

07/12/2013

Minutes of the viiith meeting of the Board of Governors of TEQIP-II held on Saturday, the 7th December 2013 at Conference Hall (TEQIP-II Office), College of Engineering, Thalassery.

Members present.

1.	K. C. HARI KUNTR	K. C. H. kumar
2.	Ig. A. Sugathan	Sugathan
3.	K. V. Murali	Murali
4.	SHAHIN M	Shahin
5.	Sajeet. V	V
6.	Ramachandran. C	Ramachandran
7.	Bineesh. K TGIP-II co-ordinator	Bineesh

No.

Agenda

8.1 Welcome by the chairman

After a welcome speech by Dr. K.C.Hari Kumar, Chairman of BoG, the points were taken up for discussion.

8.2 Confirmation of the Minutes of the viith meeting of the Board of Governors held on 19-05-2013

The minutes of the viith meeting held on 19-05-2013, placed before the Board of Governors has been approved.

8.3 Discussion on the action taken report

The Action taken report on the viith meeting of BoG held on 19-05-2013 was placed before the BoG. Principal then read out the report and discussions were made on certain points which are as shown below.

8.3.2 Approval from BoG for the Revision of Procurement Plan.

As per the direction from BoG Proprietary Certificate has been purchased from certain supplier who quotes for direct contract. Also BoG has approved the revised procurement plan.

8.3.5 Approval to appoint Senior Research Advisor

As per the decision from Respective BoG Members. Dr. T. V. Padmanabhan Nambiar, Professor and Chairman Amrita University Coimbatore has appointed as SRA of College of Engineering Thalassery. First sitting of SRA was held on 03-09-2013.

8.3.9 Discussion regarding the improvement of Placement activities.

Appointed Mr. Anil Rajagopal, Asst. Professor in Mechanical Engineering Department as full time Placement Officer of College of Engineering Thalassery. Separate Language Lab has been set up in the college under TEQIP-II.

8.3.10. Discussion regarding the functioning of continuing Education cell.

As per the direction from BoG discussion has been carried out with CE cell coordinator to start various CE programme during semester vacation (Month of April/May).

8.4. College of Engineering, Thalassery.

8.4.1. Submission of Income and Expenditure details for kind perusal and approval upto 31/11/2013.

The details of Income and Expenditure

submitted have been perused by the BoG.

8.4.2: Approval from BoG for the Revision of Procurement plan.

The details of procurement plan to be revised are placed before the BoG. The members of BoG have approved the revised procurement plan. (Cancellation of two packages and addition of six new packages).

BoG members suggested to blacklist the supplier (HCL) for the purchase of Computer phase - I since the same cannot deliver as per the terms and conditions of the Tender.

[Action : Procurement Coordinator]

8.4.3: Approval of expenditure incurred for the following Programme.

a) Outstation training taken by the faculties.

Approval has been granted by the BoG for the expenditure incurred for this purpose.

[Action : Finance Coordinator]

b) Workshop/Seminars/FDP conducted by various Department.

Approval has been granted for the expenditure incurred for the workshop/Seminars/FDP conducted by various Department.

[Action : Finance Coordinator/Academic Coordinator.]

8.4.4: Approval of Academic Action plan upto December 2014.

BoG Members have approved the Academic action plan to be conducted upto December 2014.

Members also suggested to conduct regular meeting of the alumni association by including previous batch of students who have been placed in various companies.

Members suggest to conduct various training programmes (Industrial Training, summer training, CAE / DRDO Coaching, Communication Skill improvement Training.)

Action: TEQIP-II Coordinators / Academic Coordinator / Placement Coordinators / EAP Coordinator / Finishing school Co-ordinators.

8.4.5 Approval to start MTech Course in various Departments.

Respected BOS members have identified and given permission to start MTech Course for Electronics and Communication Engineering and Mechanical Engineering Department. Since number of MTech faculty members in the concerned department is more compare to other department.

Senios Accountant Sri. K. A. SUGATHAN (Representative from CAPE) has suggested to give proposal for the appointment of two qualified faculty members in the corresponding department.

[Action: TEQIP-II coordinators / Academic Coordinators / HOD of ECE and ME Department.]

8.4.6 Approval from BOS for faculty members to do their Qualification up-gradation under TEQIP-II.

Approval has been granted by the BOS for the three faculty members currently doing their

N-Tech Programme (2013-14).

