**MINUTES OF 13th MEETING OF THE BOG**

**COLLEGE OF ENGINBERING, THALASSERY**

**(SELECTED UNDER SUB-COMPONENT 1.1 OF TEQIP PHASE-II)**

**Date:** 17-10-2015  **Venue:** Mascot Hotel, Thiruvananthapuram **Time:** 10:00 am

**Members present**

1. Dr. Hari Kumar K.C., IIT Madras, Chairman.
2. Dr. Gopakumar V., Director, SPFU, Kerala
3. Mr. Ayyappan M. Chairaman & M.D., HLL Lifecare Ltd, Thiruvananthapuram
4. Dr. S Raveendran, Director , CAPE
5. Dr. Sajeev V., Principal, CoET.
6. Prof. Ramachandran C., Member, CoET.
7. Dr. Rajeev P., Member, TEQIP co-ordinator, CoET.

**Special invitee**

1. Dr. Pratapachandran Nair, Mentor, CoET
2. Mr. Chempak Kumar, Nodal Officer (Academic)
3. Mr. Ranjith K., Nodal Officer (Procurement)
4. Mr. Anil Rajagopal, Nodal Officer (Finance)
5. Mr. Kiran T S (R&D Coordinator)
6. Mr. Rahul Charles (For HoD, EEE)

**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.

**A1. Confirming the Minutes of the 12th Meeting of the Board of Governors held on 16-05-2015 at Mascot Hotel, Trivandrum.**

The Minutes of the 12th Meeting of the Board of Governors of the TEQIP Phase II of COE, Thalassery held on 16-05-2015 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 I for confirmation.

The BoG is requested to consider the Minutes for approval.

**A2. Report on the action taken/action pending on the pertinent decisions in the Minutes of the 12th Meeting of the Board of Governors held on 16-05-2015 at Mascot Hotel, Trivandrum**

The decisions taken by the Board as recorded in the Minutes of the 12th Meeting of the Board of Governors of the TEQIP Phase II held on 16-05-2015 have been noted and actions have been initiated. A report on the action taken and actions pending is listed in table A2.1 given below.

