**MINUTES OF 9thMEETING OF THE BoG**

**COLLEGE OF ENGINEERING, THALASSERY**

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

**Date: 01-03-2014, Time: 10:00 AM**

**Venue: Mascot Hotel, Thiruvananthapuram**

**Members Present**

**1. Prof. K C Hari Kumar, IIT Madras, Chennai**

**2. Prof. K Narayanan, Project Coordinator, SPFU Kerala**

**3. Dr. Sajeev V, Principal**

**4. Prof. C Ramachandran, Member**

**5. Mr. Binesh K., TEQIP-II Coordinator**

**6. Mr. M Sherif, Additional Secretary to Govt. Higher Education**

**7. Dr. K Sreekrishna Kumar, AICTE Member**

**8. Mr. K A Sugathan, Senior Finance Officer, for Director CAPE**

**9. Mr. B Rajendra Babu, A.O. CAPE**

**Invitee Members**

**1. Dr. Prathapachandran Nair, Mentor COET**

**2. Mr. Shylesh Kumar M K, Procurement Coordinator**

Professor K C Hari Kumar, Chairman, Board of Governors presided over the meeting. The items as per the Agenda Note were taken for discussion and consideration of the Board.

**9.1 Welcome by the Chairman**

Chairman BoG has welcomed the Members.

**9.2 Confirmation of the Minutes of the 8thmeeting of the Board of Governors held on 07-12-2013**

The Minutes of the BoG meeting held on 07-12-2013 was read and after discussion, the minutes was approved by the Board effecting several corrections and rectifications.

**9.3 Discussion on the action taken report**

The Action Taken Report on the 8th meeting of BoG held on 07-12-2013 was placed before the Board. The Principal read out the report and discussions were made on certain points and corrections were done for the same, which are shown below.

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| **Agenda Item No.** | **Agenda** | **Decision** | **Action Taken** | **Remarks** |
| 8.4.2 | Approval from BoG for the Revision of Procurement plan | Approved the revision of procurement plan | Action taken to black list HCL |  |
| 8.4.5 | Approval to start M.Tech Course in Various departments | To begin M.Tech Course in ECE & Mechanical branches | Proposal sent to CAPE, DTE, AICTE |  |
| 8.4.6 | Approval from BoG for five Faculty Members to do their qualification upgradation under TEQIP-II | Approved the proposal | Expenditure to be met by TEQIP and reimbursed the tuition fee |  |
| 8.4.7 | Approval of Expenditure incurred by UG students who attended a two Week automotive Industry Simulation Internship and implant training program in KSEB under III Cell | Approved only the TA | A total amount of Rs 6110/- has been reimbursed and booked under III cell |  |
| 8.4.8 | Discussion regarding the Reimbursement of Tuitions fees for faculty members enrolled for Qualification upgradation before commencement of TEQIP-II | Approved for Mr. Sreenesh V (AP,ME) & Ms.Ambili (AP,CSE) | Deferred to 9th BoG meeting for further discussion | In the9thBoG meeting the Board has decided to reimburse only the tuition fee for those faculty members who have enrolled for the program after the signing of the MoU |
| 8.4.10 | Discussion regarding QEEE Program to be conducted by IIT Madras on 26th January 2014 | Approved the QEEE program | Started QEEE program in the college with  Mr Shabin P. as the Coordinator |  |
| 8.4.11 | Discussion regarding the improvement of placement activities | Decided to issue a placement booklet for every academic year | Conducted personality development program under TEQIP-II and also prepared a placement booklet with Mr. Anil Rajagopal as the placement officer |  |

**9.4 College of Engineering, Thalassery**

**9.4.1 Submission of Income & Expenditure details up to 28-02-2014 for the kind perusal and approval of the BoG**

***Discussion:*** The total sum towards Receipt and Expenditure was approved. The FMR during the month of February 2014 given in Annexure III was also looked into

***Conclusion/Resolution/Recommendation/Decision:*** The Chairman and members of the BoG suggested to give a request to the SPFU & NPIU to release an amount of Rs 2 Crore urgently.

***Follow-up action:*** Finance Coordinator

**9.4.2 Approval from BoG for the revision of procurement plan**

***Discussion:*** The Revised procurement plan indicated in Annexure4 has been approved by the Board.

***Conclusion/Resolution/Recommendation/Decision:*** The Chairman and members of the BOG suggested to blacklist HCL for not supplying the goods as per the orders. In this regard the BoG asked to initiate legal action against them after referring to the CAPE with the involvement of higher authorities.

***Follow-up action:*** Procurement Coordinator

**9.4.3 Approval of expenditure incurred for the following program**

***a) Outstation training taken by the faculties***

***Discussion:*** The BoG discussed various training programs attended by the faculty members and gave approval for the same.

