS members, all HoDs and TERIP Officials and they met by 1 pm.

The meeting concluded by 2:30 pm with a buffet lunch participating all HoDs, TERIP Officials etc.

K. C. H. Kumar.

Dr. K. C. Harikumar
Chairman, BGS.