**Table A2.1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Agenda Item** | **BoG Decision** | **Action Taken** | **Remarks** |
| **A1A2** | Circulated the draft copy of minutes of BoG meetings among the members for their valuable suggestions and got final approval of Chairman of BoG. |  | Steps have been taken as per the directions BoG. |  |
| **B1** | The board discussed the revised IDP and academic plan till October 2016 submitted by the Institution.  | Revised IDP approved by BoG. | No action required |  |
| **B2** | The board discussed the governance plan. | BoG approved the governance plan and suggested to prepare Budget and Master plan for the college involving all faculty members. | No action required |  |
| **B3** | The board discussed the Mentor report. Dr. Pratapachandran Nair, Mentor, presented the summary of suggestions and Principal assured proper action in these matters. High transition rate of first year Mechanical and the decline in the transition rate of first year results for Electrical and Electronics, Electronics and communication Engg and Information Technology were discussed. | BoG members suggested to consider the rotation of subjects among faculty members after 3 years to ensure faculty members are experienced in different areas. BoG instructed to give due importance to remedial classes for subjects in which students are failing frequently. The details of instructions by BoG and the steps already taken by institution related to Mentors report | HoD’s have been given instructions to implement rotation of subjects as discussed in the BoG and this has been implemented. |  |
| **B4** | BoG discussedProcurement packages after the last BoG. | BoG instructed to give the complete details of packages which need approval in the next BoG meeting. | A complete detail of new packages is included in 13th BoG. | Discussed in 13th BoG. |
| **B5** | BoG discussed the proposals for FSD programme for next 3 months. | BoG considered the proposals for FSD programme for next 3 months, but suggested to make corrections in the proposals and resubmit in the next BoG meeting. | Proposals for FSD programme for next 3 months is included in 13th BoG. | Discussed in 13th BoG. |
| **B6** | BoG discussed the various Accreditation activities. | Regarding accreditation activities, BoG instructed to increase faculty contribution to get more points. | Report is included in 13th BoG. | Discussed in 13th BoG. |
| **B7** | BoG discussed the QEEE activities | Regarding QEEE activities, Dr. Gopakumar suggested to study the practices of Govt. Engg. College, Kozhikode for improvements in QEEE activities  | Report is included in 13th BoG. | Discussed in 13th BoG. |
| **B8** | BoG discussed the TBI Cellactivities. | The BoG decided to ask the coordinator to prepare an operating manual and get it approved by BoG. The startup companies can stay in the college for a maximum period of three years and rent is to be collected by the college. | Operating manual is included in 13th BoG. | Discussed in 13th BoG. |
| **B9** | BoG discussed the R&D activities. | BoG suggested to encourage seed money proposals and paper publications by faculty inside and outside India. The expert talks of eminent persons to boost R&D activities also will have to be increased.  | Report is included in 13th BoG. | Discussed in 13th BoG. |
| **B10** | BoG discussed the III Cell activities | Increased efforts for interaction with industry by III cell was suggested by BoG.BoG verified the various programmes planned under III cell and instructed to re-submit the modified plan in the next BoG meeting after incorporating the names of the resource persons for the various programmes. | Report is included in 13th BoG. | Discussed in 13th BoG. |
| **B11** | Regarding high intensity programmes, BoG suggested to conduct some programmes which strictly fall under the head High Intensity programmes. | Directed to refer PIP | Terms of Reference for High intensity training programme are included in 13th BoG. | Discussed in 13th BoG. |
| **B12** | BoG discussed the various in-house training programmes conducted for students. | BoG ratified the various in-house training programmes conducted for students | No action required |  |
| **B13** | BoG discussed the various in-house FSD programmes conducted after last BoG meeting | BoG ratified the various in-house FSD programmes conducted after last BoG meeting. BoG instructed to include expenses related with the programme **"**Mock evaluation of SAR**"** in academic reforms instead of FSD (Table No.5, Sl. No. 4) | Included expenses related with the programme **"**Mock evaluation of SAR**"** in academic reforms instead of FSD (Table No.5, Sl. No. 4) |  |
| **B14** | BoG discussed the various external FSD programmes attended by faculty and staff after last BoG meeting | BoG ratified the various external FSD programmes attended by faculty and staff after last BoG meeting | No action required |  |
| **B15** | BoG discussed payment made as M.Tech assistantship after last BoG meeting | BoG ratified payment made as M.Tech assistantship after last BoG meeting. BoG instructed to give enhanced amount as assistantship after getting the order from State Steering Committee meeting of SPFU. | No action required |  |
| **C1** | The fund utilization status for the allotted 650 lakhs is presented | Thecampus placement record are verified and suggested to increase efforts of fund utilization before October 2016. | No action required |  |
| **C2** | TEQIP Coordinatorexplained the status of four fund position as on 31/04/2015. | The records on status of fund position as on 30/04/15 and Mr. Sugathan, Sr. F.O, CAPE instructed some corrections in the status of fund position as on 31/04/15, the corrected data is given in table C2.1 | The current status of four funds position is correct as per the amount in the TEQIP II four fund accounts. |  |
| **D1** | Clarification needed for payment to students for their papers published in engineering journals and conferences.  | BoG instructed to give payment only to faculty members | No action required |  |
|  | Reimbursement of registration fee for the students attended interview by Srishti Innovative Labs, Technopark, TVM. (Jointly organised by KITCO with concurrence from SPFU).  | BoG permitted to reimburse the registration fee for the students who had attended the interview conducted by Srishti Innovative labs, Techno park, TVM (jointly organised by KITCO) | Payment is done as per the directions of BoG. |  |
|  | Remuneration for Data Entry Operator | Regarding the remuneration of Data Entry Operator and making the appointment on contract basis, proper decision will be taken by Principal after obtaining clarification from SPFU | Principal approved the enhancement of remuneration of data entry operator. |  |
|  | Submission from Usman Koya P.T, Librarian  | Regarding the submission of Usman Koya P.T., Librarian for granting of payment of Tuition fees of his part time Phd, BoG clarified that as per guidelines, only faculty members can be considered for reimbursement of fees for obtaining higher qualification | No action required. |  |
|  | Acceptance of scientific paper of Mr. Shijin Maniyath, AP, ME at International conference in Italy | BoG discussed the acceptance of scientific paper of Mr.Shijin Maniyath at International conference in Italy, few days back. BoG instructed to send the details to SPFU Director immediately for processing the application for foreign travel. | Mr.Shijin Maniyath’s paper has been accepted for the publishing in the international journal. He will be given the registration fee for the same. | BoG asked to get an explanation of the status of publication from Mr.Shijin Maniyath to include in the next BoG meeting. |
|  | The probable date of next BoG meeting | The next BoG meeting will be held in first week of July 2015 | Next BoG meeting will be planned as per the direction of BoG, but Late by 3 months. |  |

**Part B**

**Items for Discussion, Consideration, Ratification and Approval**

**Item No B1. Internal Audit Report for the Half year ended 31st March 2015**

**Discussion:** BoG discussed the detailed of Internal Audit report for the Half year ended 31st March 2015 is given in Annexure II.

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

**[Action by: Principal]**

**Item No B2. New Procurement plan**

**Discussion:** BoG discussed **t**he new procurement plan.

**Conclusion/Resolution/Recommendation/Decision:** BoG noted the plan and procurement system should be followed, in principle approval for items 4 to 9 is granted.

**[Action by: Procurement Coordinator]**

**Item No B3. FSD Programme for next 3 months**

**Discussion:** BoG discussed the detailed proposal of FSD programmes planned for the next 3 months.

**Conclusion/Resolution/Recommendation/Decision:** FSD - Outside the campus: Send people to nationally reputed institutions. BoG approved on this condition. BoG expects norms and details of the program to be included in the proposal. In the next BoG, report how many of the 21 have attended the program.

FSD- In-house: More details required. This can be approved after including the details of resource person, number of days, participants, etc., and send email to chairman.

