

MINUTES OF SEVENTH MEETING OF THE BoG
GOVT. ENGINEERING COLLEGE IDUKKI, PAINAVU
(SELECTED UNDER SUB-COMPONENT 1.1 OF TEQIP PHASE – II)

Date: 10.07.2013 Venue: Hotel Chaithram, Thiruvananthapuram Time: 1030 hours

Members Present

1. Prof. A. Veeraragavan, IIT Madras, Chennai
2. Prof. K. P. P. Pillai, AICTE Nominee
3. Prof. Abraham T Mathew, Government Nominee
4. Prof. V. Santhakumari, Senior Joint Director, DTE, Kerala
5. Prof. V. Gopakumar, Director, SPFU
6. Prof. K. Narayanan, Expert, SPFU
7. Dr. R. Sathikumar, Former Principal
8. Dr. B. Jayanand, Professor in Charge
9. Dr. P. P. Sajith, Former TEQIP Coordinator
10. Mr. Sumesh Divakaran, Faculty Representative
11. Prof. I M Chandran, Financial Nodal Officer
12. Dr. Abhilash Suryan R, TEQIP Coordinator
13. Mr. Remesh Babu K R, Academic Nodal Officer
14. Ms. Josna V R, EAP Nodal Officer

Dr. A. Veeraragavan, Chairman, Board of Governors presided over the meeting.

The items as per the agenda note were taken for discussion and approval.

Minutes

Part A

Procedural

Item No.A1: Confirmation of the minutes of the sixth meeting of the BoG held on 25-02-2013.

The minutes of the BoG meeting held on 25-02-2012 was read and confirmed.

Item No.A2: Report on the action taken/action pending on the pertinent decisions in the Minutes of the 6th Meeting of the Board of Governors held on 25-02-2013 at GEC Idukki.

The Principal reported the action taken on the pertinent decisions in the minutes of the 6th meeting of the Board of Governors held on 25-02-2013.

The BoG appreciated the VFS programmes in the past and suggested arranging more such programmes during the current academic year in consultation with the students.

Continuing the discussion from the previous meeting on taking up socially relevant projects, the BoG suggested that a team should visit NISH, Trivandrum and Amal Jyothi School, Painavu to identify possible projects that may be helpful to the differently-abled children. The BoG also suggested inviting Dr. Pavithran to interact with the students and faculty members.

Discussing at length on the remedial classes and the result analysis, the BoG advised the faculty members to :

- i) collect feedback from the teachers who are handling remedial classes, and pass on these feedbacks to regular teachers who handle that subject in future.
- ii) Feedbacks from the students and the faculty may be presented in the next BoG meeting.
- iii) Academic and EAP committees should discuss the programmes/subjects for remedial classes during the meetings.
- iv) Senior faculty should be included in the above committees, as members.
- v) Subjects with high failure rates should be identified from past result analysis.
- vi) Weaker students should be identified in the beginning of the semester itself, during the first module and steps should be taken to coach them from the beginning

Hand holding weaker students by the faculty members will improve their self-confidence and the students are likely to perform better in the examinations.

vii) For Basic Electronics & Information Technology, the remedial classes should commence at the earliest. Academic and EAP Committees can be convened in Trivandrum with the participation of BoG members and other external experts.

The BoG had, in the previous meeting approved the proposal of an additional payment of Rs. 5000/- to those ad-hoc faculty with M. Tech. degree. The decision shall be implemented from the current academic year and the expenditure may be booked under the head 'Incremental Operating Cost'. The BoG also permitted to hire B. Tech. degree holders if M. Tech. holders are not available as guest faculty.

The BoG advised the institution to complete the alumni database by the end of the current semester and involve the alumni in the placement efforts. The new web page may be created for this purpose with a link provided on the institute website.

Regarding hiring of services from FACE for soft skills training programmes, the BoG granted approval to avail the services through PMSS as service procurement. The BoG also suggested to collect feedbacks from companies providing service to the Institution.

The BoG advised the institution to form the R & D Cell as soon as possible with a Senior Research Adviser (SRA) as the Chairman. The details about the Cell should be mailed within a month to the BoG Chairman and the members for their concurrence. The R & D Cell and the SRA may help the faculty and students (PG and UG) in identifying socially relevant projects.

The BoG also sought the feedback on the Faculty Experience Sharing after Training (FEST) programmes and suggested the institution to present the details during the next meeting.

Item No.A3: Cumulative list of the action taken/action pending on the various Board decisions in the past.

On the recommendation of the 4th BoG meeting on 17-09-2012 regarding the conduct of diagnostic test for final year students to identify the weakness related to employability, the BoG requested the SPFU to conduct a common diagnostic test for the students of all TEQIP institutions.

Part B

Discussion, consideration and Ratification

Item No.B1: Consideration of the various procurement packages cancelled till date.

Dr. Abhilash Suryan, TEQIP Coordinator presented the list of items cancelled in the approved procurement plan till date. The BoG discussed the cases in detail and approved the cancellations as per the details given in Appendix B1.

Item No. B2: Consideration of newly created procurement packages

TEQIP Coordinator presented new package proposals submitted by various departments. The BoG discussed the proposal in detail and approved the list as per the Appendix B2.

Item No. B3: Consideration of the issues encountered in the procurement of civil works and new proposals for civil works.

TEQIP Coordinator presented the status of civil works and explained the issues encountered in the procurement of civil work packages and inclusion of new packages. The BoG discussed the issues in depth and gave suggestions on civil works procurement. BoG approved the new proposals for civil works as per Appendix B3.

Item No. B4: Consideration of the various academic programs for the next three months.

Academic Nodal Officer, Remesh Babu K R, presented the academic activities planned for the next three months. BoG members reiterated the suggestion on inviting experts from institutes of national Importance like IITs, IISc, NITs, CET etc., and initiate collaborative

research with GEC Idukki. The BoG approved the proposals as per the Appendix B4.