Members also approved for five faculty members for doing their N-Tech Programme during (2014-15) and five faculty members for PhD Programme to do their Qualification up-gradation under TEQIP-II.

[Action: TEQIP-II coordinator / Academic Coordinator / HOD]

8.4.7 Approval of Expenditure incurred by UC students attended Two week automotive Industry Simulation Internship and Implant Training Programme in KSEB under III Cell.

Respected Chairman and Members of BoG has approved TA and registration fees incurred by UC students who have attended Two week automotive Industry Simulation Internship and Implant training programme in KSEB under III cell.

[Action: TEQIP-II coordinator / III cell coordinator]

8.4.8 Discussion regarding the reimbursement of Tuition fees for faculties enrolled for Qualification Up-gradation before commencement of TEQIP-II.

Respected Chairman and Members have approved the expenditure (Tuition fees) incurred by two faculty members enrolled for qualification up-gradation before TEQIP-II.

Members suggested that a declaration in stamp paper has to be executed by the faculty members and if there is any audit objection regarding this then the expenditure (Tuition fee) with interest during that period has to be refunded to TEQIP-II account.

[Action: TEQIP-II coordinator / Academic Coordinator /

Finance Coordinator]

8.4.9. Discussion regarding the Governance self reviews.

Members of Board of Governance have discussed the governance self-reviews and updated the new assessment.

Members also suggested to include status column in Governance self-reviews to indicate various status for each head.

Members requested:

1. To submit the annual budget before March 2014.
2. Finance Committee meeting should be carried out twice in a week to review and approve the expenditure. Proceeding of Finance Committee should be presented to BoG for approval.
3. Audited statements of accounts are being discussed and should be approved by BoG.
4. Scientific way of benchmarking should be taken up and the same should be published in the college website.
5. Guideline book of Governance self-review should be submitted to each member of BoG.
6. Publish Annual report on Institutional Performance including number of admissions, number of pass percentage through graphical representation in the college website.
7. Maintain register of interest of members of BoG in the BoG meeting.
8. Publish the proceedings of minutes in College website.
9. Keep a book on the evidence regarding the self review questions.
10. Maintain a formal induction process to regularly review the performance of BoG.
11. Publish Accreditation and Autonomy status.
(Action: TEQIP-II Coordinator / Academic Coordinators / Finance Coordinator)

8.4.10. Discussion regarding QEEE programme to be conducted by IIT Madras on 26th January 2014

Respected Chairman and members have approved to start QEEE programme in the college conducted by IIT Madras.

[Action: TEQIP-II Coordinator]

8.4.11 Discussion regarding the improvement of Placement activities.

Bols Members have suggested to prepare a placement booklet which consist of all the placement activities, result of the college and should be published yearly.

Copy of the same has to be given to the parents during the time of admission.

Members also suggested that Interview coaching should be given to pre-final year students.

[Action: Placement Coordinator]

8.4.12 Discussion regarding the Functioning of TBI Cell.

Members suggested to give area of justification to CAPE for the functioning of TBI cell in the college.

[Action: TBI cell coordinator]

8.4.13 Date and venue of next Bols meeting.

The Bols has suggested that the Minutes of the meeting should send to the respective members within 15 days. Bols also suggested that a strategic presentation should be done

regarding the activities of the college during the next BoG meeting.

Next Meeting is scheduled to be convened during the month of February / March 2013.

[Action : TEQIP-II Coordinator]

8.4.14 Any other item permitted by the Chairman.

The chairman and the members discussed with HoDs and various Coordinators of TEQIP-II. HoD of IT Department suggested that there is shortage of regular faculty. Representative from CAPE suggested to give proposal for two faculty members in IT Department.

Members of BoG suggested that Development of R & D is possible only after PG Programme in the college.

The NBA coordinator discussed with BoG members that there is a shortage of higher grade faculty members which is a major issue for Accreditation. Representative from CAPE suggested that posting of higher grade faculty will be considered by the CAPE.

Respective Members of the BoG suggested that Administrative Officers should also be invited to the next BoG meeting.

The meeting concluded by 5 P.M.

[Action : TEQIP-II Coordinator]

K.C.H. Kumar.

Dr. K.C. Hari Kumar
Chairman, BoG.