**[Action by: Academic Coordinator]**

**Item No B4. Accreditation Activities**

**Discussion:** BoG discussed the accreditation Activities.

**Conclusion/Resolution/Recommendation/Decision:** BoG advised to arrange a visit to the LBS to get more information and to share their experience of recent visit of NBA accreditation team. Educate students regarding accreditation. BoG will compare the figures of the SAR with actual score that will be awarded by NBA.

**[Action by: Academic/Accreditation Coordinator]**

**Item No B5. QEEE Activities**

**Discussion:** BoG discussed the QEEE Activities.

**Conclusion/Resolution/Recommendation/Decision:** Conduct class tests based on QEEE classes and/or conduct a quiz. Take feedback from attended students. Faculty should also sit in the QEEE class.

**[Action by: Academic/QEEE Coordinator]**

**Item No B6. Entrepreneurship development activities**

**Discussion:** BoG discussed the TBI Cell activities.

**Conclusion/Resolution/Recommendation/Decision:** Take legal opinion from a lawyer, check the financial position of the new entrepreneur and get it approved. CET, TVM is very active in this and regarding how to share the resources, the BoG advised to get information from CET, TVM. BoG suggested nominating coordinator.

**[Action by: TBI Cell Coordinator]**

**Item No B7. R&D activities, new seed money proposals**

**Discussion:** BoG discussed the R& D Activities and seed money proposals.

**Conclusion/Resolution/Recommendation/Decision:** ITSS travel of Mr. Binesh: BoG advised to submit the complete details of this in the next BoG; National Conference at CET, Thalassery: Prepare brochure, plan estimate, etc and send to BoG for approval. Chairman suggested linking R&D activities with industry and including an expert from industry as co-investigator. Seed money proposals are approved.

**[Action by: Academic / R&D Coordinator]**

**Item No B8. III Cell Activities**

**Discussion:** BoG discussed the III Cell activities. Need details of resource persons etc. BoG suggested the programs also focusing on faculty as the current programs are student focused. BoG discussed ICT Academy. CADD etc are trainers and not industry.

**Conclusion/Resolution/Recommendation/Decision:** BoG approved.

**[Action by: Academic / R&D Coordinator]**

**Item No B9. High intensity training programmes**

**Discussion:** BoG discussed the Terms of Reference (ToR) submitted by the college.

**Conclusion/Resolution/Recommendation/Decision:** BoG approved.

**[Action by: Academic Coordinator]**

**Item No B10. Ratification of In-house training programs for the students**

**Discussion:** BoGdiscussed the In-house training programs for the students. BoG suggested including the total amount under ratification.

**Conclusion/Resolution/Recommendation/Decision:** BoG Ratified.

**[No action required]**

**Item No B11. Ratification of Faculty Development Programme- In-house**

**Discussion:** BoG discussed Faculty Development Programme- In-house conducted in the college.

**Conclusion/Resolution/Recommendation/Decision:** BoG Ratified.

**[No action required]**

**Item No B12. Ratification of** Faculty Attending Training, Seminar, Conference, Workshop – out-house

**Discussion:** BoG discussed Faculty Attending Training, Seminar, Conference, and Workshop – out-house.

**Conclusion/Resolution/Recommendation/Decision:** BoG Ratified.

**[No action required]**

**Item No B13. Ratification of M. Tech Assistantship (ME & ECE)**

**Discussion:** BoGdiscussed the M Tech assistantship. In case of SC/ST/OEC students it should be confirm that they are availing only one scholarship/assistantship at a time.

**Conclusion/Resolution/Recommendation/Decision:** BoG Ratified assistantship except for SC/ST/OEC students.

**[Action by Principal]**

**Item No B14. Ratification of payment made for procurement packages**

**Discussion:** BoG discussed the payment of procurement packages after last BoG.

**Conclusion/Resolution/Recommendation/Decision:** BoG Ratified.

**[No action required]**

**Item No B15. Ratification of Fee for Faculty qualification upgradation**

**Discussion:** BoG discussed the fee details for Faculty qualification upgradation.

**Conclusion/Resolution/Recommendation/Decision:** If disallowed by the auditor, the concerned faculty members will have to return the funds. The auditor’s final report is awaited.

**[Action by Principal]**

**Part C**

**Reports**

**Item No C1. The status of fund position as on 30.09.2015**

**Discussion:** BoG discussedthe fund utilization status for the allotted 750 lakhs.

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

**[No action required]**

**Item No C2. The Status of four fund positions as on 30-09-2015**

**Discussion:** BoG discussedthe four fund status.

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

**[No action required]**

**Item No C3. The status of placement**

**Discussion:** BoG discussedplacement status.

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

**[No action required]**

**Item No C3. Result analysis**

**Discussion:** BoG discussedresult analysis of academic year 2014-15.

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

**[No action required]**

**D1 Any other item with the permission of the Chair**

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

The next BoG meeting will be held in first week of December 2015.

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**The meeting concluded at 2.00 pm with vote of thanks by Principal.**

 Date: 17/10/2015,

 Place: Thiruvananthapuram.

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