Item No. B5: Ratification of the various in house training programs for the faculty, technical staff and administrative staff.

The BoG ratified the in house training programs for the staff as per the Appendix B5.

Item No. B6: Ratification of the various in house training programs for the students.

The BoG ratified the in house training programs for the students as per the Appendix B6.

Item No. B7: Ratification of the various training program attended by faculty, technical and administrative staff outside the institution.

The BoG ratified the training programs attended by faculty, technical and administrative staff outside the institution as per the Appendix B7.

Item No. B8: Ratification of the purchase of consumables and other minor items for the TEQIP office till date.

The BoG ratified the purchase of consumables and other minor items for the TEQIP office from 21st February to 10th July 2013. The details of consumables and other minor items purchased as approved by the BoG are given in the Appendix B8.

Item No. B9: Ratification of the appointment of the new TEQIP team members.

The BoG ratified the appointment of the new TEQIP team. The names of the new TEQIP team members are given in Appendix B9.

Part C

Reports

Item No. C1: The status of fund position as on 10.07.2013.

The Principal explained the status of fund position as on 10-07-2013, and also presented category wise expenditure. Against the allotted amount of Rs. 225 Lakhs, Rs. 227.20708 Lakhs has been proposed for utilisation as on 10-07-2013. The additional expenditure was possible due to the interest accrued on the bank deposit.

Item No. C2: The status of faculty position as on 10-07-2013

The Principal presented the status of faculty position as on 10-07-2013. The BoG expressed serious concern on the shortage of permanent faculty members.

Item No. C3: Status of the construction projects as on 10-07-2013.

The BoG members expressed satisfaction over the various State Government funded construction projects progressing in the campus. The BoG reminded the institution that furniture should be in place once the hostels in the campus are ready to be occupied. The first year students should also be transferred to the college as soon as possible.

Item No. C4: Status of the new PG/UG programs as on 10-07-2013

The Principal reported that, admissions to the new M. Tech. programmes in Information Technology and VLSI shall commence this academic year. B. Tech. in Mechanical Engineering could not be started this year due to the Hon. Supreme Court ruling on the date of affiliation. Efforts are on to commence the B. Tech. programme in Mechanical Engineering from the next academic year.

Item No. C5: Accreditation status of the UG programs

The Principal presented the current status of accreditation process of the institution. Members suggested that the preparation for the Accreditation process should be intensified. The members suggested the revision of Self Assessment Report (SAR) and completion of the mock accreditation audit by 31st October 2013. The visit of a Mock accreditation team should be conducted in November 2013.

Item No. C6: Result Analyses

EAP Nodal Officer Ms. Josna V R presented the result analyses for the previous University Examinations (Appendix C1) and the Remedial Classes (Appendix C2). The BoG advised to display the results of the remedial classes on the notice board, so as to create an awareness on the usefulness of the programme, so that more students will attend the programme and will be benefitted.

Other items with the permission of the Chair (Appendix D1)

1. Regarding submission from Prof. A K Amby seeking permission to attend the STC on Project Management at IIMA, the BoG and the SPFU were of the opinion that the same programme is offered by NPIU without any cost. Academic Committee has to decide on the issue.
2. On the request from Ms. Neethumol A for Teaching and Research Assistantship, the BoG has given sanction and she has to perform the duties of Teaching and Research Assistantship from the date of receiving the support.
3. BoG has advised to expedite the selection process for MIS officer.
4. BoG has given instruction that the first semester fees of Ms. Rezuana Bai J, APEC, for the Part Time PhD programme may be supported from the TEQIP fund.
5. Regarding the request from Mr. Shenil P S seeking support from the TEQIP fund to attend international conference abroad, the faculty member is advised to submit the revised application for international travel support scheme. BoG suggested to send the proposal to BoG chairman and members, to get their concurrence.
6. Regarding the submission from Mr. Remesh Babu and Mr. Anoob Sebastian for conducting in-house induction training programme for newly appointed faculty, the BoG and SPFU requested for a detailed proposal for a 5 day programme citing the experience and background of the resource persons.
7. The BoG informed that there should be no limit for payment for Remedial classes. Mr. Anilkumar, AP (CSE) may be paid the full amount due to him for engaging remedial classes as A/c Payee cheque, the tax should be deducted at source (TDS). A feedback report may be collected from Mr. Anilkumar sharing his successful experiences in handling remedial classes. This report should be presented in next BoG.
8. SPFU informed that pay for the TEQIP office staff cannot be raised.
9. The BoG went through the feedbacks about FACE Academy from various esteemed institutions for finishing school programmes and suggested the process may be initiated through PMSS.

10. On the request from Mr. Jim I P Das, for supporting the annual fees for the part time programme to attend classes at CSI ITI Muttom, the SPFU informed that support should not be given for courses in private institutions.
11. The BoG has granted permission for the conduct of Bridge Course and Soft Skill training programme proposed by Mr. Philumon Joseph, APCS.
12. Air Travel is allowed subject to condition from the final order from Government. Before performing the journey, the request should be sent to the Government. The SPFU had informed that the minutes containing the sanction for air journey is approved in principle and the Government Order regarding the same will be issued soon. BoG instructed the Institution to follow the existing Government norms. Maximum permissible outside training programmes per person is limited to two per semester. There is no limit for paper presentation in conferences.
13. For faculty and student training in private institutions, the service has to be procured through PMSS.
14. Regarding the purchase of library books, the same may be purchased omitting the unavailable and out of print books (TEQIP/110/12).
15. Since the variation in quoted amount is less than 25%, the purchase of civil equipment may be proceeded with. (TEQIP/237/13).

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