***Conclusion/Resolution/Recommendation/Decision:*** The Chairman and members of the BoG suggested that the number of the faculty members attended the training should be mentioned in the Agenda Note.

***Action:***- Academic Coordinator/Finance Coordinator

***b) Workshop/Seminars Conducted by various department***

***Discussion:*** The BoG gave its approval for the various workshop/seminars conducted by various departments.

***Conclusion/Resolution/Recommendation/Decision:*** Board suggested that the number of faculty members who have benefited from the program should be mentioned in the Agenda Note.

***Action:***- Academic Coordinator/Finance Coordinator

**9.4.4 Discussion regarding Accreditation and autonomy**

***Discussion:*** The Board asked to collect data of the alumni via email for accreditation. It suggested to fix a date for mock accreditation and to contact COE, Vadakara in this regard. The members also asked to seek the help of the mentor for appointing a consultant through services.

***Conclusion/Resolution/Recommendation/Decision:*** The Chairman and the members of the BoG recommended to make a presentation of the self-assessment report.

***Follow-up Action:*** Accreditation Coordinator/Accreditation Coordinator

**9.4.5 Discussion regarding the former Annual budget Review (2013-14)**

***Discussion:*** The Board discussed annual budget review cited in annexure6 for the year 2013-14 and approved.

***Conclusion/Resolution/Recommendation/Decision:*** The Board asked to present the preceding years annual budget review in the agenda instead of that of the present year.

***Follow-up Action:*** Finance Coordinator/TEQIP-II Coordinator

**9.4.6 Approval of expenditure incurred by UG students attended two week automotive**

**Industry simulation internship under III cell**

***Discussion:*** The Board has taken up the agenda for discussion and decided not to provide the registration fee for the students undergoing internship.

***Conclusion/Resolution/Recommendation/Decision:*** The Board decided not to provide any payment for the students for undergoing internship program as it has been decided in the SSC meeting.

***Follow-up Action:*** Finance Coordinator/TEQIP –II Coordinator/Academic Coordinator

**9.4.7 Discussion regarding the reimbursement of tuition fees of the faculty enrolled for qualification up gradation before commencement of TEQIP-II**

***Discussion:*** The Board discussed on the reimbursement of tuition fee demanded by those faculties who had enrolled for qualification upgradation program before the commencement of TEQIP-II

***Conclusion/Resolution/Recommendation/Decision:*** The member of the board Mr. Narayanan (SPFU Project coordinator) suggested that as per the decision of the SSC, any expenditure which has been made before the signing of the MoU cannot be sanctioned. All other members agreed to and recommended the suggestion.

***Follow-up Action:*** Finance Coordinator/TEQIP-II Coordinator

**9.4.8 Discussion regarding funding of industrial internship for students**

***Discussion:*** The Board discussed on the proposal submitted by the students and staff regarding the funding of industrial internship for the students.

The chairman suggested that the provision for funding of industrial internship may be brought to the notice of the SSC in the next meeting.

***Conclusion/Resolution/***Recommendation***/Decision:*** The Board decided not to provide any funding for industrial internship until they receive a further direction from the SPFU.

***Follow-up Action:*** Finance Coordinator/III cell Coordinator

**9.4.9 Discussion regarding auditor’s report**

***Discussion:*** The Board discussed the report of the first performance audit .Many corrections were pointed out by the Board during the discussion. The chairman was not satisfied with the assessment grade given by the auditor.

***Conclusion/Resolution/Recommendation/Decision:*** The Chairman and members of the BOG suggested to defer the discussion on this report to the next BoG meeting.

***Follow-up Action:*** TEQIP-II Coordinator

**9.4.10 Date and venue of 10thBoG meeting**

***Discussion:*** The Board asked to prepare the minutes of the meeting and send the same to the Board in a month’s time.

***Conclusion/Resolution/Recommendation/Decision:*** The Chairman and members decided to convene the next meeting of the Board during the month of May-June 2014.

***Follow-up Action:*** TEQIP-II Coordinator

**9.4.11 Any other items permitted by the Chairman**

(1) The Chairman and the Board asked to include the SRA in the next BoG meeting to discuss the R&D activities.

(2)The main agenda for the next meeting shall be on accreditation

(3)The Board has asked to refer to the minutes of the BoG meeting conducted by the Govt. College of Engineering, Idukki as a model for the preparation of the minutes.

(4)The Chairman and Members of the BoG rejected the request regarding qualification upgradation given by Mr. Biju since it is not permissible to provide fund for qualification upgradation for technical staff under TEQIP-II regulations

***Follow-up Action:*** TEQIP-II Coordinator/R&D Coordinator/Accreditation Coordinator

Meeting concluded by 2:00 pm.

**Professor K.C Hari Kumar**

**Chairman, BoG**